



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Monday (corrected 10/27/14), October 27, 2014
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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ROLL CALL	
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EXECUTIVE SESSION

ADJOURNMENT

REGULAR MEETING – MANSFIELD TOWN COUNCIL
October 14, 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, Ryan, Shapiro, Wassmundt

II. APPROVAL OF MINUTES

Mr. Shapiro moved and Mr. Marcellino seconded to approve the minutes of the September 2, 2014 special meeting as presented. The motion passed unanimously. Ms. Moran moved and Mr. Shapiro seconded to approve the minutes of the September 22, 2014 special meeting as presented. The motion passed with all in favor except Mr. Ryan who abstained. Ms. Moran moved and Mr. Shapiro seconded to approve the minutes of the September 22, 2014 regular meeting as presented. The motion passed with all in favor except Mr. Ryan who abstained.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Jason McGarry, South Eagleville Road, spoke to the increase in crime and traffic accidents in Eagleville. Mr. McGarry distributed pictures of recent incidents and asked the Town to erect barriers at the corner of Rte. 275 and Rte. 32. Mr. McGarry expressed concern for the safety of his family. (Pictures will be included as a communication in the 10/27/2014 packet)

Brian Coleman, Centre Street, spoke in opposition to the rental certification zone citing both cost and privacy concerns. (Statement attached)

Noreen Pease, Manager of Wood's Edge Apartments, described recent events surrounding the execution of warrants in accordance with the Mansfield Housing Code at the apartment complex. Ms. Pease stated she believes that the constitutional rights of tenants were violated.

Ric Hossack, Middle Turnpike, objected to the characterization of his September 22, 2014 public comments as presented in the minutes and requested an ad hoc committee be formed to study the performance and efficiency of the Fire Department.

David Freudmann, Eastwood Road, stated that it is inappropriate to use the Code Red system to get out the vote for the referendum; urged the Council to find cuts to finance the proposed additional appropriations (Item 6); and disagreed with the expansion of the rental certification zone.

Rebecca Shafer, Echo Road, asked the Council to look at the interest rates charged for taxes that are in arrears and the practice of applying payments to the oldest bill. Ms. Shafer also commented that the implementation of the rental zone served the purpose for which it was intended and sees no need to expand the zone.

Bill Rowe, stated the rental certification zone was established to address one area of Town but now it is too expensive and a way for the Town to make money.

Arthur Smith, Mulberry Road, asked why the live broadcast of tonight's Council meeting was not working and posed a series of questions. (Statement attached)

Jeffrey Viens, Columbia, told the Council they should be ashamed of themselves for not beginning the meeting with the Pledge of Allegiance.

Ray Haddad, Conantville Road, commented that he does not think that the emergency calling system should be used for the referendum.

Pat Suprenant, Mansfield Independent News, questioned how the Council is able to circumvent the purchase order requirement for the Blum Shapiro proposal (Item 7) and not go out to bid.

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IV. REPORT OF THE TOWN MANAGER

In addition to his written reports Town Manager Matt Hart offered the following remarks:

- Charter has reported a technical problem which prevents them from broadcasting tonight's meeting live. The Town website, however, is streaming the meeting. The meeting will be rebroadcast on Channel 191 as scheduled.
- The Town Manager has spoken to and will look into Mr. McGarry's concerns about traffic and crime issues in Eagleville. The Town has erected additional signage and increased police patrols in the area. The Traffic Authority will look at other options including the possibility of erecting barriers along state roads.
- Mr. Hart will confirm if the Town has any latitude regarding the interest rate charged for past due taxes and how payments are applied. Later in the meeting Town Attorney Kevin Deneen clarified that both the interest rate and the application of payments are a matter of state law and the Town has no discretion in the matter.
- The agreement with the Community School for the Arts has not yet been executed. The Town will be looking for the program to cover all related costs.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mr. Kegler reported that he and Ms. Wassmundt attended the Connecticut Water Company's informational meeting. Mr. Kegler noted a requirement, discussed at the meeting, which imposes water usage limitations along the water pipe line route. Ms. Moran reminded residents of the Mansfield Pup Crawl on October 18, 2014. All proceeds will benefit the Friends of the Mansfield Animal Shelter.

VI. OLD BUSINESS

1. Community/Campus Relations, UConn Master Plan

University of Connecticut Associate Vice President Tom Callahan, Director of Planning Beverly Wood and Manager of Environmental Compliance Jason Coite were present to discuss the roll out of UConn's Master Plan. The UConn representatives spoke to the timing of community information sessions, the approval schedule for the draft and final plan and plans for future environmental reviews. Ms. Woods noted that she has had no requests for biosafety level 4 laboratories. Mr. Callahan will provide information as to whether state and federal laws would require community involvement if a higher level biosafety laboratory is ever proposed.

2. Mansfield Housing Code, Expansion of Rental Certification Zone

Mr. Ryan moved and Ms. Moran seconded, 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.

Director of Building and Housing Mike Nintean was available to answer questions. Members discussed the need for the program, the cost of certification to landlords and tenants, the inspection process used by officials, privacy rights, the use of warrants, and the benefit of the entire Town having the same rules.

Ms. Wassmundt called the question. Seconded by Mr. Shapiro the motion passed unanimously.

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

3. Use of Code Red and QNotify Community Notification Systems for Referendum Notice

The Town Manager clarified the planned use of Code Red for the November 4, 2014 Referendum. The plan is to send a notification only to those residents who have specifically signed up for community notifications, not to be confused with the emergency

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call list which is populated by AT&T and sign-ups. The communication will be in the form of an email and will conform to state laws for such notifications.

Mr. Moran moved and Mr. Ryan seconded, effective October 14, 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.

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

4. Storrs Center Update

The CVS store is now open and Java Juice and Bruegger's Bagels will open later this month. Two occupants have been identified for the building near Price Chopper.

VII. NEW BUSINESS

5. Resolution to Join the Capitol Region Council of Governments Metropolitan Planning Organization

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

Motion passed unanimously.

6. Proposed Additional Appropriations FY2014/15

Chair of the Finance Committee Bill Ryan offered the following motions:
Move, effective October 14, 2014, to increase the FY2014/15 General Fund Transfer to Capital/CNR by \$212,500, to be 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).

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.

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Mr. Kegler moved and Ms. Wassmundt seconded to amend the motion by eliminating the funding for a replacement ambulance and by adding the \$195,000 (Other Capital Improvement Needs – Future Action) and the \$401,500 to the Fund Balance Reserve.

Chief Dave Dagon discussed the proposal to purchase a replacement ambulance.

Mr. Shapiro moved and Ms. Moran seconded to amend the proposed amendment by eliminating the inclusion of \$195,000 to the Fund Balance Reserve.
The motion to amend the amendment passed unanimously.

Ms. Moran moved and Mr. Ryan seconded to further amend the amendment by eliminating the replacement ambulance.
The motion to further amend the amendment failed with Kochenburger, Moran, Paterson, and Ryan in favor and Kegler, Marcellino, Raymond, Shapiro and Wassmundt in opposition.
The amendment, as amended, passed unanimously.

The amended motion now reads:

Move, effective October 14, 2014, to increase the FY2014/15 General Fund Transfer to Capital/CNR by \$162,500, to be 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 pavement management system study (\$50,000) and street sign inventory/replacements (\$60,000).

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.

Move, effective October 14, 2014, to place \$401,500 in the Fund Balance Reserve.

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

By consensus the Council agreed to add the purchase of a replacement ambulance to the next agenda.

7. BlumShapiro Proposal to Perform a Financial Operations Control Assessment
Mr. Ryan, Chair of the Finance Committee moved, 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.

The motion passed with all in favor except Ms. Wassmundt who voted in opposition.

8. New Local Option Property Tax Exemption
The material is informational only. By consensus the Council agreed to pass over this agenda item.

VIII. QUARTERLY REPORTS (www.MansfieldCT.gov)

IX. REPORTS OF COUNCIL COMMITTEES

Mr. Ryan, Chair of the Finance Committee, reported the Committee met earlier this evening and that the issues addressed in that meeting have been discussed during the Council meeting.

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Mr. Kochenburger, Chair of the Committee on Committees, offered the following recommendations to the Council:

The reappointments of Don Nolan, Laurie Grunske McMorro, and Beverly Korba, and the appointments of Nancy Trawick-Smith and Jennifer May Hoskins to the Commission on Aging

The reappointment of Michael Kurland to the Eastern Highland Health District Board of Directors

The appointment of Suzanne Gormley to the Mansfield Advocates for Children

The appointment of Eric Appar to the Parks Advisory Committee

The appointment of Prescott Powers to the Arts Advisory Council

The appointment of Joan Terry (representing the Mansfield Senior and Wellness Center Executive Board) to the Human Service Advisory Committee

The motion to recommend passed unanimously.

Mr. Kochenburger noted the Committee is reviewing the advisability merging the Advisory Committee of People with Disabilities with the Human Services Committee and has asked the Director of Human Services to poll the members for their input.

Ms. Moran, Chair of the Ad Hoc Committee on Responsible Contracting, reported the Committee met recently and will be bringing their recommendations to the Council at the next meeting.

X. DEPARTMENTAL AND COMMITTEE REPORTS

No comments.

XI. PETITIONS, REQUESTS AND COMMUNICATONS

9. C. Rowe (09/20/14)

10. A. Smith (09/22/14)

11. J. Kaufman (09/19/14)

12. B. Barnes re: University of Connecticut, Main Accumulation Area

13. Connecticut Recreation and Parks Association re: 2014 Program of Merit Award

14. State of Connecticut re: Historic Documents Preservation Grant FY 2015

15. Connecticut Water, In Your Community – September 2014

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)

XII. FUTURE AGENDA

Ambulance needs will be discussed at the next meeting.

XII. ADJOURNMENT

Ms. Moran moved and Mr. Shapiro seconded to adjourn the meeting and 11:05 p.m.

Motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

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Dear Town Council,

On September 25, 2014 it was a dark day for the citizens of Mansfield, for it was on that day, town officials armed with search warrants and state police invaded the sovereign privacy of the private citizens of this town. The tenants at Woods edge Apartments had denied consent to town building department.

The tenants grew tired of opening their doors to a warrantless search every other year. Who could blame them? After all when you lease an apartment you expect your privacy and as good landlords we wish to provide them their basic private property rights.

As part of tonight's packet the town attorney provided a legal opinion on the legality of the town's Rental Certification Zone. It uses the city of New Haven as an example. There are stark differences between the city of New Haven and the town of Mansfield and their ordinances.

Before I reflect on those differences I would like to highlight a few issues with the 2008 lawsuit against the city of New Haven. The lawsuit was bought against New Haven by a group of property owners, which in this case the judge viewed rental properties as a business, as the town of Mansfield does. Right or wrong this does not take into consideration of those who are leasing the rental properties. The tenant's private property rights have not been considered in this law suit. Highlighted in this lawsuit, a previous case State vs Hill Conn(1996) "It is well

established that a tenant has the standing to claim the protection of the fourth amendment with areas where his use is exclusive, that is where he has the legal right to control access and exclude others. Landlords can't provide consent for their tenants."

The New Haven Housing code provides tenants the forms to allow or refuse consent to a search. That is the law. It provides the landlord with a check list. It limits inspection fees to \$1000 on multi-family complexes regardless of the number of units. Mansfield inspection fees are exorbitant compared to New Haven and all other municipalities that have similar programs.

Mansfield has found itself a cash cow charging landlords thousands of dollars just for inspections that take a matter of minutes! The New Haven Code doesn't have an off street parking ordinance that allows town officials on private property to write \$90.00 parking tickets yet another cash cow for the town. New Haven exempts most single family houses as well as Section 8 units. If you want to use New Haven as an example, start with a \$1000 cap on inspection fees and eliminate the off-street parking ordinance.

Mansfield stands out with its rental ordinances as being the most costly and the most invasive! Our tenants have rights and they should be respected.

Brian Coleman

26 Centre St

Mansfield Center CT

Arthur A. Smith
74 Mulberry Road
Mansfield, CT 06250

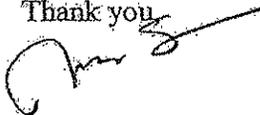
October 14, 2014
Mansfield Town Council

Dear Town Council Members:

Good evening, I have a few new questions that I would like to have answered and a few old questions I am still hoping to have answered:

- (1) With an UConn Master Plan planner present, I would like to have established the mile radius of UConn parcel holdings, from a designated point on campus, that are subject to development in the Mansfield Community? Of those parcels, how many are designated for partnership development? What studies if any have been conducted to determine whether the infra-structure is in place for bio-safety level 4 laboratory developments there? Have Biosafety level laboratories been ruled out in development planning. [Biosafety level 4 laboratories are those facilities that carry out research on critical biological agents, such as the anthrax bacteria, toxins such as ricin and botulism and viruses such as Ebola, all at present incurable conditions.]
- (2) Did the Attorney General's Office review the proposed agreement with the Town and UConn regarding the Community School of the Arts; the transition to Town management was to occur if it was "profitable." Was profitability to be determined with or without UConn subsidies currently being provided by the Foundation, was the contract modified accordingly?
- (3) Has the town's Chief Finance Officer, Cherie Trahan, given our town attorney or the investigating police notice that she has retained legal counsel to assist her as the police investigate financial disclosures of the town?
- (4) What accounting controls have been in place, if any, to monitor the unilateral action of a Town Manager to authorize operating cost expenditures without prior Town Council approval? Why were the operating cost expenses of the pumping station by the post office not approved by the Town Council?
- (5) The Town Manager takes notes during the Public Comment period and those notes are not made available to the public, does withholding those documents of public interest outweigh the benefit to the public in providing them? When was this decided and by whom?
- (6) In the light of case law provided, see today's packet, are the Mayor, Town Manager and/or Town Council members in compliance with CTFOIA mandates when they hold private conversations during a Town Council meeting that is inaudible to the public?

Thank you





**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 27, 2014
Re: Proposed Additional Appropriations FY14/15

Subject Matter/Background

During Ambulance 607's annual preventive maintenance (PM) in July significant corrosion on the chassis frame rails was discovered and the vehicle was removed from service. Ambulance 607 was a 2002 International with 170,119 miles.

The Fire 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.

The Fire Department has experienced positive operational benefits from having three ambulances available to respond to calls. During peak call volume periods and times of overlapping and multiple calls for service, we are able to staff additional ambulances. We can satisfy requests for nonemergency ambulance standbys at community events without degrading our operational readiness, we can maintain ambulances in service when one or more require maintenance, and provide consistency in revenues collected by the ambulance revenue recovery program.

Calls for Service

Please see attached memo detailing the department's calls for service experience for:

- FY 2013/14
- The preceding 12 week period
- Friday and Saturday night responses
- Overlapping calls for service

Duty Crew Program

Please see the attached memo explaining the Fire Department's Duty Crew program.

Ambulance Maintenance Costs for Fiscal Years 2012-15

Please see the attached memo detailing ambulance maintenance costs for the past three fiscal years, as well as FY 2014/15 to date.

Financial Impact

The following options are available for a replacement ambulance

Option #1

- Purchase a new ambulance
 - Estimated cost: \$235,000
 - Estimated time to deliver: 8-10 months
 - Warranty: Chassis - 3 years
Patient compartment - 5 years

The purchase of a new ambulance would accelerate the department's planned adjustment to a 4/4 life cycle and would be beneficial to maintaining the integrity of the fleet. A new ambulance, however, would require 8-10 months to fit-out.

Option #2

- Purchase a refurbished 2007 Ford E450 Life Line ambulance.
 - Quoted cost: \$106,900
 - Warranty: 5 years, bumper to bumper

* See attached email from Eastford Fire and Rescue detailing the features of the refurbished ambulance and the warranty being provided.

The purchase of the 2007 refurbished ambulance would allow the department to continue with its planned adjustment of the 5/5 year life cycle to a 4/4 year life cycle. A third ambulance in the Fire Department's rotation program will extend the life of all the ambulances until the adjustment is complete.

Option #3

- 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 - 3 years
Patient compartment - 3 years*

* Patient compartment warranties on chassis changeovers are usually 5 years but due to extensive corrosion of ambulance 607's patient compartment the vendor will only warranty it for 3 years.

The purchase of a new chassis with a changeover of Ambulance 607's patient compartment is not an option that staff would recommend. The corrosion of the patient compartment is significant and the warranty offered is inadequate.

Supplemental Funding Options

Please see attached memo identifying supplemental funding the fire department would be able to provide from 2014/15 Capital Budget adjustments.

Recommendation

Staff recommends that the Council choose between option #1, the purchase of a new ambulance or option #2, the purchase of a refurbished 2007 Ford E450 Life Line ambulance. For either option, the Department would seek to defray the cost by \$57,000 in savings from other capital projects. With actions taken by the Town Council at the last meeting, there is a balance of \$245,000 remaining from the additional FY 2014/15 state revenue. I would recommend we reserve \$25,000 of that amount for the Impact Analysis of the Next Generation Connecticut Initiative (see agenda item 9).

If the Town Council chooses to purchase a new or refurbished ambulance, the following motions would be in order:

Move, effective October 27, 2014, to increase the FY2014/15 General Fund Transfer to Capital/CNR by \$ _____, to funded by the additional State payment in lieu of taxes grant.

Move, effective October 27, 2014, to amend the Capital Non-recurring Fund and the Capital Improvement Program Fund budgets to fund a replacement for Ambulance 607 in the amount of \$ _____.

Attachments

- 1) D. Dagon re: Calls for Service
- 2) D. Dagon re: Duty Crew Program
- 3) D. Dagon re: Ambulance Maintenance Costs
- 4) Eastford Fire and Rescue re: 2007 Ford E450
- 5) D. Dagon re: Supplemental Funding Options



Town of Mansfield

Fire and Emergency Services

To: Matthew W. Hart, Town Manager
From: David J. Dagon, Fire Chief
Date: October 23, 2014
Subject: Calls for Service

Following is a record of the fire department's calls for service for fiscal year 2013/14 and a more detailed analysis for the 12 week period from July 27th to October 19th.

Calls for Service - Fiscal Year 2013 / 14

All Call Types:	1,920
EMS	1,306
EMS Mutual Aid Received	171
(MFD unavailable, calls passed to another FD)	

Calls for Service - July 27th at 06:30 hrs. to October 19th at 06:30 hrs.

All Call Types	540
EMS	400
Mutual Aid received	50
Mutual Aid given	67

Number of overlapping or multiple calls for service 149 (27.6%)
 (an overlapping call is one received within 60 minutes of a previous call)

Calls for Service during Duty Crew Assignments from 9:00 p.m. to 3:00 a.m. on Friday and Saturday nights on the following dates:

August	22 nd - 24 th	9
August	29 th - 31 st	11
September	5 th - 7 th	6
September	12 th - 14 th	16
September	19 th - 21 st	10
September	26 th - 28 th	9
October	3 rd - 5 th	14
October	10 th - 12 th	13
October	17 th - 19 th	<u>8</u>
	Total:	96 (17.8% of all calls)

Number of overlapping or multiple calls for service 30 (31.3% of wknd calls)



Town of Mansfield Fire and Emergency Services

To: Matthew W. Hart, Town Manager
From: David J. Dagon, Fire Chief
Date: October 23, 2014
Subject: Duty Crews

A Duty Crew is the terminology used by the department to refer to the staffing of ambulances or fire apparatus by volunteer members; it affords qualified Volunteer members the highest priority to staff the second and third ambulances. The Duty Crew program was initiated in September 2007 to increase opportunities for volunteer members and improve the department's resource availability. Duty Crews are scheduled by the department during peak operational periods to improve response.

Volunteers may also elect to staff apparatus at any time based on their availability. The Duty Crew program increases the number of firefighter/EMTs on duty whenever volunteers are able to standby.

The department staffs a second ambulance with a Duty Crew during the 12 weeks following the University's move-in weekend. Regular Duty Crew staffing takes place on Friday, and Saturday nights from 9:00 p.m. to 2:00 a.m. A Duty Crew will be staffed on Thursday night if information is received that indicates a potential for increased call volume.

Examples of other scheduled Duty Crew assignments would be EMS standby at E.O. Smith home football games, Special Event staffing (e.g. road races, fire prevention activities, Relay for Life, various UCONN based events, etc...).

Conditions may exist that would influence whether additional ambulances are staffed or not on a particular night, those decisions are based upon a variety of factors, including but not limited to, weather conditions, intelligence received that may influence the need to staff, a review of call volume experience, ability of each staffed ambulance crew to safely and effectively respond to multiple calls during a Shift, the impact of the program on the department's use of mutual aid for EMS calls for service, overall effectiveness of the program, and/or budget considerations.

The department has staffed 3 ambulances during Spring Weekend, NCAA Basketball Championship, Halloween, Friday and Saturday nights, and significant weather events.



Town of Mansfield Fire and Emergency Services

To: Matthew W. Hart, Town Manager
From: David J. Dagon, Fire Chief
Date: October 23, 2014
Subject: Ambulance Maintenance Costs – Fiscal Years 12 - 15

Ambulance Repairs & Maintenance Expenses

	Amb 507	Amb 607	Amb 707	FY Total
FY 11-12	\$12,915.06	\$3,147.50	N/A	\$16,062.56
	(\$6,412.20)	-	-	(\$6,412.20)
Total	\$6,502.86	\$3,147.50	\$0.00	\$9,650.36
FY 12-13	\$17,466.46	\$7,240.11	\$50.00	\$24,756.57
	(\$3,675.66)	-	-	(\$3,675.66)
Total	\$13,790.80	\$7,240.11	\$50.00	\$21,080.91
FY 13-14	\$9,557.28	\$6,383.26	\$7,013.17	\$22,953.71
	-	-	-	\$0.00
Total	\$9,557.28	\$6,383.26	\$7,013.17	\$22,953.71
FY 14-15	\$15,688.83	-	\$934.40	\$16,623.23
	-	-	-	\$0.00
Total	\$15,688.83	\$0.00	\$934.40	\$16,623.23

	Amb 507	Amb 607	Amb 707	FY Total
Expenses	\$55,627.63	\$16,770.87	\$7,997.57	\$80,396.07
Credits	(\$10,087.86)	-	-	(\$10,087.86)
Total	\$45,539.77	\$14,644.87	\$7,997.57	\$68,182.21

* Ambulance 507 was involved in an accident in January 2012

From: Christopher Bowen [<mailto:efr@eastfordtruck.com>]
Sent: Friday, October 03, 2014 10:01 AM
To: David J. Dagon
Subject: 2007 Ford E450

The purchase the 2007 Ford E450 Life Line ambulance. It has 100,054 miles on it presently. This ambulance has many new parts and assemblies on it. It also has many options from the original purchaser. Some of them are as follows:

Within fifty miles of the mileage on this vehicle, Eastford Fire & Rescue Sales had a Ford Dealer install a Ford RMP 6 litre engine. We also had installed a turbocharger, water pump, idler pulley, belt tensioner, vacuum pump, power steering pump, clutch fan, air conditioner compressor, radiator, both alternators, and starter. All of the parts are OEM Ford parts. While the air conditioner was disassembled, the receiver/dryer, fixed orifice tube, and expansion block was replaced.

The transmission was removed and rebuilt by our transmission vendor that rebuilds all of our dealership's transmissions. He also installed a new torque converter. We use this vendor due to his reliability and have never experienced a repeat repair. The driveshaft center bearing has also been replaced. A complete four wheel brake job had been performed on this vehicle, including rotors, calipers, pads, and sliders.

All these replaced parts have been replaced so that the next end user will be afforded safe and reliable use as an emergency vehicle. As you are acutely aware, downtime is intolerable, and I believe this vehicle will keep it to a minimum.

The optional equipment that was mentioned is plentiful. It has a dual tank oxygen system. It has a Vanner battery conditioner and inverter in the vehicle. It has a reliable Life Line 750 electrical system with a two rear panel for ease of operation on either side of the patient compartment. This Life Line vehicle carries a LIFETIME warranty on the structural integrity of the aluminum module body, as long as it is in the emergency service. A lengthy list goes on as follows:

- 1) Dual "M" tank oxygen system
- 2) All compartment doors as well as cab doors have electric door lock feature
- 3) Eight Whelen LED ceiling lights
- 4) Dual patient compartment side windows, one on each side of module
- 5) Whelen traffic advisor system
- 6) Wide CPR seat on street side of module
- 7) Inside/outside access backboard compartment
- 8) Back board compartment able to hold three b/b's on door while stair chair is mounted on wall #2

- 9) PIAA Fog Lights
- 10) Rear ceiling oxygen mounts for firefighter rehab
- 11) Rear loading and side entry doors include Whelen 500 series flashing lights on interior ADP panels
- 12) "Flip-up" Man-Saver bar at head of squad bench
- 13) Dual D-tank oxygen compartment at head of squad bench
- 14) "Flip out" waste container on squad bench side wall
- 15) "Drop through" action area Corian countertop sharps and waste
- 16) Dual Kenwood rear speaker with fader switch
- 17) Dual Walkaway 2.2 Scott Airpack brackets in the D-2 compartment
- 18) Extra storage in walk-thru area with pull out drawer, complete with 125 volt duplex outlet
- 19) Dual Streamlight Survivor charging docks
- 20) Stryker stretcher antler and grabber system (wall mount and center mount)
- 21) Loaded front and rear Whelen 4500 bars with 400 series LED lights
- 22) Six Whelen scene lights

I believe this is a very reliable vehicle so I am willing to supply you with a five year, 100,000 mile bumper-to-bumper warranty. The only thing that your department will pay for in five years is maintenance/servicing every 3000 miles, tire replacement, brake replacement and replacement of the two engine belts when necessary.

The cost for the vehicle is \$97,500.00. We will paint the vehicle to your color scheme for an additional \$6,000.00 bringing the cost to \$103,500.00. If you choose to add a Zico Lift "H" Tank it would be an additional \$3,400.00 bringing the cost to \$106,900.00.

Thank you for your time and attention in this matter. If I may be of any further assistance to you, please call upon me at (866) 428-7680.



Town of Mansfield Fire and Emergency Services

To: Matthew W. Hart, Town Manager
From: David J. Dagon, Fire Chief
Date: October 23, 2014
Subject: Supplemental Funding Options

Following are supplemental funding options the department proposes to fund a replacement ambulance.

Capital Accounts

The fire department would seek to provide up to \$57,000 from its 2014/15 Capital Budget. Although all its capital projects are important, providing for a 3rd ambulance is considered a very high priority.

Options the department would consider include using savings from an existing project, deferring purchases, extending project completion time lines, and adjustments to the specifications for the replacement of ET 507.

Specifically the department would look to the following Capital projects:

- Replacement of ET 507 (\$35,000)
 - Very preliminary estimates of the cost to purchase a Tanker to replace ET 507 are in the range of \$455,000 - \$475,000 including the possible trade-in value of ET 507.
 - A cooperative group purchasing program through the Houston Galveston Area Council Public Safety Project (HGACBuy) may help to realize these savings.
 - The department will scrutinize the apparatus specifications in an effort to modify operational features or equipment without sacrificing the vehicle's operational effectiveness.
- Personnel Accountability System (\$8,000)
 - This project would be deferred if additional funds are necessary.
- Fire Ponds (\$5,000)
 - The department will continue to seek grant funding for dry hydrant installations, re-prioritize installation locations, and defer fire pond maintenance if additional funds are necessary.
- Fire/EMS Utility Terrain Vehicle (\$3,000)
 - We anticipate a surplus in this account.
- Communications (\$6,000)
 - The department would elect to defer the purchase of two mobile radios if additional funds are needed.

PAGE
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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MattH*
CC: Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance; Irene Luciano, Assessor; Christine Gamache, Collector of Revenue
Date: October 27, 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

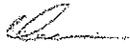
Matthew W. Hart

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 BIENNIALY
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 X 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



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Robert Miller, Director of Health
Date: October 27, 2014
Re: Eastern Highlands Health District Ebola Preparedness Update

Subject Matter/Background

At Monday's meeting, Director of Health Robert Miller of the Eastern Highlands Health District will give a short presentation on Ebola preparedness and will be available to answer questions from the Town Council.

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**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
Date: October 27, 2014
Re: Presentation on October 1, 2014 Revaluation

Subject Matter/Background

At Monday's meeting, Assessor Irene Luciano and June Perry from Vision Appraisal will provide the Town Council with an update concerning the status of the October 1, 2014 revaluation.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Curt Vincente, Director of Parks and Recreation; Cherie Trahan, Director of Finance
Date: October 27, 2014
Re: Mansfield Community Center Fees

Subject Matter/Background

The Community Center will be entering its twelfth year of operation this fall. Each year following the original adoption of membership fees, the Town Council has approved a fee schedule upon recommendations from staff and the Recreation Advisory Committee (RAC). The Community Center fee schedule is effective for the operating period running from November 1 through October 31.

If the Council approves the recommended fees, we intend to implement the new rates on November 1, 2014. As we have done in the past, in order to remain competitive we will also offer incentives (promotions and specials) throughout the year to attract new members. In addition, we would offer existing members an opportunity to renew before the new rates are applied.

RAC discussed staff's original recommendations at its July 23, 2014 meeting and conducted a more formal review of the current recommendations at the committee's meeting on October 22, 2014. Comments from RAC members on the new recommendations were supportive and they unanimously passed a motion to recommend that the Town Council adopt the proposed fees as presented.

Mansfield Community Center Fees – Year Twelve

History – Last year, on the recommendation of staff and RAC, the Town Council approved a freeze in membership rates. In addition, the resident additional member fee was removed, the membership freeze fee was removed, the fitness flex program was restructured, and pool rental fees were increased. The Parks and Recreation Fund finished last fiscal year with a slight gain of \$6,340 in fund balance and the fund balance entering the current fiscal year is at \$162,466 (see attachment 1).

Recommendations – After reviewing the results of changes made last year, both staff and RAC recommend an elimination of the non-resident family additional member fee, an across the board 5% increase in rates, some minor adjustments to the fitness flex fees, and minor increases in the safe graduation fees. These recommendations are detailed below:

Non-Resident family additional member fee - Staff and RAC recommend removal of the \$30 additional family member fee for non-residents. We have experienced a trend over the past many years in which families have converted full family memberships to adult/child-only memberships or to individual-only memberships. The Town Council approved an elimination of the Resident additional member fee last year. As a result, the trend of the loss of family memberships was reversed for residents.

The desire of both staff and RAC continues to be that we take steps to encourage the entire family unit to join as members and to take advantage of the health and wellness benefits that the Community Center offers. Last year, in order to off-set the potential loss in revenue, approximately \$20,000 (based upon the previous year's additional fee collected for residents), would be needed from new resident family memberships. We set a goal of 43 new resident memberships to achieve this off-set and this goal was exceeded by 18 for a total of 61 new resident memberships. The total revenue of \$29,050 not only off-set the potential revenue loss, but added approximately \$9,000 in new revenue (see attachment 2).

Because of the success of the changes made for the resident family additional member fee last year, staff and RAC recommend removal of the additional family member fee for non-residents. Due to the positive response last year, it is expected that the recommended change will result in membership growth and improve the sustainability of the Parks and Recreation Fund. The potential loss in revenue is approximately \$2,795 based upon last year's additional fee collected for both Ashford/Willington non-residents and all other non-residents (see attachments 3 & 4). A goal to offset this loss is to increase Ashford/Willington non-resident family memberships by a total of 2 and all other non-residents by a total of 4. There is potential in marketing to all non-residents if this recommendation is approved. The fee change last year for residents resulted in a 9% increase in annual resident family memberships. If the same were to hold true for the non-residents, an additional \$12,150 in revenue would result and we would likely see a gain in non-resident family memberships.

Membership fee increase - After our initial Community Center Membership rates were adopted in 2003, we had planned to increase rates incrementally each year to keep pace with inflation and typical expenditure increases rather than increase by a larger amount every two to five years. Under normal economic conditions, a nominal percentage increase of three to five percent could typically yield an additional \$26,250 to \$43,750 in revenue. However, due

to the continued difficult economic climate in recent years, beginning as early as 2007, many people were making careful decisions about the use of their discretionary income for memberships and programs. As a result, Community Center membership fees were frozen for the last seven years (see attachment 5 - membership fees chart). During this time, staff worked hard to keep expenditures in check, while continuing to offer a high level of service. This was successful in most of the last seven years, with the Parks and Recreation Fund seeing gradual increases in fund balance.

However, staff believes that cost containment efforts can only go so far and after a seven-year freeze in rates, revenue increases going forward will be necessary to keep pace with expenditure increases. Payroll costs for part-time staff and full-time staff, the most significant expenditure within the Parks and Recreation Fund, have increased gradually over the seven years. Especially significant was the impact of Connecticut's minimum wage increases, which affected our part-time/seasonal staff pay scales.

Consequently, staff and RAC recommend *an increase in membership fees across the board by 5%* (see attachment 6). Staff and RAC feel strongly that because increases have been delayed for the last seven years, this recommendation is reasonable and will result in positive revenue for the Parks and Recreation Fund. Community Center membership fees are below market rate when compared to like facilities; comparisons of local fitness facility rates are attached (see attachment 7). Staff anticipates that at least 50% of the existing membership will take advantage of a marketing effort for membership renewal before new rates are applied.

Assuming 50% in new memberships over the course of the year as an average turn-over, approximately \$22,000 in additional revenue could be realized.

Fitness Flex membership fee adjustments – Last year the Town Council approved recommendations for changes to the Fitness Flex program. Implemented in 2004 in response to feedback that we do not offer classes as part of memberships and wanting to provide a higher level (optional) membership benefit, the fee was set at 50% off the regular membership class rate. The changes made to the Fitness Flex program ended up being revenue neutral, although there were increases in program participation, mostly due to a broader array of options at varying pricing levels. Members are afforded additional options for program participation. A continuation of this program is recommended, and a few minor adjustments to three of the pricing levels (as shown in attachment 6) are necessary to provide better balance to the options offered to program participants.

Safe Graduation fee increase - The Community Center has hosted high school safe graduation parties since opening in 2003. Safe graduation parties are typically held overnight from 10pm to 4am. Seven different high schools have

held safe graduation parties at the Community Center, but no more than four in any given year. The existing rate for attendance is \$18 per head (\$9 per head for E.O. Smith). Payroll, utility, and supervision costs have increased since the last time the rates were last changed over 8 years ago. Staff and RAC recommend an increase in safe graduation fees to \$20 per head and \$10 per head for E.O. Smith (see attachment 6). Based upon attendance in recent years, staff projects that approximately \$590 in additional revenue would result if this fee change was approved.

Financial Impact

The recommended fees are expected to result in positive revenue to help sustain the Parks and Recreation Fund. After seven years of no increases in rates, we expect that existing and new members would understand the need for a reasonable increase in fees.

Recommendation

Staff recommends that the Town Council approve the attached membership fees (see attachment 6). If the Council concurs with these recommendations, the following motion would be in order:

Move, to approve the Community Center Fee Recommendations for the operating year beginning November 1, 2014 and ending October 31, 2015, as presented by staff in its draft dated October 27, 2014.

Attachments

- 1) Parks and Recreation Fund Balance
- 2) Resident Family and Adult/Child Membership Financial Analysis of Additional Members
- 3) Ashford/Willington Non-Resident Family and Adult/Child membership Financial Analysis of Additional Members
- 4) Non-Resident Family and Adult/Child membership Financial Analysis of Additional Members
- 5) Community Center Annual Membership Fees and Membership Totals
- 6) Community Center Fee Recommendations - year twelve
- 7) Area Facility Pricing Comparison

Town of Mansfield
Parks and Recreation
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
June 30, 2014
(with comparative totals for June 30, 2013)

TC AIS – Oct. 27, 2014
Community Center Fee
Recommendations
Attachment 1

	Budget 2013/14	2014	2013
Revenues			
Membership Fees	\$ 876,000	\$ 776,364	\$ 799,548
Program Fees	744,030	727,478	715,913
Fee Waivers	125,000	134,646	170,725
Daily Admission Fees	59,500	57,455	54,183
Rent - Facilities/Parties	27,300	35,993	17,176
Employee Wellness	20,160	18,000	18,885
Rent - E.O. Smith	14,000	11,100	5,100
Charge for Services	-	10,540	10,331
Contributions	4,000	2,708	3,965
Sale of Merchandise	3,500	4,081	5,327
Sale of Food	3,400	2,434	3,781
Other	3,900	4,433	4,436
Total Revenues	<u>1,880,790</u>	<u>1,785,232</u>	<u>1,809,369</u>
Operating Transfers			
General Fund - Recreation Administrative	317,000	317,000	321,700
General Fund - Community Programs	75,000	75,000	75,000
CNR Fund - Bicent. Pond	25,000	25,000	25,000
CNR Fund - Teen Center	25,000	25,000	25,000
Total Operating Transfers	<u>442,000</u>	<u>442,000</u>	<u>446,700</u>
Total Rev & Oper Transfers	<u>2,322,790</u>	<u>2,227,232</u>	<u>2,256,069</u>
Expenditures			
Salaries & Wages	1,338,730	1,315,637	1,267,845
Benefits	260,120	246,252	242,697
Professional & Technical	142,600	152,811	165,715
Purchased Property Services	33,700	21,230	29,185
Repairs & Maintenance	26,000	33,591	30,736
Other Purchased Services/Rentals	149,000	106,507	129,986
Other Supplies	7,520	6,038	8,544
Energy	144,000	144,000	144,000
Building Supplies	47,350	42,081	53,985
Recreation Supplies	99,250	95,238	89,625
Equipment	60,880	57,508	54,068
Total Expenditures	<u>2,309,150</u>	<u>2,220,892</u>	<u>2,216,384</u>
Excess (Deficiency) of Revenues	13,640	6,340	39,685
Fund Balance, July 1	<u>156,126</u>	<u>156,126</u>	<u>116,442</u>
Fund Balance, June 30	<u>\$ 169,766</u>	<u>\$ 162,466</u>	<u>\$ 156,126</u>

Mansfield Community Center

Resident Family and Adult Child Membership Financial Analysis of Additional Members

Membership Type	Net Received 12/13
Annual Resident Family Additional	\$ 16,289.13
Third (or more) Adult on Membership	\$ 990.00
Annual Resident Adult/Child Additional	\$ 720.00
3-Month Resident Family Additional	\$ 1,711.00
Third (or more) Adult on Membership	\$ -
3-Month Resident Adult/Child Additional	\$ 345.00
Overall Additional	\$ 20,055.13

of New Family Memberships to Make Up Revenue Difference

Membership Type	# Needed	Actual 11/1/13-9/1/14
Annual Resident Family	29	+46 memberships: \$27,140
Annual Resident Adult/Child	2	-4 membership: -\$1,420
3 Month Resident Family	9	+14 memberships: \$2,730
3 Month Adult/Child	3	+5 change: \$600
Total New Resident Memberships Needed	43	+61 memberships: \$29,050

Overall Result: \$8,994.87 increase in revenue by removing additional family member fees for all resident memberships

Mansfield Community Center

Ashford/Willington Family and Adult/Child Membership Financial Analysis of Additional Members

Membership Type	Net Received 13/14
Annual Ashford/Willington Family Additional	\$ 405.00
Third (or more) Adult on Membership	
Annual Ashford/Willington Adult/Child Add	\$ 125.00
3-Month Ash/Will Family Additional	\$ 75.00
Third (or more) Adult on Membership	\$ -
3-Month Ash/Will Adult/Child Additional	\$ 90.00
Overall Additional	\$ 695.00

of New Family Memberships to Make Up Revenue Difference

Membership Type	# Needed
Annual Ash/Will Family	1
Annual Ash/Will Adult/Child	0
3 Month Ash/Will Family	0
3 Month Ash/Will Adult/Child	1
Total New Ash/Will Memberships Needed	2

NOTES:

Marketing program to reach goal of 2 new Ashford/Willington memberships:

*Direct Mail to Ashford/Willington Families

*i98.3 Radio Ads

*Chronicle & Reminder Print Ads

Mansfield Community Center

Non-Resident Family and Adult/Child Membership Financial Analysis of Additional Members

Membership Type	Net Received 13/14
Annual Non-Resident Family Additional	\$ 1,170.00
Third (or more) Adult on Membership	\$ 585.00
Annual Non-Resident Adult/Child Additional	\$ 150.00
3-Month Non-Resident Family Additional	\$ 120.00
Third (or more) Adult on Membership	\$ -
3-Month Non-Resident Adult/Child Additional	\$ 75.00
Overall Additional	\$ 2,100.00

of New Family Memberships to Make Up Revenue Difference

Membership Type	# Needed
Annual Non-Resident Family	3
Annual Non-Resident Adult/Child	0
3 Month Non-Resident Family	1
3 Month Non-Adult/Child	1
Total New Non-Res Memberships Needed	4

Overall Result:

NOTES:

Marketing program to reach goal of 4 new non-resident memberships:

*Direct Mail to Non-Resident Families

*i98.3 FM radio ads

*Chronicle & Reminder Print Ads

Annual Membership Fees and Membership Totals

Open thru 9/1/14

	5/15/2003 Inaugural	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	\$ Change from 2003 to 9/1/14
Resident Family - Base	\$ 450.00	\$ 500.00	\$ 525.00	\$ 550.00	\$ 575.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 140.00
Non-Resident Family - Base	\$ 517.50	\$ 575.00	\$ 605.00	\$ 635.00	\$ 665.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 167.50
Ashford/Wilmington Family	\$ 570.00	\$ 600.00	\$ 630.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 80.00
Add Family Member	\$ 20.00	\$ 20.00	\$ 25.00	\$ 25.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ (20.00)
Resident Individual	\$ 247.50	\$ 275.00	\$ 290.00	\$ 305.00	\$ 320.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 82.50
Non-Resident Individual	\$ 292.50	\$ 325.00	\$ 340.00	\$ 360.00	\$ 380.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 97.50
Ashford/Wilmington Individual	\$ 315.00	\$ 330.00	\$ 345.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 40.00
Resident Adult/Child	\$ 315.00	\$ 330.00	\$ 345.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 40.00
Non-Resident Adult/Child	\$ 365.00	\$ 385.00	\$ 405.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 55.00
Ashford/Wilmington Adult/Child	\$ 340.00	\$ 360.00	\$ 380.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 50.00

% Fee Change over Time

	5/15/2003 Inaugural	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	% Change 2003 to 9/1/14
Resident Family - Base	10.00%	4.76%	4.55%	4.35%	2.54%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	23.73%
Non-Resident Family - Base	10.00%	4.96%	4.72%	4.51%	2.92%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	24.45%
Ashford/Wilmington Family			5.00%	4.76%	3.08%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.31%
Add Family Member	0.00%	20.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-100.00%	33.33%
Resident Individual	10.00%	5.17%	4.92%	4.69%	3.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%
Non-Resident Individual	10.00%	4.41%	5.56%	5.26%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%
Ashford/Wilmington Individual			4.55%	4.35%	2.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.27%
Resident Adult/Child			4.55%	4.35%	2.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.27%
Non-Resident Adult/Child			5.19%	4.94%	3.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	13.10%
Ashford/Wilmington Adult/Child			5.56%	5.26%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.82%

Total Memberships (Year Average)

	5/15/2003 Inaugural	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	# Change from 2003 to 9/1/14
Resident Family - Base	819	717	603	547	547	539	539	555	540	519	526	538	(281)
Non-Resident Family - Base	377	278	209	217	191	188	188	175	165	145	151	138	(239)
Ashford/Wilmington Family	137	132	101	96	95	84	84	83	79	74	73	60	(77)
Resident Individual	472	407	322	301	325	346	346	385	356	370	402	387	(85)
Non-Resident Individual	316	275	182	190	179	228	228	222	204	220	223	236	(80)
Ashford/Wilmington Individual	89	103	80	75	76	66	66	74	86	87	86	87	(2)
Resident Adult/Child	21	56	74	72	65	76	76	81	70	83	85	85	64
Non-Resident Adult/Child	15	44	28	44	41	43	43	40	37	30	25	23	8
Ashford/Wilmington Adult/Child	9	21	19	23	19	13	13	18	19	19	19	22	13
**TOTAL		2255	2033	1618	1565	1538	1583	1633	1556	1547	1590	1576	(679)

% Membership Change From Year to Year

	5/15/2003 Inaugural	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Total change from open to 9/1/14
Resident Family - Base			-12%	-16%	-9%	0%	-1%	3%	-3%	-4%	1%	2%	-34.31%
Non-Resident Family - Base			-26%	-25%	4%	-12%	-2%	-7%	-6%	-12%	4%	-9%	-63.40%
Ashford/Wilmington Family			-4%	-23%	-5%	-1%	-12%	-1%	-5%	-6%	-1%	-18%	-56.20%
Resident Individual			-14%	-21%	-7%	8%	6%	11%	-8%	4%	9%	-4%	-18.01%
Non-Resident Individual			-13%	-34%	4%	-6%	27%	-3%	-8%	8%	1%	6%	-25.32%
Ashford/Wilmington Individual			16%	-22%	-6%	1%	-13%	12%	16%	1%	-1%	1%	-2.25%
Resident Adult/Child			167%	32%	-3%	-10%	17%	7%	-14%	19%	2%	0%	304.76%
Non-Resident Adult/Child			193%	-36%	57%	-7%	5%	-7%	-8%	-19%	-17%	-8%	53.33%
Ashford/Wilmington Adult/Child			133%	-10%	21%	-17%	-32%	38%	6%	0%	0%	16%	144.44%

** Does not include 3-Month, 1-Month or SilverSneakers Memberships

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Twelve - Effective November 1, 2014

Proposed 10/27/14

	# in category prior year on 9/1/13	# in category as of 9/1/14	CURRENT RATES	RECOMMENDED RATES
<u>FAMILY/HOUSEHOLD - Annual</u>				
Resident - Full-use	516	560	590.00	619.50
Resident - Off-Peak	28	24	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	73	56	650.00	682.50
Ashford/Wilmington - Off-peak	7	7	see note 6 below	see note 6 below
Non-Resident - Full-use	153	139	685.00	719.25
Non-Resident - Off-peak	2	3	see note 6 below	see note 6 below
(includes 2 people, each addl. Person age 17 & under OR FT dependent student 24 & under with proof)	1,675	1,822	30.00	0.00
Additional F/H member age 18 & over, not dependent			50% off indiv. Rate	0.00
<u>ADULT/CHILD HOUSEHOLD - Annual</u>				
Resident - Full-use	86	82	355.00	372.75
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	21	17	390.00	409.50
Ashford/Wilmington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	23	21	420.00	441.00
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	202	187	30.00	0.00
<u>INDIVIDUAL - Annual</u>				
Resident - Full-use	391	386	330.00	346.50
Resident - Off-Peak	33	29	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	80	90	355.00	372.75
Ashford/Wilmington - Off-peak	4	4	see note 6 below	see note 6 below
Non-Resident - Full-use	215	231	390.00	409.50
Non-Resident - Off-peak	12	13	see note 6 below	see note 6 below

ANNUAL RATE NOTES:

- 1) Above rates are for annual fee paid in full
- 2) A 3% service charge is added for monthly payments
- 3) Rates may vary slightly from time to time for marketing promotions
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Full year commitment required. Refunds or Cancellations offered only in extenuating circumstances
- 6) Off-Peak rates will be maintained for existing members who continue, but is no longer available for new members (10/1/08)

TC AIS – Oct. 27, 2014
Community Center Fee
Recommendations
Attachment 6

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Twelve - Effective November 1, 2014

Proposed 10/27/14

	# in category prior year on 9/1/13	# in category as of 9/1/14	CURRENT RATES	RECOMMENDED RATES
<u>FAMILY/HOUSEHOLD - 3 Month Option</u>				
Resident - Full-use	37	47	195.00	204.75
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Willington - Full-use	13	5	215.00	225.75
Ashford/Willington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	30	22	225.00	236.25
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below
(includes 2 people, each addl. Person, age 17 & under OR FT dependent student 24 & under with proof) additional F/H member age 18 & over, not dependent	150	176	30.00 50% off indiv. Rate	0.00 0.00
<u>ADULT/CHILD HOUSEHOLD - 3 Month Option</u>				
Resident - Full-use	11	9	120.00	126.00
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Willington - Full-use	1	5	130.00	136.50
Ashford/Willington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	8	8	140.00	147.00
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	28	34	30.00	0.00
<u>INDIVIDUAL - Three Month Option</u>				
Resident - Full-use	70	52	110.00	115.50
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Willington - Full-use	18	16	120.00	126.00
Ashford/Willington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	64	35	130.00	136.50
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below

THREE MONTH OPTION NOTES:

- 1) Above rates must be paid in full
- 2) Conversion to annual membership will be pro-rated only within the first month
- 3) No refunds or cancellations for any reason
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Rates may vary slightly from time to time for marketing promotions
- 6) Off-Peak rates will be maintained for existing members who continue, but will no longer be available for new members

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Twelve - Effective November 1, 2014

Proposed 10/27/14

	# in category prior year on 9/1/13	# in category as of 9/1/14	CURRENT RATES	RECOMMENDED RATES
<u>INDIVIDUAL ONLY - One Month Option</u>				
Resident	6	2	50.00	52.50
Ashford/Willington	0	1	55.00	57.75
Non-Resident	0	2	60.00	63.00

ONE MONTH OPTION NOTES:

- 1) Above rates must be paid in full
- 2) Conversion to annual membership will be pro-rated only within the month
- 3) No refunds or cancellations for any reason
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Rates may vary slightly from time to time for marketing promotions

Total Memberships - all categories (as of 9/1/13 & 14)	<u>1,902</u>	<u>1,994</u>
Total Members - all categories (as of 9/1/13 & 14)	3,957	4,227

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Twelve - Effective November 1, 2014

Proposed 10/27/14

DAILY ADMISSION	CURRENT RATES	RECOMMENDED RATES
Resident - Infant/Toddler (under age 3)	1.00	1.00
Resident - Youth (ages 3-17)	5.00	5.00
Resident - Adult (ages 18-61)	9.00	9.00
Resident - Senior Citizens (ages 62+)	7.00	7.00
Ashford/Willington - Infant/Toddler (under age 3)	2.00	2.00
Ashford/Willington - Youth (ages 3-17)	6.00	6.00
Ashford/Willington - Adult (ages 18-61)	10.00	10.00
Ashford/Willington - Senior Citizens (ages 62+)	8.00	8.00
Non-Resident - Infant/Toddler (under age 3)	3.00	3.00
Non-Resident - Youth (ages 3-17)	7.00	7.00
Non-Resident - Adult (ages 18-61)	11.00	11.00
Non-Resident - Senior Citizens (ages 62+)	9.00	9.00
Discount Book of 10 visits	10 % discount	10 % discount
Guest Pass (with member)	res. rate above	res. rate above
<u>TEEN CENTER</u>	FREE	FREE
<u>MISCELLANEOUS</u>		
Insufficient Fund Fee	25.00	25.00
Freeze Fee (3 month) removed 11/1/13	0.00	0.00
Fitness Flex Standard Program Package 75 visit	250.00	250.00
Fitness Flex Standard Program Package 25 visit	105.00	95.00
Fitness Flex Standard Program Package 15 visit	60.00	60.00
Fitness Flex Plus Program Package 75 visit	288.00	288.00
Fitness Flex Plus Program Package 25 visit	121.00	116.00
Fitness Flex Plus Program Package 15 visit	69.00	75.00
Enrollment Fee - Annual	35.00	35.00
Enrollment Fee - Three month Option	35.00	35.00
Enrollment Fee - One Month Option	15.00	15.00
Credit Card Convenience Fee (online only)	3% per transaction	3% per transaction
<u>FACILITY RENTAL RATES</u>		
See attached party rental forms		
Safe Graduation - Out of Town Schools	18/person	20/person
Safe Graduation - E.O. Smith (50% discount)	9/person	10/person



Facility	Amenities	Enrollment Fee	Rates	Annual Amount
Cardio Express (Mansfield, Tolland and other locations)	Cardio Equipment, Strength Equipment, 5 Types of Drop-In Group Training Classes, Tanning	\$0 down/\$19.99 month* 12 month contract \$29 down/\$10.00 month* No contract	<ul style="list-style-type: none"> \$0 down/\$19.99 month* 12 month contract no tanning \$29 down/\$9.99 month* 12 month contract \$29 down/\$14.99 month* No contract *All subject to one time \$20 processing fee and \$39 annual maintenance fee	X-Zone \$317.87* Express \$221.03 w/contract* Express \$284.87 no contract*
Coventry Fitness	Cardio Equipment, Strength Equipment	One time fee \$49.95* for no commitment \$0* down for 12 month contract \$0 down for students	Regular members \$29.95* a month Student membership 3 months \$75, OR school year valid till 5/31/13 \$200	\$359.40
CrossFit (Storrs)	Personal Training, Group Classes Strength Training, Plyometric Equipment	3 Mandatory "On Ramp Classes" for any plan \$132.94	Unlimited Classes Military/Police/Fire/EMS – \$129 month Full Time Student – \$129 month 1 Year Contract – \$139 month 6 Month Contract – \$149 month Kids Under 16 - \$99 month	1 Year Pay in Full – \$1,500 (2 1/2 Mo. free)
Super Future Fitness (North Windham)	Cardio Equipment, Strength Equipment, 12 Types of Fitness Classes, Babysitting, Tanning, Sauna	\$19.95 down/\$19.95 month for 1 year \$49.95 down/\$10 month, \$39.95 annual fee. No contract	<ul style="list-style-type: none"> All inclusive 1 yr contract: \$1 down, \$19.95/mo, \$39.95 annual fee Express membership no contract. Gym only. \$9.95 down, \$9.95/mo, \$39.95 annual fee Students \$1 down, \$24.95/mo, \$39.95 annual fee no contract 1 Month (30 Days) No Contract for NEW members ALL inclusive 	•\$299.30 •\$169.30 •\$340.35 •\$5

-50-

TC AIS – Oct. 27, 2014
Community Center Fee
Recommendations
Attachment 7

Individual Rate comparison only. Most other facilities do not have comparable Family Rates.



Facility	Amenities	Enrollment Fee	Rates	Annual Amount
UConn Recreation Center	Cardio Equipment, Strength Equipment, Lap Pool, Group Exercise, Indoor Track, Basketball, Volleyball & Badminton Courts, Racquetball, Climbing Center	None	<ul style="list-style-type: none"> • Faculty and Staff (retired F/S) of UConn \$25/month • Non-Degree Student Affiliates of UConn \$25/month • UConn branch, medical and law students \$25.00 per month • Alumni of UConn \$25/month • Community Member \$35/month • FT Student 	<ul style="list-style-type: none"> • \$300.00 • \$300.00 • \$300.00 • \$300.00 • \$420.00 • \$0.00
Star Hill Family Athletic Center	Cardio and Strength Equipment, Indoor Lap Pool, Group Exercise, Indoor Track, Athletic Dome with turf fields basketball and volleyball courts, child care, cafe	\$30	<ul style="list-style-type: none"> • Adult Membership (fitness only w/out group fitness) \$32.97/mo • Adult Membership (fitness only incl. group fitness) \$52.11/mo • Adult Membership (all inclusive) \$61.68/mo 	<ul style="list-style-type: none"> • \$428.81 • \$659.38 • \$765.73
Power Shack Willington	Strength Equipment		<ul style="list-style-type: none"> • Student Membership: \$69/month • Individual Membership: \$119/month • Family Membership: \$99/person/month 	<ul style="list-style-type: none"> • \$828 • \$1,428 • \$2,376 (2ppi)
Mansfield Community Center	Cardio & Strength Equip., Indoor Walking/Jogging Track, Lap Pool, Therapy Pool, Gymnasium, Child Care, Over 60 Fitness Classes, Family Fun Nights & Activities, Teen Center, Parent-Tot Open Gym, Community Room, Ping Pong, Adult Futsal, Basketball & Volleyball	\$35	<ul style="list-style-type: none"> • Resident- \$28.33/mo • Non-Resident- \$33.48/mo • Ashford/Willington- \$30.47/mo 	<ul style="list-style-type: none"> • \$330.00 • \$390.00 • \$355.00

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, Public Works Director/Town Engineer; Cherie Trahan, Finance Director
Date: October 27, 2014
Re: Report from Ad hoc Committee for Responsible Contracting

Subject Matter/Background

In October 2012 the Town Council established the ad hoc committee to investigate a responsible contracting ordinance. The Town Council directed the ad hoc committee to: review information on the topic of responsible contracting; research any responsible contracting ordinances promulgated by other similarly-sized towns; determine if there is evidence that a better product is produced as a result of this type of ordinance; and report any recommendations back to the full Council.

The Ad hoc Committee for Responsible Contracting met 17 times over a two year period; there was a brief transition in committee membership following the Town Council election in November 2013. Committee members reviewed and discussed samples of responsible contracting ordinances, hosted a number of guest speakers and learned about topics related to responsible contracting.

At its October 10th meeting, the Ad hoc Committee for Responsible Contracting unanimously endorsed the attached report and recommendations.

Legal Review

The ad hoc committee discussed its recommendations with the Town Attorney, who has confirmed that the Town's Purchasing Ordinance provides the Town with the authority to review a bidder's employment and safety record and to require the bidder to discuss any employment or safety related violations (see attached opinion).

Recommendation

The ad hoc committee recommends that the Town modify its administrative procedures to the procurement process as follows:

- The Town's bid documents should clearly highlight that the award will not necessarily be to the lowest bidder, but the bidder that provides the best

value to the Town pursuant to Section 76-4(D) of the Town's Purchasing Ordinance.

- The Town's bid documents should require bidders to disclose information regarding any violation of any federal, state or local law or ordinance.

Now that the work of the ad hoc committee is complete, committee members recommend that the Town Council dissolve the committee.

If the Town Council supports the ad hoc committee's recommendations, the following motion is in order:

Move, to accept the report of the Ad hoc Committee for Responsible Contracting and to disband the committee as of October 27, 2014:

Attachments

- 1) Report from Ad Committee for Responsible Contracting
- 2) Legal Opinion from Town Attorney Deneen, dated September 10, 2014

MEMORANDUM

Town of Mansfield
Ad hoc Committee for Responsible Contracting
4 So. Eagleville Rd., Mansfield, CT 06268
860-429-3336
Hartmw@mansfieldct.org



To: Town Council
From: Ad hoc Committee for Responsible Contracting
CC: Matt Hart, Town Manager; Maria Capriola, Assistant Town Manager; John Carrington, Public Works Director/Town Engineer; Cherie Trahan, Finance Director
Date: October 27, 2014
Re: Report and Recommendations to Council Regarding Responsible Contracting

In October 2012, the Town Council established the ad hoc committee to investigate a responsible contracting ordinance. The Council directed the committee to: review information on the topic of responsible contracting; research any responsible contracting ordinances promulgated by other similarly-sized towns; determine if there is evidence that a better product is produced as a result of this type of ordinance; and report any recommendations back to the full Council.

Summary of Work of Committee

The ad hoc committee met 17 times over a two year period; there was a brief transition in committee membership following the Town Council election in November 2013. Committee members reviewed and discussed samples of responsible contracting ordinances, hosted a number of guest speakers and learned about topics related to or often attributed to responsible contracting. To conduct a comprehensive review, the ad hoc committee met with various guest speakers to discuss the following topics:

- The Town's existing regulatory, safety, code enforcement, and procurement practices (2 sessions) - Lon Hultgren, retired Director of Public Works/Town Engineer; John Carrington, Director of Public Works/Town Engineer; Cherie Trahan, Finance Director; Mike Nintean, Director of Building and Housing Inspection; Fran Raiola, Deputy Chief/Emergency Management Director; Eric Ohlund, Clerk of the Works
- A comparable community's (Killingly) experience with procurement and public projects as they relate to responsible contracting - Bruce Benway, former Town Manager of Killingly, CT
- Apprenticeship programs - Vincent Valente, Office of Apprenticeship Training, Connecticut Department of Labor
- Workers' (mis)classification issues - Resa Spaziani, Connecticut Department of Labor
- Contractors' perspective on responsible contracting ordinances (2 sessions) - Lelah Campo and Christopher Syrek, Associated Builders and Contractors of Connecticut, and numerous local contractors (Zlotnick Construction; Desiato Sand and Gravel; Sarazin General Contractors; Pelletier Builders; G. Donovan Associates; Milton Beebe and Sons)
- Labor's perspective on responsible contracting ordinances - Jim Duffy, Labor Management Foundation; Glenn Marshall, New England Council of Carpenters; Kimberly Glassman, Foundation for Fair Contracting of Connecticut; Jeremy Zeedyk, Sheet Metal Workers Local 40
- Connecticut's high school tech system and the advantages to hiring local, skilled labor for community projects - Brian Mignault, Principal, H.H. Ellis Technical High School

- UCONN's Code of Conduct for Vendors - Gina Devivo-Brassaw, Shareen Hartel, and Leslie Parkhurst, University of Connecticut
- Local employment data - Diane Nadeau, Windham Chamber of Commerce

Additional topics discussed included:

- Requiring contractors bidding on projects to disclose safety and employment law violations
- Town's ability (both from a resources and jurisdictional perspective) to enforce state and federal employment and safety laws
- Additional requirements to prevailing wage laws
- Local preference in the selection of firms and hiring workers
- Advantages and disadvantages to a stand-alone responsible contracting ordinance v. modifications to the Purchasing Ordinance v. changes to administrative procedures in the Town's procurement process

Recommendations to Town Council

Based on its review of the subject matter, the ad hoc committee has decided not to propose the adoption of a responsible contracting ordinance or modifications to the Mansfield's existing Purchasing Ordinance. Instead, the committee recommends that the Town utilize the "best value" provisions of its existing Purchasing Ordinance to ensure that contractors selected for public works projects have a solid track record of complying with federal and state employment and safety laws. To more effectively implement this practice, the ad hoc committee recommends that the Town modify its administrative procedures to the procurement process as follows:

- The Town's bid documents should clearly highlight that the award will not necessarily go to the lowest bidder, but the bidder that provides the "best value" to the Town pursuant to Section 76-4(D) of the Town's Purchasing Ordinance.
- The Town's bid documents should require bidders to disclose information regarding any violation of any federal, state or local law or ordinance. Examples of this might include worker misclassification violations or OSHA violations. Town staff can research any reported violations to determine whether the contractor's record is problematic and to verify whether selecting the contractor would or would not constitute "best value" for the Town.

The ad hoc committee has discussed its recommendations with the Town Attorney, who has confirmed that the Town's Purchasing Ordinance provides the Town with the authority to review a bidder's employment and safety record and to require the bidder to discuss any employment or safety-related violations (see attached opinion).

The members of the Ad hoc Committee understand that our review process took some time, but we learned a great deal and believe that the discussion was informative all for all involved. We would like to thank our many guest speakers and the staff for their assistance with reviewing this important subject.

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

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

September 10, 2014

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

Re: Purchasing Ordinance

Dear Matt:

I have reviewed the Ad Hoc Committee for Responsible Contracting minutes from their July 11, 2014 meeting and your memorandum of July 10, 2014 regarding possible changes to the purchasing ordinance.

Addressing the Committee's concerns:

1) Do subsections 76-4(D)(9), (10) and (12) provide the Town with the authority to:

a. Review the bidder's employment and safety record; and

Section 76-4(D)(12) specifically provides that one factor for consideration in determining "best value" is "the previous and existing compliance by the vendor with laws and ordinances or previous performance relating to the contract or service" I believe this provision is sufficiently broad to support a review of a bidders' current and prior employment and safety compliance.

b. Require the bidder to disclose any employment or safety related violations?

Any such bid documents should highlight that the award will not necessarily go to the lowest bidder, but the bidder that provides the 'best value' to the Town. I recommend that the bid document specifically direct the bidder to the criteria set forth in Section 76-4(D). The bid document may also include a requirement that the bidder provide any information regarding any violation of any federal, state or local law or ordinance.

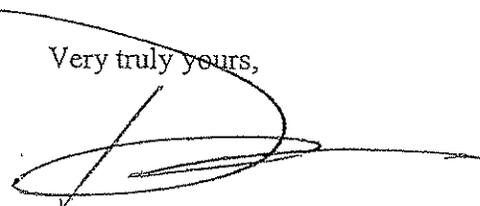
2) Could the Purpose section (76-3), be amended to include a policy statement regarding the Council's intent to hire contractors who treat their employees in a fair and equitable manner, observing all employment laws and maintaining a safe work environment?

As noted above, I believe the current ordinance provides for consideration of a bidder's compliance with employment and safety laws. The difficulty with the term "fair and equitable manner" is that it is quite subjective. Although the other factors listed in Section 76-4(D) include some level of subjectivity or judgment (e.g., "the degree to which the provided products or services meet the specified needs ..."; "the reputation, charter and integrity of the vendor"), they have at least some arguable objective basis for making the determination. If the Council wishes to include "fair and equitable", I suggest that we work with the subcommittee to try and define the meaning of the term so that the potential bidder(s) have a reasonable basis to craft its bid.

As I discussed with Maria, I will plan on attending the Ad Hoc Committee's meeting on Friday at 9:00 a.m. to further discuss these issues.

Please feel free to call me if you have any questions or concerns before Friday.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kevin M. Deneen", with a large, sweeping flourish extending to the right.

Kevin M. Deneen

KMD/lle
Enclosures



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager
Date: October 27, 2014
Re: Impact Analysis of Next Generation Connecticut Initiative

Subject Matter/Background

Attached for discussion purposes please find the response to the request for proposals (RFP) from Econsult Solutions, Inc., the preferred consultant to conduct the planned impact analysis of UCONN's *Next Generation Connecticut Initiative* or *NextGenCT*. Town and UCONN staff interviewed the three consultants who responded to the RFP and identified Econsult as the preferred consultant based on the firm's qualifications, approach to the project, pricing and references.

As you will recall, the purpose of the impact study is to assess the economic benefits of *NextGenCT*, as well as the anticipated impacts to municipal services and quality of life. The impact analysis will provide an important planning and budgeting tool for the Town, and a resource to demonstrate the importance of maintaining intergovernmental revenue from the state to Mansfield.

The scope of the assignment includes eight tasks, beginning with a historical review of the UCONN 200 and 21st Century initiatives and concluding with various client, stakeholder and public presentations.

The budget for the project totals \$96,640, with the Town expected to fund 25 percent or \$24,160 of the cost and the University funding 75 percent or \$72,480 of the expense. I am preparing a project agreement between the Town and the University to formalize the terms of this arrangement, and plan to present that agreement to the Town Council for action at your meeting on November 10, 2014. I will recommend that the Town use a portion of the unanticipated additional state revenue for FY 2014/15 to fund the Town's share of the project cost.

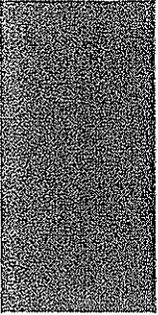
The timeline for the engagement is approximately three to four months and I have asked the consultant for an updated schedule to reflect a mid-November start date (see attached). We decided to hold on the start date for a few months in order to provide Town staff with time to focus on the Four Corners and

Mansfield Tomorrow projects, and to better align the work on the impact study with UCONN's Campus Master Plan. Since we have made progress on the municipal projects and expect UCONN to release the draft of the master plan in early December, this would be a more appropriate time to commence the work on the *NextGenCT* impact study.

I would encourage the Council to review the qualifications of the project team, headed by Mr. Lee Huang of Econsult. The team is interdisciplinary in its composition, and includes members with expertise in economics and economic development, taxation policy analysis, strategic planning, land use and transportation planning as well as other key subject areas.

Attachments

- 1) Econsult Response to RFP: Impact Analysis of *NextGenCT*
- 2) Project Schedule: Impact Analysis of *NextGenCT*



RESPONSE TO REQUEST FOR
PROPOSAL:
IMPACT ANALYSIS OF NEXT
GENERATION CONNECTICUT
INITIATIVE



July 18, 2014

PROPOSAL SUBMITTED VIA EMAIL TO:

Matthew W. Hart
Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268-2599
TownMngr@mansfieldct.org

PROPOSAL SUBMITTED VIA EMAIL BY:

Econsult Solutions, Inc.
1435 Walnut Street, Suite 300
Philadelphia, PA 19102

Econsult Solutions | 1435 Walnut Street, Ste. 300 | Philadelphia, PA 19102
215-717-2777 | econsultsolutions.com



July 18, 2014

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

Dear Mr. Hart:

On behalf of Econsult Solutions, Inc., Fitzgerald & Halliday, Inc. (FHI), Ninigret Partners, and Ken Stapleton & Associates (collectively, the Econsult Solutions team), I am pleased to submit this response to the Town of Mansfield's Request for Proposals (RFP) to conduct an Impact Analysis of the University of Connecticut's (UConn) Next Generation Connecticut Initiative (NextGenCT).

We have assembled a best-in-class team that looks forward to working with you to express the potential revenue, cost, service, and partnership impacts of NextGenCT on the Town, and to best prepare the Town to address those impacts in concert with UConn and other key stakeholders. We appreciated the opportunity to interview with you and other representatives of the Town and UConn last month, and have enjoyed putting this RFP response together to think through the important issues that you have raised.

I have enclosed all necessary items in this response for your review. Please advise if you have any questions or requests. I look forward to further correspondence with you and I thank you in advance for your consideration.

Best regards,



Lee Huang
Senior Vice President and Principal
Econsult Solutions, Inc.

1.0 TABLE OF CONTENTS

1.0 Work Plan.....

2.0 Budget and Timeline.....

3.0 Team Composition.....

Appendices.....



1.0 WORK PLAN

The RFP articulates eight requested tasks, and this section of our response expresses our plan for accomplishing these tasks. Please also refer to the "Budget and Timeline" section for more information on the fee and time allocated to each task.

TASK 1 – IMPACTS OF THE UCONN 2000 AND UCONN 21ST CENTURY INITIATIVES

Task Leader: Lee Huang, Econsult Solutions

Task Participants: Econsult Solutions (Miles, Mullin), FHI, Ninigret Partners, Stapleton & Associates

As a prelude to understanding potential revenue, service, and cost drivers for NextGenCT, it will be useful to explore those same impacts for two recent initiatives, UCONN 2000 and UCONN 21st Century. This first task therefore involves understanding and articulating the economic gains and service burdens generated by the UCONN 2000 and UCONN 21st Century initiatives, and will entail the following sub-tasks:

- a. Developing a data and information request list for all items needed to estimate economic benefits and municipal costs related to the initiatives.
- b. Working with the Town and UCONN (through email correspondence, follow-up phone calls, and key person interviews) to obtain all available data points and information in order to generate reasonable proxies in the absence of direct information.
- c. Constructing an economic impact model to translate the direct economic footprint represented by the initiatives into the total expenditure, employment, and labor income supported by them, accounting for typical indirect and induced impacts as calculated through IMPLAN, an industry standard input-output modeling software program.
- d. Constructing a fiscal impact model to translate the total expenditure, employment, and labor income impact of the initiatives into the total local tax revenue generation produced by it, including income taxes, business taxes, and property taxes.
- e. Constructing a service impact model to identify municipal expenditure categories affected by the initiatives and to generate marginal cost estimates associated with the initiatives.
- f. Generating a write-up that summarizes the economic, fiscal, and service impacts of the initiatives and that comments on the extent to which they were net positive or net negative for the Town.

TASK 2 – ECONOMIC BENEFITS FROM NEXTGENCT

Task Leader: Lee Huang, Econsult Solutions

Task Participants: Econsult Solutions (Miles, Mullin)

Increased activity levels from NextGenCT will generate various commercial benefits to the Town. This task involves expressing the potential positive economic and fiscal impacts of the NextGenCT initiative on the Town, and will entail the following sub-tasks:

- a. Describing NextGenCT in terms of the net new economic activity it will represent within the Town.
- b. Translating this composition and scale of net new economic activity into a commensurate amount of net new expenditures that will take place within the Town.
- c. Using the economic impact model mentioned in Task 1 to model the total economic impact of these net new expenditures, in terms of the total expenditure, employment, and labor income supported by them.
- d. Using the fiscal impact model mentioned in Task 1 to generate an estimate of the local tax revenue impacts from these net new expenditures.
- e. Generating economic and fiscal impact estimates at the regional and state levels.
- f. Generating a write-up that summarizes the economic and fiscal impacts of NextGenCT and that comments on how these amounts relate to current economic and fiscal levels within the Town.

TASK 3 – INTERGOVERNMENTAL REVENUE IMPACTS

Task Leader: Lee Huang, Econsult Solutions

Task Participants: Econsult Solutions (Miles, Mullin), Ninigret Partners

Increased activity levels from NextGenCT will also have an effect on the Town's various intergovernmental revenue streams. This task involves projecting the impact of NextGenCT in these revenue categories, and will entail the following sub-tasks:

- a. Deconstructing current payments in lieu of taxes (PILOTs), school funding formulas, and other state aid sources so that the component drivers and inputs (e.g. enrollment, new capital investment) used to generate revenue amounts can be better understood.
- b. Combining these revenue calculation models with new assumptions about activity levels associated with NextGenCT to arrive at estimates of its intergovernmental revenue impacts, and of how sensitive those estimates are to different assumptions and inputs.
- c. Generating a write-up that summarizes these revenue impacts and that comments on how they relate to current revenue levels.

TASK 4 – SERVICE, INFRASTRUCTURE IMPACTS

Task Leader: Lee Huang, Econsult Solutions

Task Participants: Econsult Solutions (Miles, Mullin), FHI, Stapleton & Associates

Increased activity levels from NextGenCT may also impose new service and infrastructure burdens upon the Town. This task involves determining these potential incremental service and infrastructure burdens, and will entail the following sub-tasks:

- a. Deconstructing the Town's current operating expenditure budget so that the component drivers and inputs (e.g. population, activity levels) that drive expenditure levels can be better understood.
- b. Exploring particular expenditure categories of interest due to their relatively variable nature (e.g. correlated with population and activity levels), such as public safety, education, infrastructure, and human services.
- c. Using these expenditure calculation models to determine per capita costs as well as different tiers of marginal costs (e.g. some expenditures will relate linearly to inputs up to a point, after which some significant one-time expenditure increase may be triggered). This sub-task will require some interviews with Town employees to understand how close existing employees, departments, and infrastructure are presently operating at full capacity.
- d. Connecting components of NextGenCT to various expenditure categories in order to understand what NextGenCT will mean in terms of net new service and infrastructure needs. To the extent that increased activity levels necessitate additional infrastructure investment, this sub-task may entail some limited peer review level involvement by a civil engineer, and this possibility has been accounted for in decisions regarding team composition and project fee.
- e. Using these marginal cost estimates and information on NextGenCT to generate an estimate of the service and infrastructure impacts associated with NextGenCT, and to determine how sensitive these impacts are to different assumptions and inputs.
- f. Generating a write-up that summarizes these service and infrastructure impacts and that comments on how these impacts compare to the projected revenue gains from NextGenCT.

TASK 5 – PARTNERSHIP, SHARED SERVICE OPPORTUNITIES

Task Leader: Lee Huang, Econsult Solutions

Task Participants: Econsult Solutions (Spalding), Stapleton & Associates

This task involves a high-level exploration of current partnership areas, shared service arrangements of potential partnership areas, and shared service arrangements that can be entered into upon the arrival of NextGenCT, and will entail the following sub-tasks:

- a. Inventorying existing partnership areas, shared service arrangements, and creating a classification framework to describe where there is collaboration and why.
- b. Raising potential partnership areas and shared service arrangements that could be explored upon the arrival of NextGenCT, such as public safety, infrastructure, community development, and evaluating their feasibility and attractiveness within the aforementioned classification framework.
- c. Connecting this exploration of new activity associated with NextGenCT to broader planning and economic development efforts (e.g. UCONN Technology Park, Mansfield Downtown Partnership) in order to maximize the mutual gain to the Town and UCONN from collaborative work.
- d. Generating a write-up that highlights areas where collaboration makes sense and that describe current and potential opportunities that fit those areas.



TASK 6 – BUDGET MODELS

Task Leader: Lee Huang, Econsult Solutions

Task Participants: Econsult Solutions (Reed)

This task involves producing working revenue and expenditure models that can be used by the Town ongoing to generate scenarios and estimates to inform planning and budgeting efforts, and will entail the following sub-tasks:

- a. Synthesizing the revenue and expenditure modeling work from previous tasks into a single unified model framework for informing planning and budgeting efforts. This sub-

task will benefit from the inclusion of some benchmarking work from other localities to further solidify assumptions and correlations.

- b. Constructing a user-friendly spreadsheet that includes all relevant inputs and outputs that can be manipulated by lay users within the Town for planning and budgeting purposes.
- c. Generating a write-up that describes the budget model's purpose and structure and that details its step-by-step use by lay users.

TASK 7 – DRAFT, FINAL REPORTS

Task Leader: Lee Huang, Econsult Solutions

Task Participants: Econsult Solutions (Miles, Mullin, Reed, Spalding), FHI, Ninigret Partners, Stapleton & Associates

This task involves consolidating all task work into a single report that can serve as both an internal reference guide and external communications tool, and will entail the following sub-tasks:

- a. Developing an initial report outline to be approved by the Town and UCONN.
- b. Developing a full draft report for review by the Town and UCONN.
- c. Developing a full final report, including an executive summary, for submission to the Town and UCONN.



TASK 8 – CLIENT/STAKEHOLDER/PUBLIC PRESENTATIONS

Task Leader: Lee Huang, Econsult Solutions

Task Participants: Econsult Solutions (Miles, Mullin, Reed, Spalding), FHI, Ninigret Partners, Stapleton & Associates

This task involves convening four presentations to the Town and UCONN, other key stakeholders, and the general public, and will entail the following sub-tasks:

- a. Determining the overall aims and general dates of each of the four presentations.
- b. Preparing agendas, content, and handouts for each presentation.
- c. Working with the Town and UCONN to make administrative, communicative, and information preparations for each presentation.
- d. Attending and leading each presentation.
- e. Debriefing (internally as well as with the Town and UCONN) each presentation to draw out lessons learned and to adjust future plans and efforts.
- f. Following up with presentation attendees to thank them for their attendance and participation, to provide any follow-up information, and to update them on next steps.

While finalization of meeting dates and attendees has yet to be finalized, the list below represents a preliminary strategy for public presentation and engagement:

- November 10 and 11, 2014 – In concert with the completion and submission of an initial draft report, the Econsult Solutions team will make a first public presentation on November 10 at the regularly scheduled semi-monthly Town Council meeting. The purpose of this presentation will be to introduce the subject matter and related issues, present initial findings, and create venues for receiving feedback. The next day, the Econsult Solutions team will meet with representatives of the Town and UCONN on November 11 during the regularly scheduled monthly Town/UCONN meeting. The purpose of this presentation will be to review preliminary findings, seek initial feedback, and debrief from the public presentation.
- January 12 and 13, 2015 – In advance of the completion and submission of the final report, the Econsult Solutions team will make a second public presentation on January 12 at the regularly scheduled semi-monthly Town Council meeting. The purpose of this presentation will be to restate the feedback from the first public presentation, describe how the resulting adjustments contributed to final findings, and express the effects of these findings to Town/UCONN relations moving forward. The next day, the Econsult Solutions team will have a working meeting with representatives of the Town and UCONN on January 13 to transition efforts from analysis and findings to implications and next steps.

2.0 BUDGET AND TIMELINE

We propose a professional fee not to exceed \$94,640. This amount is inclusive of all customary reimbursable expenditures, such as data purchase, reprographics, and travel, which are estimated to represent less than 5 percent of the fee amount. See the budget summary below for more information.

Per the guidance in the RFP, we attend to complete all tasks by no later than the end of January 2015, assuming a late August 2014 start date. We have slotted in a number of intermediate points at which deliverables will be submitted. See the timeline summary below and a detailed timeline in the appendix for more information.

Table 1 – Budget Summary

#	Task	Total	Labor	Other
1	Impacts from UCONN 2000 / 21st Century	\$18,000	\$18,000	
2	Economic/Fiscal Benefits from NexGenCT	\$13,840	\$12,000	\$1,840
3	Intergovernmental Revenue Impact	\$12,000	\$12,000	
4	Service/Infrastructure Impacts	\$14,000	\$14,000	
5	Partnership, Shared Service Opportunities	\$6,000	\$6,000	
6	Budget Models	\$12,000	\$12,000	
7	Draft Report, Final Report	\$8,400	\$8,000	\$400
8	Client/Stakeholder/Public Presentations (4)	\$10,400	\$8,000	\$2,400
	Total Fee	\$94,640	\$90,000	\$4,640

Table 2 – Timeline Summary (* denotes deliverable)

#	9/1	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26
1						*																
2								*														
3								*														
4									*													
5										*												
6										*												
7											*											*
8											*										*	

3.0 TEAM COMPOSITION

After careful review of the scope of the assignment as described in the RFP, we have assembled a best-in-class team that marshals a diversity of necessary perspectives and relevant experiences. Together, the Econsult Solutions team represents a significant amount of expertise working in the State of Connecticut, advising on issues related to UCONN's intersection with local neighborhoods, exploring the relationship between anchor institutions and the communities that host them, and engaging a range of stakeholders into the process of identifying issues and reaching solutions. Individual members of the Econsult Solutions team have in-depth experience working together to produce analyses and solutions on these matters, and have been brought together for this RFP response to bring this expertise and experience together in order to assist the needs of the Town.

The organizational chart below describes the way in which the Econsult Solutions team is constructed to address the tasks requested in the RFP. See the appendix for full resumes for all key professional staff who have been assigned to this effort. Note that in response to scope changes between the RFP and the Town's Request for Qualifications, Dorgan Architecture and Planning, which was part of the Econsult Solutions team's RFQ response, is no longer part of the Econsult Solutions team.

Table 3 – Organizational Chart

Lead Firm	Econsult Solutions, Inc. (Principal: Huang)			
Sub-Contractors	Econsult Solutions, Inc.	Fitzgerald & Halliday, Inc.	Ninigret Partners	Ken Stapleton & Associates
1. Impacts from UCONN 2000 / 21st Century	Miles, Mullin	Livingston, Barrett, Gould, Morehouse	Hively	Stapleton
2. Economic/Fiscal Benefits from NextGenCT	Miles, Mullin			
3. Intergovernmental Revenue Impact	Miles, Mullin		Hively	
4. Service/Infrastructure Impacts	Miles, Mullin	Livingston, Barrett, Gould, Morehouse		Stapleton
5. Partnership, Shared Service Opportunities	Spalding			Stapleton
6. Budget Models	Reed			
7. Draft Report, Final Report	All	All	All	All
8. Client/Stakeholder/Public Presentations (4)	All	All	All	All



APPENDIX 1 – RESUMES

- Lee Huang, MGA – Principal in Charge
- Daniel Miles, PhD – Project Director
- Stephen P. Mullin, MA – Senior Economic Development Specialist
- Dianne E. Reed, PhD – Senior Advisor for Municipal Budgeting
- Steven Spalding – Research Park & Technology Commercialization Specialist
- Kenneth M. Livingston, AICP
- Jill Barrett
- Carol Gould, AICP
- Michael L. Morehouse, PE
- Kevin Hively
- Kenneth Stapleton

Lee Huang, MGA Senior Vice President and Principal

Lee Huang is Senior Vice President & Principal of Econsult Solutions, Inc. With an undergraduate degree from the Wharton School and a master's degree from the Fels School of Government of the University of Pennsylvania, Lee provides an excellent perspective for public, private, and non-profit clients. Lee is a key member of the Econsult consulting team, and has been responsible for leading projects examining commercial corridors, affordable housing, neighborhood change, transportation financing, MWBE procurement, real estate development, economic development, tax policy, economic and fiscal impact, transit-oriented development, financial modeling, tax increment financing, waterfront development, discrimination in lending practices, higher education, workforce development, technology, historic preservation, and recreational amenities.

From 1995 to 2005, Lee was employed at The Enterprise Center, an entrepreneurial center in West Philadelphia where he acquired extensive experience in day to day management as well as strategic decision making. He most recently served as Executive Vice President, where he was responsible for all programs and operations, and helped manage fifty staff and interns and a \$1.2 million budget. He was also Founder of The Enterprise Center's YES (Youth + Entrepreneurship = Success) Program and Director of Cities Beyond, The Enterprise Center's consulting department.

In 2006, Lee earned his Masters of Public Administration at the University of Pennsylvania's Fels Institute of Government, where he also received certificates in Public Finance and in Economic Development and Growth. Lee received his Bachelor of Science degree in Economics in 1995 from the Wharton School of Business at the University of Pennsylvania, with a dual concentration in Accounting and Management.

Lee lives with his wife Amy and their daughter Jada and son Aaron in West Philadelphia, and is an active member and former elder of Woodland Presbyterian Church. He currently serves on the board of The Spruce Hill Community Association, and teaches a course at the Fels Institute of Government.



EDUCATION

BA in Economics, Accounting,
and Management,
University of Pennsylvania,
The Wharton School

Masters in Government
Administration; Public
Finance; Economic
Development and Growth
University of Pennsylvania

AREAS OF EXPERTISE

Economic Development
Real Estate Development
Tax Policy
Transportation Financing
Historic Preservation
Non-Profit Management

CONTACT INFORMATION:

Lee Huang, huang@econsultsolutions.com
215-717-2777
econsultsolutions.com

Daniel Miles, PhD

Director

Daniel Miles, PhD, is a Director at Econsult Solutions, Inc (ESI). At ESI, Dr. Miles leads economic analysis projects across a variety of sectors and industries. Prior to joining ESI, Dr. Miles was a Senior Economist in the New York office of Oxford Economics where he led a multinational team of economists based in New York, Belfast and London. His projects included estimating the economic impacts of laser fusion energy and the size and impacts of the Longevity Economy, analyzing the public/private partnership (PPP) policies of several Asian countries and developing a cigarette market and excise tax forecasting model of the Philippines. At Oxford Economics Daniel also worked closely with the Thought Leadership team where he was the lead economist on a wide range of projects, including estimating the economic impacts of mobility, data analytics and transformations in the manufacturing sector.



From 2008 to 2011, Daniel was an Associate at Econsult Corporation. During his time at the firm, Daniel contributed to a number of studies, including evaluating the financial feasibility and economic impact of using tolls to finance transportation infrastructure improvements, the preparation of an economic development plan for an older industrial city, estimating the economic value of permanently preserved open space, modeling the impact of changes in Philadelphia's business tax system, and estimating the economic impact of changes in stormwater billing methods of a major US city.

In 2011, Dr. Miles received his Ph.D. in Policy with a concentration in Economics from the University of Maryland, Baltimore County (UMBC) where his dissertation was focused in the area of land use economics. At UMBC, Daniel was supported by a prestigious National Science Foundation (NSF) IGERT Fellowship through the Center for Urban Environmental Research and Education (CUERE). Dr. Miles also received his Masters in Public Policy in Environmental Policy and a Certificate in Ecological Economics from the University of Maryland School Of Public Policy. Daniel earned his Bachelors in Political Science and Economics with honors from the University of Scranton.

EDUCATION

BS in Political Science & Economics
University of Scranton

Masters in Public Policy in Environmental Policy
University of Maryland

PhD in Public Policy
University of Maryland
Baltimore County

AREAS OF EXPERTISE

Economics
Policy Analysis
Economic Development
Spatial Analysis
Statistics

CONTACT INFORMATION

Daniel Miles, miles@econsultsolutions.com
215-717-2777
econsultsolutions.com

Stephen P. Mullin, MA President and Principal

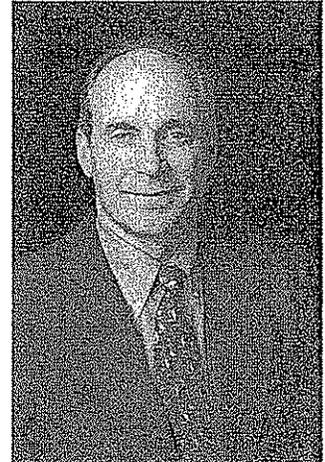
Stephen P. Mullin is President of Econsult Solutions, Inc., an economic consulting firm based in Philadelphia. His consulting practice concentrates on state and local public finance and policy analysis, tax policy analysis, economic and real estate development and impact analyses, and business-government strategies.

Mr. Mullin served from 1993-2000 as Philadelphia's Director of Commerce, chairing the Mayor's Economic Development Cabinet and coordinating activities of the City's development agencies and the Division of Aviation. He served on many governmental boards and commissions, including the City Planning Commission and Philadelphia Industrial and Commercial Development Corporations, the Convention and Visitors Bureau, the Historic Commission, the Port of Philadelphia and Camden and the Penn's Landing Development Corporation. Mr. Mullin also served as Philadelphia's Director of Finance from 1992-93.

Mr. Mullin is active in Philadelphia corporate and civic activities. He currently serves as an independent trustee of the Optimum Fund Trust Mutual Fund, a Director of NASDAQ OMX Futures Exchange, and on the advisory boards of Haverford Trust Company and the Arden Real Estate Fund I. He co-Chairs the Urban Issues Forum for ULI and is the Regional Director for the Harvard Alumni Association. He also serves on the boards of the Independence Visitor Center Corporation, the Community College of Philadelphia Foundation, the Library Company of Philadelphia and the Philadelphia History Museum. He also serves on the Preservation Alliance Advocacy Committee, the Editorial Board of the AIA's journal *Context*, the Philadelphia Sports Congress, and the Philadelphia World Trade Center Advisory Council

Mr. Mullin is a 1973 *cum laude* graduate of Phillips Exeter Academy, a 1977 *magna cum laude* in Economics graduate of Harvard University, and he earned an M.A. in Economics from the University of Pennsylvania in 1982. He has taught economics and public finance courses at Drexel University, Penn's Fels School, Wharton and City Planning Department, Bryn Mawr College, Widener University, Temple University, Philadelphia University and Peirce College. He has authored articles, delivered numerous speeches, is frequently interviewed in print and television media, and participates in many seminars and panels discussing local government policy, economic and real estate development, environmental issues, education, and airport impacts. He was voted one of Philadelphia's 101 most connected people in 2007.

Mr. Mullin is a member of the Union League and the Philadelphia Club, the Athenaeum of Philadelphia and the Wissahickon Skating Club. Mr. Mullin lives with his wife Janet in the Spring Garden district of Philadelphia.



EDUCATION

AB in Economics
Harvard University
MA in Economics
University of Pennsylvania

AREAS OF EXPERTISE

State and Local Public
Finance and Policy Analysis
Taxation Policy Analysis
Economic Development
Real Estate Development
Economic Development
Business/Government
Strategies

CONTACT INFORMATION

Stephen P. Mullin, mullin@econsultsolutions.com
215-717-2777
econsultsolutions.com

Dianne E. Reed, PhD

Senior Advisor

Dr. Dianne Reed is Senior Advisor at Econsult Solutions. Dr. Reed is the Principal and Practice Leader of reed|group LLC, a Public Sector Management Consulting firm. The firm specializes in providing strategic planning, alliance exploration, and business process analysis for government, K-12, and higher education institutions. In addition, her background includes activity-based costing, business plan/start-up implementation plan, outsourcing/alternatives analysis, policies and procedures manuals, project management, responsibility-center budgeting, strategic budgeting.

With over 25 years of experience in the public sector, Dr. Reed brings considerable tested knowledge to the firm. She spent eight years as a senior manager at KPMG, fifteen years as the executive director of three widely different nonprofits—a policy research organization, an employers' association, and a social service agency. For six years, she worked with the City of Philadelphia, with more than three years as the Budget Director. Her educational experience includes serving as an assistant professor at Temple University, a Mellon Fellow, and executive assistant to a center director.

Her current affiliations include the Advisory Board of the Pennsylvania Budget and Policy Center and the Safety and Engagement Committee of the School District of Philadelphia.

Dr. Reed earned her Masters of Government Administration from the Fels Center of Government, University of Pennsylvania and her Ph.D. from Stanford University.



EDUCATION

Masters in Government
Administration
Fels Center of Government,
University of Pennsylvania

Ph.D.
Stanford University

PRACTICE AREAS

Project Management
Strategic Planning
Public Policy

Steven Spalding, MCRP

Senior Advisor

Mr. Steven Spalding is a Senior Advisor for Econsult Solutions, Inc. and Principal of Point A Consulting. His practice focuses on technology-based economic development initiatives designed to strengthen and promote the knowledge economy assets of client communities. Spalding's forte is integrating assessment of market opportunities with physical development strategies, to achieve place-based solutions as catalysts for growing regional innovation eco-systems.

His 30 years of experience includes leadership roles with research parks and technology incubators, as well as community-wide strategic planning initiatives. Since founding Point A Consulting in 2007 he has undertaken engagements related to strategic plans for innovation and technology-based economic development across the country, in partnership with leading urban design, technology commercialization and strategy consultancies.

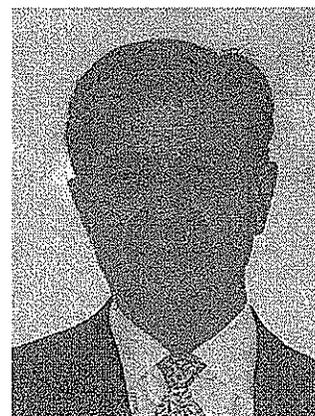
Mr. Spalding began his professional career Philadelphia, where at PIDC he helped produce The City of Philadelphia: An Urban Strategy, a strategic plan to coordinate the community's federally-funded investments. He also managed major federal grant efforts and a military base closing initiative. Earlier, at the City Planning Commission, he conducted studies on revitalization of older industrial areas that led to policies to retain and attract companies in the inner city.

From 1997 to 2007, Mr. Spalding was President & CEO of the Louisville Medical Center Development Corporation (LMCDC – now known as NUCLEUS). Spalding oversaw initial development of a five city-block life science research park — including 180,000 square feet of laboratory, medical manufacturing and office space, and a 50,000-square-foot incubator facility. He secured over \$16 million in government and foundation grants to jumpstart the park and incubator initiatives.

Mr. Spalding also founded LMCDC's business accelerator — MetaCyte Business Lab LLC — which provides hands-on management services to research faculty, clinicians and entrepreneurs seeking to build health science start-up companies.

Mr. Spalding worked as staff director of the Louisville Chamber of Commerce for two regionally-oriented "visioning plans" that put the community on a new economic development pathway. Spalding also was deeply involved in the launch of the first update to the County's comprehensive land use plan in over 30 years, including an in-depth examination of capital infrastructure planning and investment strategies. Spalding also served as Vice President at Louisville Central Area, Inc., where he led the effort to establish a downtown Business Improvement District, and directed economic forecasting studies for the 1992 Louisville Downtown Master Plan.

He obtained a Masters in City Planning from the University of Pennsylvania, and a B.A. from Antioch College. Spalding, who speaks conversational French, is a native of Louisville, Kentucky.



EDUCATION

BA in Geography & Urban Studies
Antioch University

Masters of City Planning, City and Regional Planning
University of Pennsylvania

AREAS OF EXPERTISE

Economic Development
Strategic Planning
Public Policy



FITZGERALD & HALLIDAY, INC.

INNOVATIVE PLANNING, BETTER COMMUNITIES

Kenneth M. Livingston AICP

Vice President

Mr. Livingston's expertise is focused in the area of multi-modal transportation planning, bicycle and pedestrian planning, and public involvement. Additionally Ken specialized in incorporating innovative technological applications to the planning profession. His experience includes a wide variety of projects such as: statewide and regional pedestrian and bicycle plans, safe routes to school efforts, intermodal transportation centers, transit studies, comprehensive land use and master plans, and large-scale corridor. Mr. Livingston is also on the board of Bike Walk Connecticut, a statewide bicycle and pedestrian advocacy non-profit and the West Hartford (CT) Bicycle Advisory Committee.

EDUCATION

Masters in Environmental
Policy
State University of New York
College of Environmental
Sciences and Forestry

PRACTICE AREAS

Land Use Planning,
Transportation Planning,
Urban Planning,
Environmental Planning



Fitzgerald & Halliday, Inc.
Innovative Planning – Better Communities



FITZGERALD & HALLIDAY, INC.

INNOVATIVE PLANNING, BETTER COMMUNITIES

Jill Barrett

Principal Planner

Ms. Barrett has over 30 years of experience in community organizing, public open space advocacy, public involvement program development, and project management. The breadth of Ms. Barrett's experience includes: spearheading an urban greening organization; leading community efforts to preserve open space through land acquisition, park planning and recreational development; managing public education and participation activities for large-scale remediation projects; developing public outreach programs for every mode of transportation and contributing to numerous urban improvement activities, including the development of a corridor plan for her Hartford neighborhood.

PRACTICE AREAS

Land Use Planning,
Project Management,
Program Development



Fitzgerald & Halliday, Inc.
Innovative Planning – Better Communities



CAROL GOULD, AICP



SENIOR PROJECT MANAGER | ASSOCIATE

OVERVIEW

Ms. Gould is key Senior Project Manager at Fitzgerald & Halliday Inc. (FHI). Her 20 years' experience at FHI has been focused in the area of community planning including livable communities, transportation/land use connections, zoning, public involvement, parking, and access management. Ms. Gould specializes in integrated planning for land use in transportation corridor studies. She has applied her planning and technical skills to a wide variety of projects throughout her career including numerous village/neighborhood plans, corridor studies, smart growth planning projects, municipal plans of development, access management studies, parking studies, downtown planning studies, and community impact assessments for environmental documentation. Ms. Gould has also provided expert testimony for municipalities, citizen groups, and developers on the interpretation and application of land use regulations vis-à-vis development proposals to local planning and zoning commissions.

TRANSPORTATION AND LAND USE CONNECTIONS

Ms. Gould has been working on corridor and downtown/village center studies for the past ten plus years with an integrated approach to planning for land use in concert with the transportation system and vice versa. She has managed numerous studies that resulted in detailed implementation programs for both enhancements to the transportation system and managing the future form and character of land development. Carol has developed a variety of contemporary land use concept plans as well as parking and access management plans for corridors, villages, and neighborhoods in Connecticut including in Brookfield, Litchfield, Bolton, and Ridgefield. She has carried this successful philosophy to projects in such states as New York, New Jersey, and Maryland.

LAND USE REGULATION

Carol has expertise in developing land use regulations to achieve planning objectives such as design guidelines for town center development in 2014, her model parking regulations in 2003, model access management regulations in 2002, and model bicycle and pedestrian access regulations in 2000. She presented the first workshop of its kind on zoning for access management to the 5th Annual Access Management Conference in 2002 and subsequent TRB annual conference in 2004.

EDUCATION

- B.A. Environmental Studies, 1975 (minor in Urban Geography)
- Connecticut Zoning Enforcement Official Certification, 1986
- MDSA Indirect and Cumulative Effects (NEPA-ICE) Training, 2007
- Streets as Places Training, 2007

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners (AICP)
- American Planning Association (APA)
- Connecticut Chapter of the American Planning Association
- WTS member
- Connecticut Association of Zoning Enforcement officials

YEARS EXPERIENCE

- 20 Years with firm
- 32 Years in industry

PUBLICATIONS/PRESENTATIONS OF NOTE

- APA Zoning Practice; Zoning for Complete Streets, 2013
- Hybrid Form-Based Zoning: Training Session conducted; The Last Green Valley, 2011
- Zoning for Access Management; National Access Management Conference and TRB



Fitzgerald & Halliday, Inc.
Innovative Planning – Better Communities



Michael Morehouse, PE Senior Associate

Mr. Morehouse is a Senior Project Manager with 20 years of experience in multimodal transportation planning and engineering, with an emphasis on transportation master planning for towns and cities looking to achieve sustainable outcomes. Mr. Morehouse has managed multi-modal and multi-disciplinary transportation planning studies of all types and sizes. Mike has extensive experience dealing with complex technical issues while developing visionary and consensus-based solutions to each project. He has a thorough understanding of the relationships between land use and transportation, and is an advocate for sustainable transportation systems. Mike has both technical proficiency and broad-based planning and decision-making skills to support the development of reasonable and implementable solutions to transportation and community design projects.

PRACTICE AREAS

Transportation Planning,
Land Use Planning,
Transit-Oriented
Development





Kevin Hively Founder & President

Kevin Hively is the President and founder of Ninigret Partners (NP). Ninigret Partners is a business advisory & economic development consulting firm with offices in Providence, RI and Washington, DC. Mr. Hively has worked on economic development issues throughout New England, Northeast and Midwest including industrial district regeneration, innovation-based strategies around meds & eds among others. He has been a featured lecturer on the issue with several national groups and leading planning and design schools.

Additionally, Mr. Hively provides business advisory services to companies and institutions. His clients have included manufacturing market leaders in medical devices, flexible polymers, contract manufacturing, and energy production. In addition he has extensive experience in the healthcare and financial services industries. Recently, he also consulted with the federal Financial Crisis Inquiry Commission on deal structure in the mortgage backed CDO marketplace.

Prior to forming Ninigret Partners he was a member of the Global Leadership Management Team for Telesis, the strategy consulting arm of Towers Perrin. At Telesis he consulted on strategic issues for a number of the world's leading corporations.

Prior to Telesis, Mr. Hively was Director of Policy for the Governor of Rhode Island. He also served as Vice Chair of the RI State Planning Council. He also worked for the Rhode Island Public Expenditure Council.

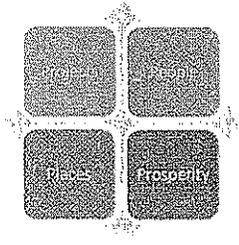
He is a graduate of Brown University.

EDUCATION

AB in Economic and Public
Policy,
Brown University

PRACTICE AREAS

Policy Analysis,
Strategic Planning,
Community Outreach



Ken Stapleton & Associates

**Miami Beach
Cincinnati
Cleveland**

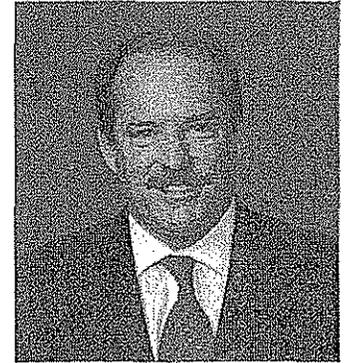
Ken Stapleton, MUP President

With over 30 years of urban revitalization and economic development experience, Ken most recently served as Senior Economic Development Advisor and Executive Director of the award-winning University Park Alliance for The University of Akron (UA). Reporting directly to University President Luis M. Proenza, Ken was responsible for the revitalization of the neighborhoods surrounding this prominent urban university. He also provided strategic guidance for UA's local and regional economic development initiatives, and helped attract over \$15 million in grants for UPA and UA initiatives.

Previously, Ken served as Senior Vice President of the Downtown Cleveland Partnership (DCP) where he initiated and led their efforts to revitalize lower Euclid Avenue, Cleveland's Main Street, resulting in over \$400 million in real estate investment in only six years. Ken's other projects at DCP included management of DCP's advocacy efforts on over \$1 billion in major infrastructure projects, and management of all safety initiatives.

Prior to his tenure in Cleveland, Ken worked as a redevelopment expert in several South Florida cities, including work in Downtown Miami and South Beach. He is also a recognized expert in urban safety programs.

Ken is a 2004 University of Miami Fellow of the Knight Program in Community Building, a full member of the Urban Land Institute, a member of International Downtown Association and Florida Redevelopment Association, and a graduate of Leadership Akron Class XX. He has served on the board of the Downtown Akron Partnership, the 79th Street Corridor Steering Committee in Miami, and a number of other urban revitalization non-profits. He regularly makes presentations at professional conferences.



Education

*Masters in Urban Planning
University of Illinois*

*Community Building Fellow
University of Miami*

Expertise

*University-Community
Partnerships*

Downtown Revitalization

Urban Safety Innovations

Projects

Miami - FIU University City

Akron - Univ. Park Alliance

Mecon College Hill Alliance

Duluth Creative Corridor

Contact Information:

*KenStapleton.Associates@gmail.com
216-849-6494*

APPENDIX 2 – TIMELINE DETAIL (• denotes deliverable)

#	Task	9/1	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	
1	Impacts from UCONN 2000 / 21st Century						•																	
a	Data request list																							
b	Data points, proxies																							
c	Economic impact model																							
d	Fiscal impact model																							
e	Service impact model																							
f	Write-up						•																	
2	Economic/Fiscal Benefits from NextGenCT																							
a	Net new activity																							
b	Net new expenditures																							
c	Economic impact modeling																							
d	Fiscal impact modeling																							
e	Regional/state estimates																							
f	Write-up																							
3	Intergovernmental Revenue Impact																							
a	Deconstruction of revenue drivers																							
b	Estimate of net new revenues																							

INITIATIVE | PROPOSAL

#	Task	9/1	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26
c	Write-up																						
4	Service/Infrastructure Impacts																						
a	Deconstruction of cost drivers																						
b	Exploration of variable categories																						
c	Estimate of per capita, marginal costs																						
d	Translation of NextGenCT																						
e	Estimate of net new cost impacts																						
f	Write-up																						
5	Partnership, Shared Service Opportunities																						
a	Inventory of existing collaborations																						
b	Identification of potential collaborations																						
c	Connection to broader efforts																						
d	Write-up																						
6	Budget Models																						
a	Single unified model																						
b	User-friendly spreadsheet																						
c	Write-up																						
7	Draft Report, Final Report																						

INITIATIVE | PROPOSAL

#	Task	9/1	9/8	9/15	9/22	9/29	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	
a	Initial report outline																							
b	Draft report																							
c	Final report																							
8	Client/Stakeholder/Public Presentations (4)																							
a	Overall aims, general dates																							
b	Agendas, content, handouts																							
c	Meeting preparations																							
d	Presentation																							
e	Debrief																							
f	Follow-up																							

Task	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	Total	Labor	Other		
1 Impacts from UCONN 2000/ 21st Century						●																		\$16,000	\$16,000		
1 Data request list																											
2 Data points, proxies																											
3 Economic impact model																											
4 Fiscal impact model																											
5 Service impact model																											
6 Write-up						●																					
2 Economic/Fiscal Benefits from NextGenCT								●																	\$13,840	\$12,000	\$1,840
1 Net new activity																											
2 Net new expenditures																											
3 Economic impact modeling																											
4 Fiscal impact modeling																											
5 Regional/state estimates																											
6 Write-up								●																			
3 Intergovernmental Revenue Impact								●																	\$12,000	\$12,000	
1 Deconstruction of revenue drivers																											
2 Estimate of net new revenues																											
3 Write-up								●																			
4 Service/Infrastructure Impacts										●															\$14,000	\$14,000	
1 Deconstruction of cost drivers																											
2 Exploration of variable categories																											
3 Estimate of per capita, marginal costs																											
4 Translation of NextGenCT																											
5 Estimate of net new cost impacts																											
6 Write-up										●																	
5 Partnership, Shared Service Opportunities										●															\$6,000	\$6,000	
1 Inventory of existing collaborations																											
2 Identification of potential collaborations																											
3 Connection to broader efforts																											
4 Write-up										●																	
6 Budget Models										●															\$12,000	\$12,000	
1 Single unified model																											
2 User-friendly spreadsheet																											
3 Write-up										●																	
7 Draft Report, Final Report											●														\$8,400	\$8,000	\$400
1 Initial report outline																											
2 Draft report											●																
3 Final report																											
8 Client/Stakeholder/Public Presentations (4)																									\$10,400	\$8,000	\$2,400
1 Aims, dates, agendas, content																											
2 Meeting preparations																											
3 Presentation																											
4 Follow-up																											
Total Fee																									\$94,640	\$90,000	\$4,640

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager
Date: October 27, 2014
Re: Proclamation in Honor of Mansfield's Veterans

Subject Matter/Background

The Senior Center will be hosting its annual Veterans Day event on November 10, 2014. A reading of the attached proclamation is planned.

Recommendation

Staff recommends that the Council authorize Mayor Paterson to issue the attached proclamation.

If the Town Council concurs with this recommendation, the following motion is in order:

Move, effective October 27, 2014, to authorize the Mayor to issue the attached Proclamation in Honor of Mansfield's Veterans.

Attachments

- 1) Proclamation in Honor of Mansfield's Veterans



*Town of Mansfield
Proclamation in Honor of Mansfield's Veterans*

Celebrating the Living and Remembering the Fallen

Whereas, on Veterans Day, we pay tribute to the men and women who have worn the uniform of the United States Armed Forces, as Americans across this land commemorate the patriots who have risked their lives to preserve the liberty of our Nation, the families who support them, and the heroes no longer with us; and

Whereas, in an unbroken line of valor stretching across more than two centuries, our veterans have charged into harm's way, sometimes making the ultimate sacrifice, to protect the freedoms that have blessed America; and

Whereas, we remember our solemn obligations to our veterans, and recommit to upholding the enduring principles that our country lives for, and that our fellow citizens have fought and died for; and

Whereas, with respect for and in recognition of the contributions our service men and women have made to the cause of peace and freedom around the world, we publically honor the Town of Mansfield's veterans as we celebrate the living and remember the fallen;

NOW, THEREFORE, BE IT RESOLVED, that I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby celebrate Mansfield's veterans and encourage all residents to recognize the valor and sacrifice of our veterans and thank them for their many contributions to our country, our community and our way of life.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 10th day of November in the year 2014.

Elizabeth C. Paterson
Mayor, Town of Mansfield



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MattH*
CC: Maria Capriola, Assistant Town Manager
Date: October 27, 2014
Re: Veterans Day Ceremonial Presentation Planning Subcommittee

Subject Matter/Background

Per Council's request, staff has placed this item on the agenda so the Town Council may appoint members to the planning subcommittee for the Veteran's Day ceremonial presentation.

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10/23/14

Item #12

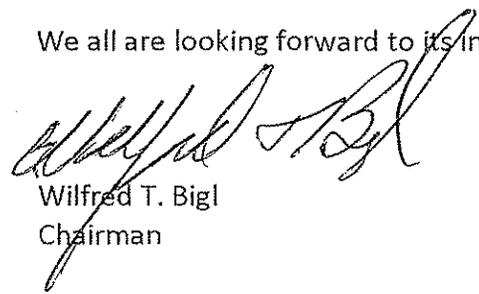
MANSFIELD COMMISSION ON AGING

Wilfred T. Bigl Chairman
17 Hill Pond Drive
Mansfield, CT 06268.

To: The Mansfield Town Council
Subject: Seated Bus Shelter

I am writing this on behalf of the Town of Mansfield's Commission on Aging. We would like to thank you, the Mansfield Town Council, for your quick response to our request for the installation of a seated bus shelter at the bus stop located in front of the Community Center on South Eagleville Road.

We all are looking forward to its installation and use by the passengers of the WRTD.



Wilfred T. Bigl
Chairman

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From: Jake Friedman <jakefri@gmail.com>
Sent: Monday, October 13, 2014 3:50 PM
To: Elizabeth Paterson; Paul M. Shapiro; Stephen Kegler; Peter Kochenburger; Alexander Marcellino; Toni Moran; Virginia Raymond; William Ryan; Elizabeth Wassmundt
Cc: Town Clerk
Subject: Comments on Rental Zone Expansion

Town Council Members,

Tomorrow night (10/14/2014), you will be voting on expansion of the current Rental Zone within the town (Item #2 under "Old Business"). I'm unable to attend the council meeting, but I ask that you please consider my comments on this topic:

With the vote on expansion of the Rental Zone in town, it is worth assessing the existing ordinance and it's impact. I'm troubled by the recent events at Wood's Edge Apartments, where tenants apparently chose not to allow inspectors into their homes. Apparently, the town then sought and were granted search warrants and returned with police escort to perform the inspections (I do not know what the outcome was after that). This is troubling, since the ordinance was primarily put in place to protect tenants' quality of life within town- a worthy cause. I'm sure the ordinance has achieved some increase in living standards at some of the rental houses in town. But, isn't a resident's right to privacy part of their quality of life? If a resident does not want their home entered or inspected, shouldn't they have the right to refuse? As a landlord, I strive to give my tenants the same respect for privacy that I expect as a homeowner. We, as a town/community, should not be dealing a double standard to our residents who, for whatever reason, live in town but don't own their home. Tenants already have the right, without the Rental Zone ordinance, to call in inspectors if they feel that their home is unsafe or unhealthy. So, forcing an inspection on a resident is both wrong and unnecessary. If you are going to vote to expand this ordinance, please consider adjusting it first to ensure that tenants are not forced, under the threat of police action, to open their homes to unwanted scrutiny. Ensure that tenants can choose to opt out of proactive inspections.

Thank you for your consideration.

Regards,

Jake Friedman
65 Northwood Road

P.S. Kindly add this email to the meeting minutes for 10/14. Thanks!

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Submitted by Jason McGarry -97- South Eagleville Rd / Rte 30
10/11/14





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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

October 16, 2014

Mr. Grant Meitzler
365 Spring Hill Road
Mansfield, CT 06268

Re: Appointment to Mansfield Conservation Commission

Dear Mr. Meitzler:

This letter is to confirm your appointment to the Conservation Commission for an initial term through August 31, 2016.

I trust that you will find the work of the Commission to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your appointment.

Sincerely,

Matthew W. Hart
Town Manager

Cc: Town Council
Mary Stanton, Town Clerk
Quentin Kessel, Conservation Commission

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Subject: FW: Thank you for today's children's hike

From: Marcy Dawley [mailto:Marcy@tlgv.org]
Sent: Tuesday, October 21, 2014 10:39 AM
To: Sue Harrington; Jennifer S. Kaufman
Subject: FW: Thank you for today's children's hike

Hi again Sue, Tom and Jennifer,

This walker was clearly very pleased, and although I forwarded you her email yesterday, she came up with even more praises.

It is nice to know you are appreciated, and that someone notices all the hard work and time you put into your walk. It is even nicer that the good feeling lingers and they take the time to thank you not only once, but twice! So, an enormous THANK YOU and pat on the back to you all!

Thanks again, and have a great day!

Marcy B. Dawley
Project Administrator
The Last Green Valley, Inc.
P.O. Box 29, 203B Main Street (Second Floor)
Danielson, CT 06239-0029
860-774-3300, 860-774-8543 FAX
www.thelastgreenvalley.org



The Last Green Valley-Find Your Inspiration!

From: melissa cruse [mailto:sbmkrtj@yahoo.com]
Sent: Monday, October 20, 2014 9:46 PM
To: Marcy Dawley
Subject: Re: Thank you for today's children's hike

Hello Marcy,

I also wanted to highlight something that made this walk unique. There was clearly a lot of attention and care that went into hiding the non-natural objects in the woods. The objects were thoughtfully selected with attention to colors and forms that would meld in a natural landscape. They were cleverly placed so that it required a keen eye to spot them. Sue, Tom and Griffen did such a great job of camouflaging the items in the natural setting and it made the "looking part" so much more interesting. It required

more quiet time to find them, which added to the peaceful nature of this walk. They would be a great resource to other hike organizers for sharing ideas in order to make similar hikes as successful and enjoyable as this one.

Again, Thank you!

Melissa Telford

On Monday, October 20, 2014 12:01 PM, Marcy Dawley <Marcy@tlgv.org> wrote:

Hello Melissa,

Thank you so much for the great feedback, and I have forwarded it to Sue & Tom as well as the Mansfield Parks Advisory Committee. These walks surely do show how much each of our volunteer leaders put into developing a walk, and then hosting them – and it is nice to have some choices aimed at families with children. Engaging children at a young age is important, and after all, they all do love to be outside, learning and enjoying what there is to find.

Thanks again for taking the time to email about your experience, and we will encourage Sue & Tom to repeat this walk next year!

Marcy B. Dawley
Project Administrator
The Last Green Valley, Inc.
P.O. Box 29, 203B Main Street (Second Floor)
Danielson, CT 06239-0029
860-774-3300, 860-774-8543 FAX
<http://www.thelastgreenvalley.org/>



The Last Green Valley-Find Your Inspiration!

Sent: Saturday, October 18, 2014 11:02 PM
To: mail@tlgv.org
Subject: Thank you for today's children's hike

Hello,

I am writing to thank Sue and Tom from the Mansfield Parks Advisory Committee, their helper Griffen and TLGV for today's hike at Dunhamtown Forest in Mansfield. We found out about this hike through Walkoctober from TLGV. I went on the 10 am hike (1.5 hours and 1 mile) with my 6 year old, my 2 year old and 6 month old children. The games were engaging and suitable for my 6 year old as well as my 2 year old. The terrain, duration and distance was just right for our wide-ranging levels. The hike was rated as easy, and allowed for easy navigation by my 2 year old and his developing hiker legs. It was also perfect for me carrying my 6 month old in a body carrier. We all enjoyed the games actually! The first one asked us to find things that were not normally found in nature, which

were hidden and camouflaged along the trail. While we and other adults and children looked it was quiet, and allowed all of us to enjoy the peaceful quiet of the woods and take in the smells, sounds and sights around us. The second game was Bingo where we were asked to find things that do belong in nature. In both games each group meandered at their own pace which added to the relaxed nature of this particular hike and allowed for different levels of hikers. When the first game ended, the participants had the option of heading back to the start, if energy levels were waning or to continue on. This too was a feature that I appreciated, traveling with such a young group. My 6 year old daughter enjoyed being in charge of the clip board as we hiked along and found the things on our list. I would love to see this activity on next years calendar of events. Also, I would like to see more children's hikes that are easy to navigate during the morning hour. Thanks again for a wonderful day!

Sincerely,
Melissa Telford

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Tennett Tree Service, Inc.

56 SUNDALE DRIVE WINDHAM, CT 06280

PHONE (860) 423-0895

FAX NO. (860) 450-1021

October 9, 2014

Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06280

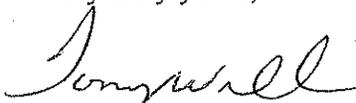
Dear Mrs. Elizabeth Paterson:

Tennett Tree Service, Inc. is under contract with Connecticut Light & Power Company to improve reliability of service to its Mansfield customers by pruning and removing trees around its electric distribution facilities.

In accordance with Connecticut General Statute 13a-140, we are notifying you, as Mansfield's chief elected official of our intent to remove trees greater than 18 inches in diameter along state Rte. 195. The location and description of the trees are attached to this letter. Work will be performed only after we have received a permit from the State of Connecticut Department of Transportation and consent of the tree owner. Our schedule is to begin tree removal on October 20, 2014 and completed by December 31, 2014.

If you would like to discuss the proposed tree work in Mansfield in more detail we would be please to meet with you.

Very truly yours,



Tony Wilber
General Foreman/Arborist
860-823-8001

Copy
Mansfield Tree Warden
Conn DOT

MEMORANDUM

DATE: October 21, 2014
TO: CRCOG Chair and Legislative Committee Chairs
FROM: Lyle Wray
SUBJECT: Draft **CRCOG 2015 Legislative Agenda**

In response to the call for items, so far we have:

- Statutory clarification of the definition of “project” related to the prevailing wage law to provide an appropriately narrow interpretation as opposed to more expansive interpretation at agency level.
- For state transit oriented development grants, change the statute to encourage council of government applications for funds with support of city and towns rather than vice versa to encourage corridor level work on stations, brownfields etc.
- Concern on CT DEEP proposal to expand the Small Municipal Separate Sewer Systems (MS4) permit system. (CCM is active on this issue. Not sure on COST involvement at this time.)
- Staff up CT OPM for key functions as they are in a major gate keeping role on a variety of important tasks and delays impact towns directly.

The following is a rough edit of the agenda from last year as a preparation for the next steps. Comments in green have been received from CRCOG Policy Board members.

Capitol Region Council of
Governments

**DRAFT 2015
Legislative
Agenda**

Connecticut State Issues

- 1. State Budget Situation Calls for Involvement and Partnership.** Estimates indicate that state budgets will be in recurring deficits of more than one billion dollars starting in 2015. Any shifts in revenues and services may have substantial and unanticipated impacts. CRCOG requests that state leadership reach out to the region and local governments in partnership as these budget challenges are faced. CRCOG stands ready to participate in collaborative and thorough discussions on spending, revenues and on measures to improve the efficiency of state and local services.

There are a range of estimates for the "health" of the 2015-2016 state budget. We may have better information closer to the December proposed adoption of the CRCOG legislative agenda and be able to determine whether this should be the lead item or an item at all in the CRCOG agenda.

- 2. Efficient Local Services.** CRCOG is working diligently to support our members to take full advantage of more than \$100 million in federal stimulus funding for broadband in the state and has developed a regional back office shared services strategy to leverage this network and to provide better and lower cost services. Continued state support for building out the network and supporting innovative service sharing pilots would help the towns in the region to move forward. CRCOG strongly supports the mission of the M.O.R.E. Commission in the legislature for more cost efficient public services.

CRCOG has worked to get all towns and its administrative offices on the state high speed network. CRCOG and 37 of 38 towns are on track to be connected in the next 18 months. CRCOG is spearheading five statewide projects for use of the network and three of them have been funded and will be underway shortly. Collaborative municipal services – from town and school shared functions to more efficient operating systems – will likely remain an important priority for CRCOG going forward. A new round of RPIP grant applications have been announced and CRCOG will seek out these funds.

- 3. Efficient State Services.** CRCOG supports ongoing efforts in all executive

agencies to streamline permitting of municipal projects and reasonable approaches to common municipal problems. The projects that are delayed in the permitting or design processes represent thousands of Connecticut jobs on hundreds of projects.

The state has carried out a number of "lean" processes including at CT DEEP and more needs to be done. A CT Institute for the 21st Century suggests ramping up the strategic use of information technology by the state and in working with towns to provide faster and more cost effective services.

4. Fair and Equitable State K-12 Education Funding. K-12 education funding makes up a majority of local budgets and is a top concern. CRCOG supports fair and equitable state funding for local education and requests that impacts of changes on overall town budgets be carefully considered. CRCOG further urges careful study of the impact of magnet school funding in the region on school district and town finances and of ways to ensure that there are not negative impacts of magnet school investments on town school budgets. Unfunded state special education mandates cause the towns and cities great financial hardship.

Education finance remains a major concern of towns. Is there a change in focus of the "ask" on behalf of CRCOG towns?

5. Council of Government Boundaries and Functions. On January 1, 2014 CT OPM will propose a set of boundaries for eight councils of governments in the state to replace the former 15. CRCOG believes that many state policy initiatives in areas such as land use, economic growth, transportation, and affordable housing would benefit immensely from strong regional planning and implementation capacity. In addition, Metropolitan Planning Organizations, which form part of the transportation funding system, will be reconfigured following the finalization of councils of governments' boundaries. CRCOG has supported the CT OPM initiative by accepting nearby towns that wish to voluntarily join CRCOG. CRCOG requests administration and legislative support as COGs integrate new member communities and adjust service boundaries and programs in 2014 and future years.

CRCOG has expanded to 38 towns and almost a million people. Transition in the transportation area is underway with Metropolitan Planning Organization boundaries expected to be finalized by June 30, 2015.

Going forward one issue is the types of tasks or assignments to be given to the new set of 9 councils of governments. In 2015 a regional human services council is to be put in place, for example.

6. Advance Hartford Metropolitan Region Transportation Projects. CRCOG supports investing in our transportation infrastructure, ensuring a state of good repair is maintained and working to maintain the region's economic competitiveness. The top two transit priorities of CRCOG for the better part of a decade are currently moving forward: CTFAstrak New Britain to Hartford bus rapid transit line and significantly enhanced rail service from Springfield to Hartford to New Haven (NHHS) and to New York City including greater connectivity to the Bradley Airport.

The CTFAstrak rapid transit line is at 70% program completion. CRCOG recognizes that priorities such as the I-84 viaduct and Connecticut River Bridge to name two large needs do not have funding identified at this time. Exploring alternative transportation revenue and innovation in streamlining design and construction process will assist the State in addressing a backlog of infrastructure needs.

In March 2015 CTFAstrak, the first rapid transit in the state is set to launch. In the fall of 2016 17 trains a day will expand rail service to New Haven and New York City.

Efforts to advance the Fastrak East to Buckland Mall and UConn Storrs – with appropriate feeder lines -- have been made with a much lower price tag than the first line due to availability of high occupancy vehicle lanes.

Helping to assure success of the first two and advance the third are priorities to consider.

The I84 Viaduct process is moving ahead. Need to take note of alternative transportation revenue study and innovation in streamlining design and construction processes.

7. Future Vision for Rail Transportation. CRCOG supports the completion of phases two and three of the NHHS rail project including future regular rail service to Boston via improved rail service to Springfield. Greater connectivity to more rapidly growing regions such as Boston and New York is important for the region and the investment can readily be justified.

Connecting the 1.7 million people of the Hartford Springfield region to the 5 million in metropolitan Boston is the next priority after the New Haven, Hartford, and Springfield rail service improvement. The "missing link" for the service is from Springfield to Worcester with other segments in workable mode.

8. Reform Solid Waste Management. CRCOG and CCSWA have developed a system for orderly solicitation of market forces to offer plan options for municipalities within the context of existing practices. CRCOG recognizes the need for waste to energy capacity in the region at least over the next 7 to 10

years while more aggressive solid waste diversion strategies are implemented. CRCOG suggests greater attention be paid to implementation of aggressive solid waste diversion efforts and an update of the solid waste master plan to reflect changing circumstances in the field.

The need to monitor the development of an aggressive update and implementation of solid waste diversion from waste to energy through product stewardship and recycling continues with the new MIRA in the lead on some aspects along with CT DEEP as the statewide agency responsible.

Comment received: Given the legislation last session I don't see the need for this to be a legislative issue. We need to monitor the efforts of the Executive branch to implement the new requirements. On the other hand product stewardship will remain an issue and some efforts to expand items may come forward. Don't think that rises to the level of the other priorities at this time.

Suggestion: Consider deleting as a legislative priority and continue to monitor.

- 9. Prevailing Wage Threshold Increase.** CRCOG requests updating the threshold for prevailing wage projects to \$1 million, and that the project minimum threshold be indexed automatically to inflation in the construction industry.

Request statutory change to precisely define what constitutes a "project" in addition to the threshold change.

- 10. Support Amendment to Conveyance Tax Statute.** CRCOG supports an amendment to CGS Section 12-494 (a) to prevent developers from avoiding the obligation to pay conveyance taxes on the full value of a piece of residential property and of the home constructed on that property by the developer when the property and home are sold to new owner (s). Developers have tried to separate these two pieces of the transaction in a way that may permit them to pay conveyance tax only on the value of the land, not on the value of the newly constructed home, thereby decreasing revenue due to the State and cities and towns.

Comment received: This hasn't received any traction the last couple of sessions. DRS support is tepid at best. I think it is DOA.

Suggestion: Consider deleting as a legislative priority.

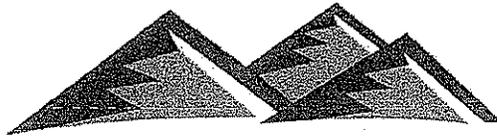
Federal Issues

11. Authorization of Federal Transportation Funding. The MAP-21 federal transportation funding bill is due to expire in 2014. Connecticut is more than 70% dependent on this funding source for transportation investments. CRCOG will need to work with a number of partners to assure that the region and state emerge from the 2014 federal funding deliberations with the tools to advance sizable transportation needs in the metropolitan region.

There is a very short term financial fix for MAP 21 that will expire in 2015. Suggestion: Continued work is needed on a longer term bill with appropriate funding targets.

12. Homeland Security Funding. Federal resources for homeland security for the CRCOG metropolitan area are in the process of a dramatic reduction over the next several years. The CRCOG region needs sufficient resources to manage the challenges faced in the region and to be able to act as back up to major metropolitan areas in the case of major episode

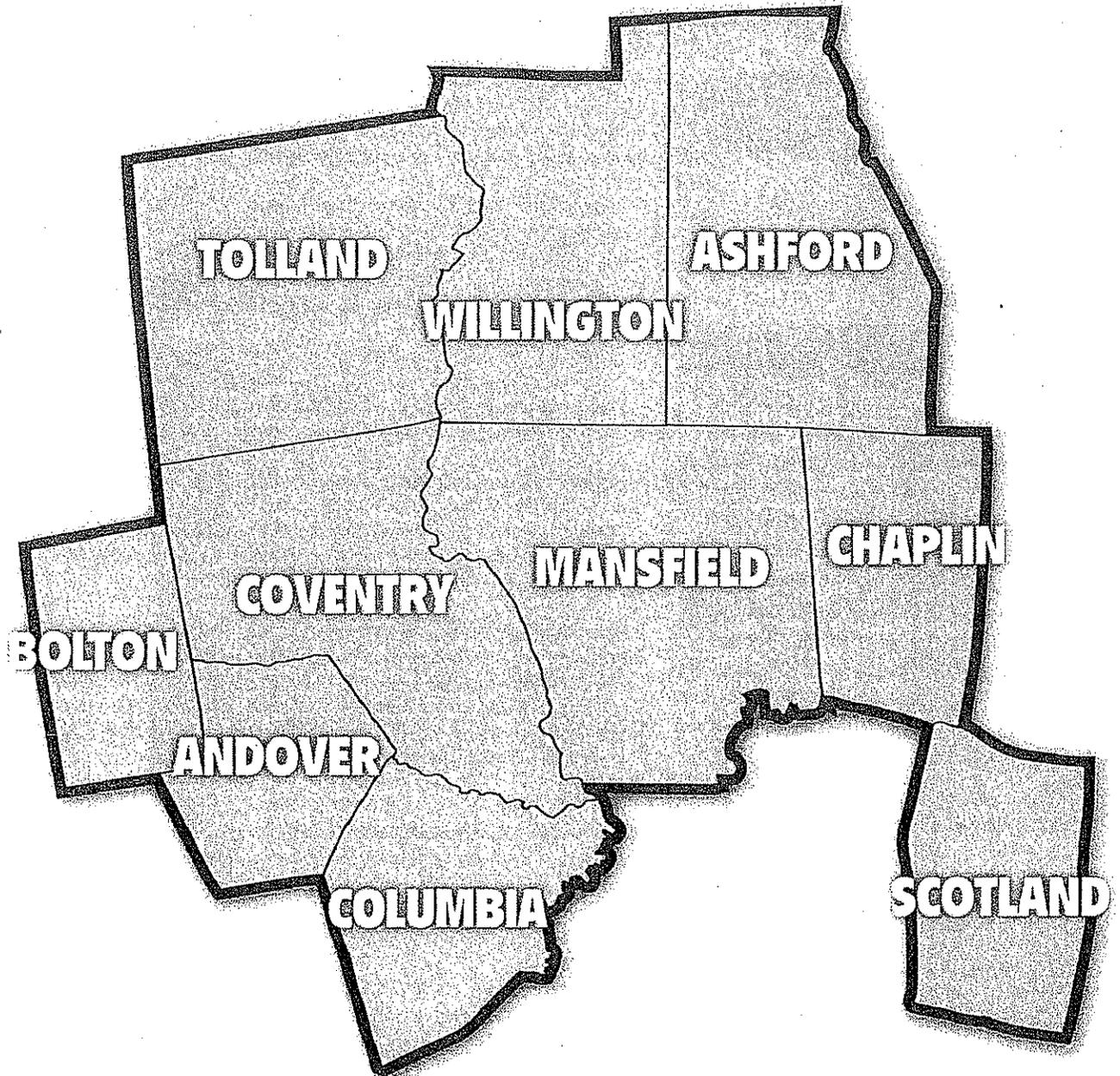
Suggestion: Other regions of similar size, and arguably with fewer vulnerable assets received UASI funding, for example, and CRCOG should work with other partners to secure appropriate funding as that matter is surfaced at the federal level.



Eastern Highlands Health District

2013-2014

ANNUAL REPORT



SERVING THE TOWNS OF:

ANDOVER, ASHFORD, BOLTON, CHAPLIN, COLUMBIA, COVENTRY,
MANSFIELD, SCOTLAND, TOLLAND, AND WILLINGTON

POPULATION: 81,004 SERVICE AREA: APPROXIMATELY 208 SQUARE MILES

Health District Staff

Robert L. Miller, MPH, RS, Director of Health
 Kenneth Dardick, MD, Medical Advisor
 Glenn Bagdoian, RS, Sanitarian II
 Millie Brosseau, Administrative Assistant
 John Degnan, MA, Public Health Emergency
 Preparedness Coordinator
 Jordana Frost, MPH, CPH Project Specialist
 Geoffrey Havens, RS, Sanitarian II
 Holly Hood, MPH, RS, Sanitarian II
 Rita Kornblum, Community Health and
 Wellness Coordinator
 Jeff Polhemus, RS, Chief Sanitarian
 Andy Schmidt, MS, RS, Sanitarian II
 Lynette Swanson, Environmental Health Inspector



Back: Robert Miller, Jeff Polhemus, Geoff Havens, Jordana Frost, John Degnan Front: Millie Brosseau, Glenn Bagdoian, Holly Hood

EHHD Board of Directors

Elizabeth Paterson (Chair)..... Town of Mansfield
 John Elsesser (Vice Chair)..... Town of Coventry
 Joyce Stille (Assistant Treasurer)..... Town of Bolton
 Alisa Bray Town of Chaplin
 Maria Capriola (Alternate)..... Town of Mansfield
 Rick Field Town of Tolland
 Matt Hart Town of Mansfield
 Michael Kurland..... Town of Mansfield
 Jonathan Luiz Town of Columbia
 Christina Mailhos (Alternate)..... Town of Willington
 Paul Schur Town of Willington
 M. Deborah Walsh Town of Coventry
 Steve Werbner Town of Tolland
 Mike Zambo Town of Ashford
 Ralph Fletcher Town of Ashford
 Vacant Town of Andover
 Vacant Town of Scotland



Back: Rick Field, Steve Werbner, Jonathan Luiz, John Elsesser, Ralph Fletcher, Michael Kurland Front: Matt Hart, Joyce Stille, Elizabeth Paterson, Christine Mailhos, Paul Schur

Mission Statement -

Eastern Highlands Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotion of wellness and protection of our human environment.

Vision - Healthy people, healthy communities ... healthier future.



Message from the Director

Once again I have the great pleasure of presenting our communities with the Eastern Highlands Health District Annual Report for the 2013 - 2014 Fiscal Year. I would like to take this opportunity to highlight just a few of the many new and exciting programs and initiatives implemented by the Health District.

Information technology - Development and implementation of a Health District Information Technology Plan is a priority objective within our Five Year Strategic Plan. The Plan was completed and presented to the Board in January. The plan includes the implementation of a cloud based permit, license tracking and code enforcement software. The software includes an updated customer service web portal, and field tablet capabilities for field staff. We look forward to these improvements in fiscal year 2014-2015!

Community Health - The community health program was very busy this past year. In response to priorities identified in the county wide community health needs assessment, the Health District, in partnership with a number of our community partners, implemented two pilot projects (1) targeting hypertension in at risk populations, and (2) tobacco free open spaces in our parks and playgrounds and multi-unit housing complexes.

In partnership with the Eastern Connecticut Health Network, the Health District implemented a Hypertension Control Program that combines home blood pressure monitoring with conventional and functional medicine approaches. Preliminary program results suggest material improvements in those patients enrolled in the program.

In an effort to reduce smoking in town parks and playgrounds, the health district developed and distributed "Tobacco Free Open Space Tool Kits" to local parks and recreation departments in health district towns. As a result of these efforts Mansfield, Coventry, Tolland, Chaplin, and Scotland modified or changed policies designed to deter smoking in and near parks and playgrounds.

Emergency Public Health Preparedness - As part of our ongoing efforts to expand our local capacity to respond to a public health emergency, the Health District established the Eastern Highlands Medical Reserve Corps (MRC) unit. The MRC is part of a national network of local volunteers who seek to support their local communities during times of emergency public health need. The EHHD unit is comprised of both medical and non-medical volunteers. If you are interested in volunteering please go to our website at www.ehhd.org/Volunteer.

As always, it is immensely important to recognize our community partners. Their support in our efforts to prevent illness and promote wellness in the citizens we serve cannot be under-valued. Together we comprise a local public health network that continues to make great strides in protecting the communities we serve. I thank you for your dedication and commitment to local public health.

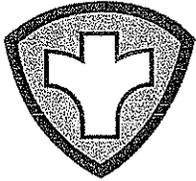
My door is always open.

Yours in Health,

Robert L. Miller, MPH, R.S.
 Director of Health



Tel: (860) 420-3325 • Email: ehhd@ehhd.org • www.ehhd.org



Public Health

Prevent. Promote. Protect.

Local health departments work across the nation to prevent disease, promote health and protect communities. The National Association of County and City Health Officials (NACCHO)

developed this logo to promote universal recognition of this critical work and to provide a consistent image and message for local health departments. EHHD is proud to support this national effort.

What is a Health District?

Health districts are much like full-time municipal health departments in the services they provide. They are governmental entities that carry out critical local public health functions that include: infectious disease control, code enforcement, and health education. Through a binding relationship with member towns (provided for in state statutes), services are offered to a group of towns that may not otherwise have a full-time health department without district membership. Joining a health district is an attractive option for towns because they are provided with access to full-time public health services at minimal cost. District membership increases the ability of a town to benefit from grant-funded public health programs. Towns that are members of health districts provide annual per capita contributions to support health district operations.

EHHD History

As one of 50 full time health departments in Connecticut, the Eastern Highlands Health District provides services to a little more than two percent of the state's population. The district was formed in June of 1997, when the town leaders and residents of Bolton, Coventry and Mansfield realized that pooling resources could increase the scope and quality of public health services by providing a full-time public health staff while reducing expenses. In 2000, the Town of Tolland joined the District, and subsequently, the Towns of Willington (in 2001) and Ashford (in 2004) also joined. In June of 2005, four other contiguous towns (Andover, Chaplin, Columbia and Scotland) became part of the Health District. Each of these ten towns now has the benefits of full-time public health services, ensuring that the essential services of local public health are met for these communities.

Top 10 Benefits Your Community Receives as a Member of a Public Health District:

1. A professionally staffed department with fully trained and certified personnel.
2. Improved availability of services; seven days a week, 24 hours a day for emergencies.
3. Less fragmentation of services.
4. Uniform enforcement of state laws and regulations, codes and ordinances.
5. A regional approach to public health problems that cross town lines.
6. Pooling of manpower for backup services in times of need.
7. The capability to address a wider scope of public health problems and issues than your community could manage on its own.
8. Reduction of waste and maximized effectiveness through problem identification, priority setting, improved coordination and more efficient use of resources.
9. Eligibility for extensive state and federal funding, bringing services to the local level that might not otherwise be possible.
10. An opportunity for your town to network with other local health departments and state agencies.

10 Essential Services of Local Public Health:

1. **Monitor** health status to identify community health problems.
2. **Diagnose and investigate** health problems and health hazards in the community.
3. **Inform, educate and empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop** policies and plans that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public and personal health care workforce.
9. **Evaluate** effectiveness, accessibility and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to public health problems.

EHHH'S PROGRAMS AND SERVICES

Eastern Highlands Health District works diligently to comply with all State of Connecticut mandates for district health departments. We provide the community with a range of programs and services to promote and protect environmental, personal, and community health.

Emergency Preparedness

The Eastern Highlands Health District (EHHD) continues to update its Local Public Health Emergency Response Plan and the Mass Dispensing of Prophylactic Medications Annex to that plan. These plans provide processes that can be used in the event of a large-scale natural or manmade public health emergency, to ensure that the appropriate public health and medical resources will be available and coordinated effectively. The EHHD Mass Dispensing Annex received a score of 98.0 in its Technical Assistance Review (TAR) conducted by the Connecticut Department of Public Health (CT DPH) and the Centers for Disease Control and Prevention (CDC).

EHHD participates fully in the Connecticut Division of Emergency Management and Homeland Security (EMHS) regional planning process in Region 3 and Region 4. Both the Region 3 and Region 4 planning processes have been recognized for excellence by the National Association of County and City Health Officials (ACCCHO) - Project Public Health Ready. Community volunteers also play a critical role in emergency response training. An effective response to a public health or other emergency situation would be impossible without a dedicated core of volunteers. EHHD continues to recruit for a registry of Public Health Reservists and Medical Reserve Corps volunteers from the community to fill medical and non-medical roles in an emergency. The Eastern Highlands Medical Reserve Corps Unit was recognized nationally earlier this year and consists of 28 members including nurses, doctors, pharmacists and non-medical personnel.



District staff receives ongoing training and experience through exercises. This year, staff have been involved in a number of state-wide exercises, regional drills and local exercises. These included: regional communication drills, staff and volunteer, regional clinic operations drills, DPH Statewide RDS exercise and the Governor's Statewide Winter Storm Exercise.

Environmental Programs



Water Quality - EHHD reviews and approves private well sites and drinking water analysis reports to assure that the drinking water supplies are free of harmful bacteria, chemicals and pollutants. Our sanitarians provide guidance and information to residents with water quality issues and concerns. The health district also inspects and monitors the water quality at public bathing areas and public swimming pools to assure compliance with water quality and health safety standards.

Surface Sewage Disposal - EHHD sanitarians conduct evaluations and soil testing, review septic system design plans, issue permits to construct, and conduct site inspections during construction to verify compliance with codes and technical standards.

The health district is also required to evaluate the septic system impacts from proposed building additions, accessory structures and use changes on all properties served by on- or subsurface sewage disposal systems.

Food Protection - All food service establishments are inspected frequently and operating licenses are renewed annually. Temporary and special events, including Farmers' Markets, where food is served to the public, are also licensed and inspected for food safety compliance.



Campground/Daycare/Youth Camp Inspections - EHHD conducts annual family campground inspections, biennial daycare inspections, and assists the State of Connecticut with youth camp kitchen inspections.

Complaint Investigation/Code Enforcement - EHHD staff investigate all complaints received by the department, ranging from food protection and water quality concerns to housing, sewage and vermin problems. Where conditions are found that violate the Public Health Code or Connecticut General Statutes, and the conditions are not immediately corrected, property owners or violators are subject to enforcement procedures.

Childhood Lead Poisoning Prevention - EHHD receives laboratory reports of blood lead tests for children under age 6 when blood lead levels are 5 µg/dL or above, and tracks these cases until the child's blood lead level is confirmed below this reference level. The health district provides re-test reminder letters and educational packets to these families to help them understand the health risks associated with lead exposure and assist them in identifying and reducing lead hazards in their child's environment. Elevated blood lead levels can require additional intervention by the health district including property inspections and lead abatement enforcement.

Communicable Disease Control & Surveillance

Disease Surveillance - EHHD conducts communicable disease surveillance to detect outbreaks. Examples of communicable diseases include but are not limited to: hepatitis, rabies, and foodborne illness. Statistics detailed at the end of this report represent the total number of reported disease cases that have public health significance in member towns. (It is generally acknowledged that these diseases are underreported within the population.)

Disease Control - Clinical laboratory and physician case reports are reviewed for possible follow-up and investigation. Outbreaks of disease are investigated, and measures to prevent and control further spread of disease are implemented when necessary.

Community Health

Health Promotion initiatives in the Health District focus on sustainable interventions and nurturing partnerships to build a healthier community. While targeted programming is utilized when appropriate, our current focus is on policy, systems, and environmental changes to promote and encourage healthy lifestyles for all member town residents, employees, and visitors.

Quality Clinical Preventive Care - CDC funding awarded to the district in 2011 through the State Department of Public Health enabled Eastern Highlands



Health District (EHHD) and Eastern Connecticut Health Network (ECHN) to form a partnership to introduce a self-blood pressure monitoring program to hypertensive patients. This program combines home blood pressure monitoring with conventional and functional medicine approaches. ECHN nurses who have been specially trained will act as intermediaries between clinicians and patients, providing real-time disease management, medication adjustment, and care coordination. Approximately 50 patients with a history of uncontrolled hypertension were selected and trained on how to use home blood pressure monitoring equipment and record results. Self-management practices emphasize patient empowerment, goal setting, and problem-solving skills.

Tobacco Free Living - Focusing on policy, systems and environmental changes, EHHD developed toolkits to encourage towns in Tolland County to adopt smoke free policies or ordinances to make their parks and other public areas smoke free. Another toolkit was developed to encourage landlords and property managers of rental multi-unit housing complexes to consider adopting smoke free policies that would protect residents from the hazards of second hand smoking. Both toolkits can be found at <http://www.ehhd.org/Tobacco-Free-Living>



The Tolland County Community Health Action Response Team (CHART) - A community-based coalition, composed of individuals and agencies, that has worked to develop a comprehensive plan to address health inequities, to eliminate health disparities and to improve the health of county residents continues to work on the issues identified through the Community Health Needs Assessment which can also be found at <http://www.ehhd.org/CTG>.



Asthma - The Putting on AIRS (Asthma Indoor Risk Strategies) program offers assistance to families in developing a plan to better manage their children's asthma. This free program includes a home visit to identify sources in the home that may trigger the child's asthma, education and allergen reducing materials such as mattress covers and pillowcases. Referrals can be made by contacting EHHD at (860) 429-3325.

Be Well - Developed by EHHD in 2006, this program provides comprehensive programming and promotion on a contractual basis to local employers. The goal of this employee wellness

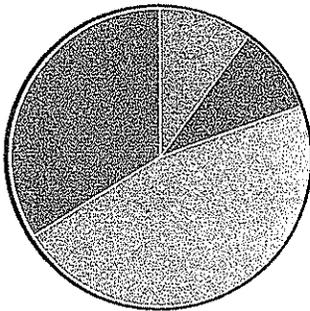


program is to improve the overall health and wellness of employees through initiatives that target risk factors and issues that influence health. Provided as a full contracted service to four employers in health district towns (Town of Mansfield, Mansfield BOE, Region 19 BOE, and the Town of Tolland), basic Be Well initiatives are also provided to member town and school employees through the State Preventive Health Block Grant (to focus on policy and environmental changes to reduce the incidence of obesity in worksites). Each year Be Well contributes to strong health outcomes and a significant return-on-investment for participating employers. You may learn more about the program at www.ehhd.org/be_well.

EHHD Budget Fiscal Year 2013/2014

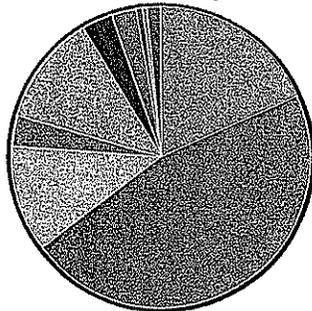
EHHD receives funds from a variety of sources including member town contributions, State and Federal grants, and permit fees. Towns are charged on a per-capita basis, which supports local public health services.

FY 2013/2014 Revenue



License Fees	\$106,316
Program Fees	\$82,482
Local Funds	\$439,921
State Funds	\$346,810
Total Operating Revenues	\$975,528

FY 2013/2014 Expenses



Personnel: Administrative/Management	\$180,499
Personnel: Environmental Health	\$456,773
Personnel: Community Health	\$113,144
Personnel: Emergency Preparedness	\$31,980
Contractual	\$117,451
Legal	\$0
Vehicles/Travel	\$33,156
Insurance	\$26,562
Communications	\$4,893
Education/Training	\$2,705
Other	\$14,978
Total Operating Expenditures	\$982,142

EHHD Service and Activities Data by Town

	Andover	Ashford	Bolton	Chaplin	Columbia	Coventry	Mansfield	Scotland	Tolland	Willington	District Totals
COMPLAINTS											
AIR QUALITY	0	1	0	0	1	0	0	0	1	0	3
ANIMALS/ANIMAL WASTE	1	0	0	0	0	0	1	0	0	0	2
ACTIVITY WITHOUT PROPER PERMITS	0	0	0	1	0	0	0	0	0	0	1
FOOD PROTECTION	2	2	2	0	0	1	3	0	1	2	13
HOUSING ISSUES	1	4	2	2	1	7	4	0	1	0	22
EMERGENCY RESPONSE	0	0	0	0	0	1	1	0	1	0	3
REFUSE/GARBAGE	1	1	1	0	0	0	2	0	1	2	8
RODENTS/INSECTS	0	0	1	0	0	1	0	0	0	1	3
SEPTIC/SEWAGE	1	2	4	0	0	1	7	1	1	0	17
OTHER	0	0	0	0	0	0	5	0	3	0	8
WATER QUALITY	1	0	1	1	0	0	3	0	1	1	8
TOTAL	7	10	11	4	2	11	26	1	10	6	88
HEALTH INSPECTION											
GROUP HOMES	0	0	0	1	0	1	1	0	0	0	3
DAY CARE	1	2	0	1	2	1	1	0	3	3	14
CAMPS	0	3	0	1	1	1	0	0	1	3	10
PUBLIC POOL	0	2	0	0	2	3	2	0	1	0	10
OTHER	0	0	0	0	0	0	0	0	0	0	0
SCHOOLS	0	0	0	0	0	0	2	0	0	0	2
MORTGAGE, FHA, VA	0	0	0	1	0	5	0	0	0	0	6
BATHING AREAS	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	7	0	4	5	11	6	0	5	6	45
ON-SITE SEWAGE DISPOSAL											
Site inspection -- all site visits	24	38	41	53	55	144	161	37	252	50	855
Deep hole tests -- number of holes	43	44	89	18	61	94	139	25	91	45	649
Percolation tests -- number of holes	9	19	14	8	12	12	35	5	21	10	145
Permits issued, new	5	6	11	1	16	28	12	2	12	3	96
Permits issued, repair	5	6	7	9	8	14	25	3	44	9	130
Site plans reviewed	10	17	21	12	25	49	34	4	50	14	236
B100a reviews	37	31	27	17	57	73	103	6	132	40	523
WELLS											
Well sites inspected	0	6	1	5	1	43	3	6	14	8	87
Well permits issued	7	7	13	3	17	21	28	3	15	3	117
LABORATORY ACTIVITIES (Samples Taken)											
POTABLE WATER	0	0	0	0	0	0	2	0	0	0	2
SURFACE WATER	33	19	52	0	49	200	40	0	48	50	491
GROUND WATER	0	0	0	0	0	0	0	0	0	0	0
RABIES	0	0	0	2	0	0	0	0	0	0	2
LEAD	0	0	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	13	0	0	0	13
FOOD PROTECTION											
Inspections	32	48	37	31	33	102	201	2	95	47	628
Reinspections	9	2	2	8	2	5	33	0	2	5	68
Temporary permits	2	27	26	5	13	74	29	8	18	11	213
Temporary inspections	0	1	3	1	0	133	13	6	3	0	160
Plan reviews	1	1	2	0	0	2	8	0	3	0	17
Pre-operational inspections	1	3	4	4	3	3	9	0	13	5	45
LEAD ACTIVITIES											
Housing inspection	1	0	0	0	0	2	0	0	0	0	3
Abate plan reviewed	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS ACTIVITIES											
Planning and Zoning referrals	1	0	1	0	0	3	7	0	0	2	14
Subdivision reviewed (per lot)	3	2	0	0	1	5	2	1	0	0	14

Selected Reportable Diseases for Calendar Year 2013 by Town *

	Andover	Ashford	Bolton	Chaplin	Columbia	Coventry	Mansfield	Scotland	Tolland	Willington	District Totals
abiesiosis	1	0	0	0	0	0	5	0	1	0	7
ampylobacter	0	0	1	0	0	0	4	0	3	2	10
hlamydia	7	7	10	5	15	18	32	0	22	7	123
ryptosporidium	0	0	0	0	0	0	0	0	1	0	1
yclospora	0	0	0	0	0	0	0	0	0	0	0
. Coli 0157/STEC	0	1	2	0	1	1	2	0	1	0	8
hrlichiosis/Anaplasmosis	0	0	0	0	0	0	0	0	0	0	0
iardia	0	1	0	1	0	0	1	0	0	0	3
onorhea	0	0	1	1	2	1	6	0	3	0	14
roup A Streptococcus	0	1	0	0	0	0	0	0	1	0	2
roup B Streptococcus	0	1	0	0	2	0	0	0	1	0	4
aemophilus Influenzae	0	0	1	1	0	0	0	0	0	0	2
epatitis A	0	0	0	0	0	0	0	0	0	0	0
epatitis B	0	0	0	0	0	0	0	0	0	0	0
epatitis C	0	3	4	1	3	2	5	0	5	2	25
ad-Elevated Blood Lead Levels in children p to age 6 (5-9.9 ug/dl) *tracked after 4/19/13	0	1	0	0	5	3	5	0	3	3	20
ad-Elevated Blood Lead Levels in children p to age 6 (10-19 ug/dl)	2	0	0	0	0	2	2	0	0	0	6
ad-Elevated Blood Lead Levels in children p to age 6 >20 ug/dl	0	0	0	0	0	0	0	0	0	0	0
stria	0	0	0	0	0	0	0	0	0	0	0
me Disease	11	7	6	16	13	28	40	3	28	19	171
easles	0	0	0	0	0	0	0	0	0	0	0
ethicillin Resistant Staphylococcus Aureus	0	0	2	0	0	1	3	0	7	1	14
umps	0	0	0	0	0	0	1	0	0	0	1
eisseria Meningitis	0	0	0	0	0	0	0	0	0	0	0
rtussis	0	0	0	0	0	0	0	0	0	1	1
ubella	0	0	0	0	0	0	0	0	0	0	0
almonella	0	0	1	0	0	2	1	0	2	0	6
igella	0	1	2	0	1	1	2	0	1	0	8
reptococcus Pneumoniae	1	0	0	0	0	1	1	0	0	2	5
philis	0	0	0	0	0	0	0	0	0	0	0
berculosis Cases (Active)	0	0	0	0	0	1	0	0	0	0	1
ricella	0	0	0	0	0	0	0	0	0	0	0
brio	0	0	0	0	0	0	0	0	0	0	0
est Nile Virus	0	0	0	0	0	0	0	0	0	0	0
rsinia	0	0	0	0	0	0	0	0	0	0	0

*The case numbers above are considered to be below actual figures due to under reporting.



South Eagleville Road
Mansfield, CT 06268