



NOTE: A ceremonial presentation in honor of Veterans Day will be held at 7:15 p.m.

**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Monday, November 10, 2014
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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ADJOURNMENT

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
October 27, 2014

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:30 p.m. in the Conference Room C of the Audrey P. Beck Building.

ROLL CALL

Present: Kegler, Kochenburger, Marcellino, Moran, Paterson, Raymond, Ryan, Shapiro, Wassmundt (6:35 p.m.)

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

The motion passed unanimously.

EXECUTIVE SESSION

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

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

Also included: Town Manager Matt Hart (until 7:25 p.m.)

The Council reconvened in regular session.

ADJOURNMENT

Mr. Marcellino moved and Ms. Moran seconded to adjourn the meeting at 7:29 p.m.

The motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

October 27, 2014

REGULAR MEETING – MANSFIELD TOWN COUNCIL
October 27, 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

Ms. Raymond moved and Mr. Ryan seconded to approve the minutes of the October 14, 2014 meeting as presented. The motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Brian Coleman, Centre Street, replied to comments made by Deputy Mayor Shapiro regarding information Mr. Coleman submitted to the Council concerning the rental ordinance. (Statement attached, submitted materials to be included as a communication in the November 10, 2014 packet)

Noreen Pease, Manager of Wood's Edge Apartments, clarified that the warrants were not given to them before the inspections. Once the tenants were willing to have a re-inspection the housing officials did not enter the apartments because the tenants were not home. They did however look in the windows. Ms. Pease suggested the right of entry form be used and be sent to the tenants and not to management.

David Freudmann, Eastwood Road, spoke to Item 8, Report from Ad hoc Committee for Responsible Contracting, he supports the disbanding of the Committee, recommends the time for violation reporting be limited, and suggested that the issue be referred back to the ordinance review committee.

Ric Hossack, Middle Turnpike, offered support for the purchase of the proposed used ambulance. Mr. Hossack commented on the brochures in support of the referendum vote sent out by the Friends of Four Corners Improvement. Mr. Hossack stated that the Council pulled out all the stops on the brochures. He identified those who will benefit from the project and urged citizens to vote no.

Jeffrey Viens, Columbia, questioned why the Council does not begin the meeting with the Pledge of Allegiance and asked if Council members believe in the country.

John Walker, Sawmill Brook Lane, would like to see a compilation of housing code violations and offered some suggested changes to the Housing Code Ordinance.

Pat Suprenant, Mansfield Independent News, ask the Council to respond to information discussed at the UConn Town Hall meeting on October 14, 2014 regarding the building of an ice rink at the corner of Rte.195 and Rte. 275 and asked if the Council will be fighting for additional positions on the UConn Master Plan Advisory Committee. The ice rink project is not currently funded. Ms. Suprenant also asked about a rumor concerning a land exchange between UConn and the Town which would swap the Region 19 and Town Hall land for land on Rte. 44.

Arthur Smith, Mulberry Road, submitted a list of new and old questions. (Statement attached, submitted materials to be included as a communication in the November 10, 2014 packet.)

IV. REPORT OF THE TOWN MANAGER

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

- Mr. Hart reviewed the interest rate on delinquent taxes which is determined by statute. Council members proposed that we ask the Town's legislators, COST and CCM to look at these rates.

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- UConn will present an informational session on the draft UConn Master Plan on Thursday, October 30, 2014 at 6:30 p.m. in Council Chambers. Mr. Hart urged Council members to attend the meeting and explained the role of the UConn Master Plan Advisory Committee on which he and the Director of Planning serve. Mr. Hart stated that there will be ample opportunity for public comment on the draft UConn Master Plan. Council members expressed the desire to have more input into the Plan.
- A draft copy of Mansfield Tomorrow, Plan of Conservation and Development, has been distributed to each Councilor. Sessions will be scheduled to discuss the draft.
- In response to comments made during the public comment session, Mr. Hart suggested the Council discuss its expectations regarding the answering of questions raised by the public. The current Town Council Rules of Procedures do not address the issue in detail and do not require staff to address each question.

Ms. Wassmundt questioned the best way for residents to address a noisy party especially on the weekends. Mr. Hart stated that residents need to contact Troop C who in turn will contact the local troopers.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Ms. Moran objected to the public using the opportunity to address the Council to speak to the public as a whole. Ms. Moran also responded to an earlier comment by Mr. Hossack noting that she was the only one who had prior knowledge of and provided some assistance in the development of the mentioned brochures. She did not have final control, or editorial input and all the information provided was public. Ms. Moran commented that certain members of the public continually misuse their opportunity to comment by exceeding the five minute limit and suggested the Council look at enforcement mechanisms.

Ms. Wassmundt and Ms. Raymond called Ms. Moran's comments an endorsement of the Four Corners Sewer Project and questioned whether that was a violation of statutes. Ms. Moran stated that as an individual she is allowed to speak and endorse.

Mr. Shapiro remarked that as a public official he knew that he would be criticized as he was earlier this evening by Mr. Smith.

Ms., Raymond raised a point of order stating the Council's Points of Procedures prohibit the calling out of persons who address the Council in public session. Ms. Raymond feels it has a chilling effect on democracy.

Mr. Shapiro stated there is not a rule of the Council as described by Ms. Raymond. Rule 5 prohibits everyone from discussing personalities and impugning the motives, character or integrity of any individual. Mr. Shapiro stated that he had barely begun his comments before Ms. Raymond raised her point of order and had no intention of impugning anyone's motive character or integrity.

Mayor Paterson overruled the point of order, stating that Mr. Shapiro was responding to comments.

Mr. Shapiro continued his remarks and described the process he uses in his job as a member of the Council and they are to listen, read and investigate.

Mr. Kochenburger responded to remarks made earlier and rejected the idea that the only way to show respect is the rote recitation of the Pledge of Allegiance. The Council does have programs four times a year at which the Pledge of Allegiance is recited but within a larger context of the history of the country. Mr. Kochenburger noted that participation in public service of any kind show respect for the country and its citizens.

Ms. Wassmundt suggested the Deputy Mayor review the videos of his comments of this meeting and of the last meeting to see the difference in tone. Ms. Wassmundt asked that the Council have a discussion about the Town Council Rules of Procedures and Roberts

October 27, 2014

Rules of Order and review how the housing inspection process is carried out. Ms. Wassmundt suggested the Council review the subcommittee structure and set up an ad hoc committee to explore the elimination of subcommittees and also asked that motions not be all encompassing.

Mayor Paterson reminded everyone of the Super Hero Run Walk Event and Community Meal on November 1, 2014 to benefit the Fisher Family Fund. Contact the Southeast PTO for additional information

Mr. Shapiro moved and Ms. Moran seconded that Item 6, Presentation on October 1, 2014 Revaluation, be considered immediately. Motion passed unanimously.

Mr. Shapiro moved and Ms. Moran seconded to move Item 5, Eastern Highland Health District Ebola Preparedness Update, as the next item of business. Motion passed unanimously.

VI. OLD BUSINESS

1. Community Water and Wastewater Issues

Mr. Hart updated the Council on the CWC water diversion permit process and explained one of the proposed permit conditions to prevent growth and sprawl along the interconnection line. Staff has been working with CWC and UConn to identify how this condition would be implemented. Director of Planning and Development Linda Painter remarked that the condition is specifically tied to the Plan of Conservation and Development's stated intensity of use, not current Zoning Regulations.

2. Storrs Center Update

The Mayor, Director of Planning and Development, Mansfield Downtown Partnership Director and Town Manager participated in the National Town Builders Association Conference held in Mansfield last weekend. Mayor Paterson reported conference participants toured the Storrs Center area and were favorably impressed with the results.

3. Proposed Additional Appropriations

Chief Dagon was available to present the options and answer questions regarding a replacement ambulance.

Mr. Ryan moved and Mr. Shapiro seconded, effective October 27, 2014, to increase the FY2014/15 General Fund Transfer to Capital/CNR by \$50,000 to be funded by the additional State payment in lieu of taxes grant.

Mr. Ryan moved and Mr. Shapiro seconded, 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 \$107,000.

Motions passed unanimously.

4. New Local Option Property Tax Exemptions

By consensus the Council asked the Town Manager to prepare language for the review of a municipal option to provide an additional property tax exemption for one hundred percent disabled veterans.

VII. NEW BUSINESS

5. Eastern Highlands Health District Ebola Preparedness Update

Eastern Highland Health Director Rob Miller provided a brief overview of the local and state Ebola preparedness efforts and described the role of the local public health agency in the enforcement of any quarantine ordered by the State.

6. Presentation on October 1, 2014 Revaluation

Assessor Irene LaPointe and Vision Government Solution Manager June Perry presented an overview of the revaluation process. The Assessor will update the Council once the final figures have been determined.

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7. Mansfield Community Center Fees
 Director of Parks and Recreation Curt Vincente highlighted a few of the proposed changes and was available to answer questions.
 Mr. Shapiro moved and Ms. Raymond seconded, 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.
 The motion passed unanimously.
 Staff will provide and update on the effect of the changes made to the fee waiver program.
8. Report from Ad hoc Committee for Responsible Contracting
 Ms. Moran, Chair of the Ad hoc Committee moved to accept the report of the Ad hoc Committee for Responsible Contracting and to disband the committee as of October 27, 2014.
 Ms. Moran provided a summation of the Committee's efforts and results. No changes to the relevant ordinances are being recommended, but changes to the administrative procurement process are included in the report. With regards to the question of placing a time limit on violations, it was agreed that management would use their discretion.
 The motion passed unanimously.
9. Impact Analysis of Next Generation Connecticut Initiative
 A preferred consultant has been selected. The funding agreement will be brought to the Council at a future meeting.
10. Proclamation in Honor of Mansfield's Veterans
 Ms. Moran moved and Mr. Ryan seconded, effective October 27, 2014, to authorize the Mayor to issue the attached Proclamation in Honor of Mansfield's Veterans.
 Motion passed unanimously.
11. Veterans Day Ceremonial Presentation Planning Subcommittee
 Ms. Moran, Ms. Raymond (Chair) and Mr. Kochenburger agreed to serve as subcommittee members for the November 10, 2014 ceremonial presentation.

VIII. REPORTS OF COUNCIL COMMITTEES

No comments offered

IX. DEPARTMENTAL AND COMMITTEE REPORTS

Mr. Marcellino reported on the last meeting of the Transportation Advisory Committee during which bikeways were discussed.

X. PETITIONS, REQUESTS AND COMMUNICATONS

12. W. Bigl (10/23/14)
13. J. Friedman (10/13/14)
14. J. McGarry (10/14/14)
15. M. Hart re: Appointment to Mansfield Conservation Commission
16. M. Dawley re: Children's Hike
17. Tennett Tree Service, Inc. re: Pruning and Removing Trees 1
18. Draft CRCOG 2015 Legislative Agenda 1
19. Eastern Highlands Health District 2013-2014 Annual Report

XI. FUTURE AGENDA

Mr. Ryan requested an update on the hydroelectric proposal from the Shifrins.
 Ms. Wassmundt requested a review of the Housing Code and its implementation.

October 27, 2014

The Town Manager will provide a presentation on the rental certification section of the Housing Code including violation statistics and fees.

Mr. Kochenburger requested a report from the police or zoning enforcement officer on the effectiveness of the Nuisance Ordinance in areas of Town other than Hunting Lodge Road.

Mr. Ryan moved and Ms. Moran seconded to add an executive session regarding the sale and purchase of real estate as provided for in CGS§1-200(6)(D). The motion passed unanimously.

Mr. Shapiro recused himself from participation in the executive session as explained in a written statement previously provided to the Ethics Board, the Town Manager and the Town Clerk.

Mr. Ryan moved to go into executive session to discuss the sale and purchase of real estate. Seconded by Ms. Moran the motion passed.

XII. EXECUTIVE SESSION

Sale and purchase of real estate as provided for in CGS§1-200(6) (D).

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

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

XIV ADJOURNMENT

The Council reconvened in regular session. Mr. Ryan moved and Mr. Marcellino seconded to adjourn the meeting at 11:05 p.m. The motion to adjourn passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

October 27, 2014

Brian Coleman
26 Centre ST
Mansfield Center CT
October 25, 2014

Matthew Hart/Town Council
Town Manager
Audrey P Beck Municipal Building
4 South Eagleville Road, Storrs, CT 06268

Dear Mr. Hart, Town Council Members et al,

Please regard this as my written and formal complaint in regards to Deputy Mayor Paul Shapiro's behavior during the October 14, 2014 Town Council Meeting. Mr. Shapiro's comments during the rental certification zone expansion discussion were intentionally directed at me. He referred to me as being disingenuous on my August 25th public comments and the articles I sited. I provide links, dates or the entire article as well as a written statement with my public comments. My opinion on the rental ordinances in Mansfield and how they affect our Constitutional rights is just that, an opinion. My interpretation of the articles surely can differ from that of Shapiro's but in no way am I being deceitful, dishonest or untruthful. This was a deliberate attempt to defame my character and undermine my credibility. I also provided a link of a USA Today article on the opinion of the ACLU on rental inspections in Hampton Va. Mr. Shapiro attempted to discredit them by bringing up totally unrelated topic, abortion. In attempt to further discredit me and the ACLU he went on a rant on how the ACLU was wrong to have no restrictions on a woman's right to choose. I am not sure what this has to do with rental inspections other than another attempt to discredit me and the material I submit. Mr. Shapiro violated the council rules of procedure (rule 5) decorum when he attacked my character and credibility with his accusations of me being dishonest, and insinuations of the ACLU being unworthy based on an unrelated topic. I expect an apology at the next council meeting on October 27, 2014 from Mr. Shapiro

Sincerely,

Brian Coleman

Mansfield Citizen

October 27, 2014

Dear Town Council,

I would like to reply to Deputy Mayor Shapiro's comments that he made in regards to me being disingenuous about the submission of articles in relation to the rental ordinances. First let me be clear, I have stated that the language in Mansfield housing code, in my opinion, was designed to omit the legal right of the tenant to refuse entry, thus our inspections are illegal warrantless searches. I have said that and I will say it again. Mr. Shapiro stated that he wasn't sure how we went in this direction with the warrantless searches, and then quickly segued into a rant about abortion and the ACLU. I am not sure what this has to do with rental inspections but I can assure you that no abortions are taking place in our rental properties.

It could be that this was an attempt on Mr. Shapiro's part to discredit the ACLU. The town of Mansfield has a history of over stepping its bounds on the constitutional rights of its citizens. Just in 2010 the ACLU returned to its citizens, part of their 1st amendment rights when they ruled that Mansfield regulations on political signs were illegal. <https://www.acluct.org/updates/mansfield-drops-sign-restrictions/> . Mansfield quickly nixed the zoning regulation after the ACLU ruling. In 2003 the Town Council put forth a resolution to the ACLU to protect its citizens from the patriot act. The council at that time was fearful of its helpless citizens losing their constitutional rights! Please! <https://www.aclu.org/national-security/mansfield-ct-resolution> Please, I don't need your help, you continue to erode the rights of your citizens through the constant creation of new ordinances. We suffer from over legislation.

That being said, this is has been good conversation. We have learned some lessons from the New Haven lawsuit. They provide a form to the tenants if the wish to deny entry. They provide an inspection check list to the landlord to guarantee uniformity of the ordinance. They cap inspection fees so not to cause financial harm. In New Haven tenants have refused entry and not one administrative search warrant has been served on its citizens in that regard. I am enclosing the New Haven housing code, you will find it quite clear.

Mansfield uses strong armed tactics to try to intimidate its citizens. Search warrants, state police, attorneys and threats of arrest to those who don't comply. The manager and tenants at Woodsedge Apartments exercised their constitutional rights and were treated like criminals even though not a single law was broken.

Brian Coleman
Centre St
Mansfield Center

Arthur A. Smith
74 Mulberry Road
Mansfield, CT 06250

October 27, 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?

(7) In the Town Code under Chapter 76, specifically 76-4 Solicitation and award procedures, it states that "Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Purchasing Agent", here Ms. Trahan, when she awards a contract for goods or service (but not professional services as defined in Subsection I) other than by competitive sealed bid in accordance with Article V, Sec. C506B(1)(c) of the Town Charter, where are those consideration documented and in what format are they stored? (See Attached Code in question)

(8) The Town of Mansfield has purchased fire arms, independent of Troop C barracked in our town hall, the Town Manager stated that he did not know where they were when last asked by Mr. Hossack during Town Council Public Comment over two months ago, does he now know where are they stored and who has maintained a record of their storage?

Thank you,


Arthur A. Smith

Attachment



*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 *MH*
CC: Maria Capriola, Assistant Town Manager; Sara Anderson, Parent Education and Early Childhood Services Coordinator; Patricia Schneider, Director of Human Services; Curt Vincente, Director of Parks and Recreation
Date: November 10, 2014
Re: Mansfield Advocates for Children, Playground Committee Update

Subject Matter/Background

Through its Playground Committee, the Mansfield Advocates for Children (MAC) has undertaken an initiative to build a community playground to improve community connectedness and to enhance opportunities for physical activity for young children. The Playground Committee has been meeting since February of 2011 and has selected Leathers & Associates as a playground design firm to assist with this project. MAC's goal for the project is not just to build a playground, but to help build our community. Hundreds of volunteers of all ages and abilities will be needed to advertise, to fundraise and to construct this playground. This experience is designed to bring our community together and to build lasting relationships.

The committee initially explored space for the playground at the Storrs Center site. When this site was determined not to be practical, the group turned to Parks and Recreation staff to discuss the possibility of locating the playground next to the Mansfield Community Center on land owned by the Town and UCONN. In order to examine this potential playground location more fully, as well as other site amenities that the Town may desire in the future, Parks and Recreation staff hired a UCONN Landscape Architecture graduate student to develop proposed site designs and layout options.

At the December 12, 2011 Town Council meeting, the Playground Committee gave a brief presentation on its work up to that point. At the May 14, 2012 Town Council meeting, staff recommended that the Town Council approve the community center site as the preferred location for the playground. The council then referred the site to the Planning and Zoning Commission (PZC) for review under Connecticut General Statutes §8-24. The PZC discussed this item at its regular meeting of May 21, 2012 and confirmed that the site is consistent with the Plan of Conservation and Development and that the final location and design of

the playground would require a modification to the community center's special permit.

Following the PZC's favorable report, the Town Council at its June 25, 2012 meeting endorsed the Mansfield Community Center site as the preferred location for the new Mansfield Community Playground. During this timeframe, staff held discussions with university officials to seek their cooperation with this project and began to draft a lease for a portion of UCONN property next to the community center parcel for the siting of the playground.

In order to obtain more accurate site costs and to properly plan for site amenities, the committee and staff hired the landscape architecture firm of Kent+Frost through a competitive RFP process to provide site design options and preliminary site construction cost estimates. Along with staff and committee members, Brian Kent from Kent+Frost will attend Monday's Town Council meeting to provide an update on site design and next steps and to answer any other questions council members may have. On Wednesday, November 19, 2014 at 7:00 PM in the Buchanan Center Auditorium at the Mansfield Public Library, the Playground Committee also intends to host a community update meeting on this project.

Since its last update to the Town Council, the Playground Committee has realized tremendous success with its fundraising efforts. Most notably, the committee has received a \$200,000 grant from the Jeffrey P. Ossen Foundation as well as a \$100,000 grant from the state due to the good work on the part of State Representatives Gregg Haddad and Linda Orange, outgoing State Senator Donald Williams and incoming State Senator Mae Flexer. The committee is looking forward to providing the council with a more comprehensive update regarding its fundraising efforts and plans.

Financial Impact

Utilizing funds from the Town's Discovery Grant, MAC has paid a retainer to Leathers & Associates to begin the community planning process. One of MAC's objectives is to fully fund the materials and the playground construction by donations. With respect to the site work, the playground committee is seeking to recruit a local contractor to volunteer to prepare the site and to utilize Town public works forces to assist the contractor as municipal resources permit. The committee is actively seeking local contractors who may be able to assist with this effort.

We have expended \$1,200 from a landscaping project account to pay the UConn Landscape Architecture graduate student to prepare the initial site designs and more recently \$2,000 from the Parks Improvement Account to assist with funding the professional design prepared by Kent+Frost. Staff has paid the remaining \$10,000 for the current site design using grants and funds raised by the Playground Committee. Upon completion of the project, staff anticipates that

annual maintenance would total approximately \$1,500 for inspections, equipment repair and surface repair, to be funded via the Town's operating budget.

Attached you will find Cost Estimates for the proposed site improvements as well as the Financial Overview/Budget for the project. Phase 1 of the site improvements consists of those items that should be completed as part of the playground project. Phase 2 consists of amenities that the Town may desire to include in the future. Please note that staff has only recently received the site improvement recommendations from the landscape architect and needs to work with the Playground Committee to incorporate those items within the larger project budget.

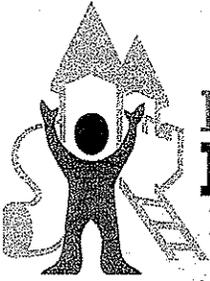
Recommendation

The Playground Committee and staff intend to continue the fundraising campaign, search for grant opportunities and to seek support from local contractors to assist with site construction. The committee is requesting the Town Council's support for future grant applications as well as general cooperation with the project.

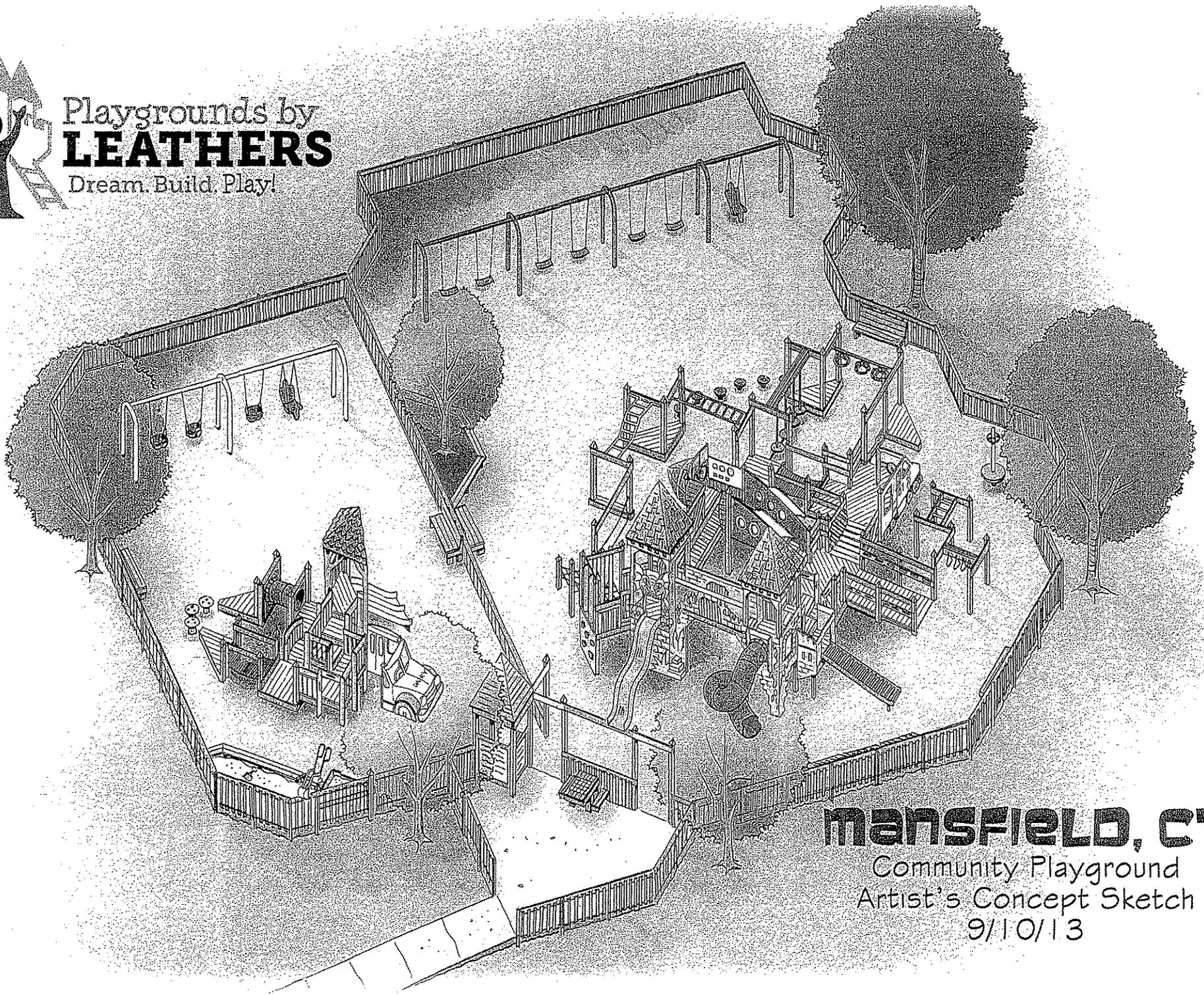
No formal action is necessary for Monday, but at the November 24th meeting the Playground Committee and staff expect to ask the Town Council to endorse a grant application to the state's Small Town Economic Assistance Program (STEAP) and to pass a formal resolution to accept the \$100,000 grant recently authorized by the State Bond Commission for this project.

Attachments

- 1) Playground Design
- 2) Site Design – Phase 1
- 3) Site Design – Future Phases
- 4) Site Construction Cost Estimates
- 5) Playground Committee Budget

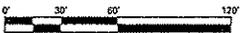


Playgrounds by
LEATHERS
Dream. Build. Play!



-16-

MANSFIELD, CT
Community Playground
Artist's Concept Sketch
9/10/13

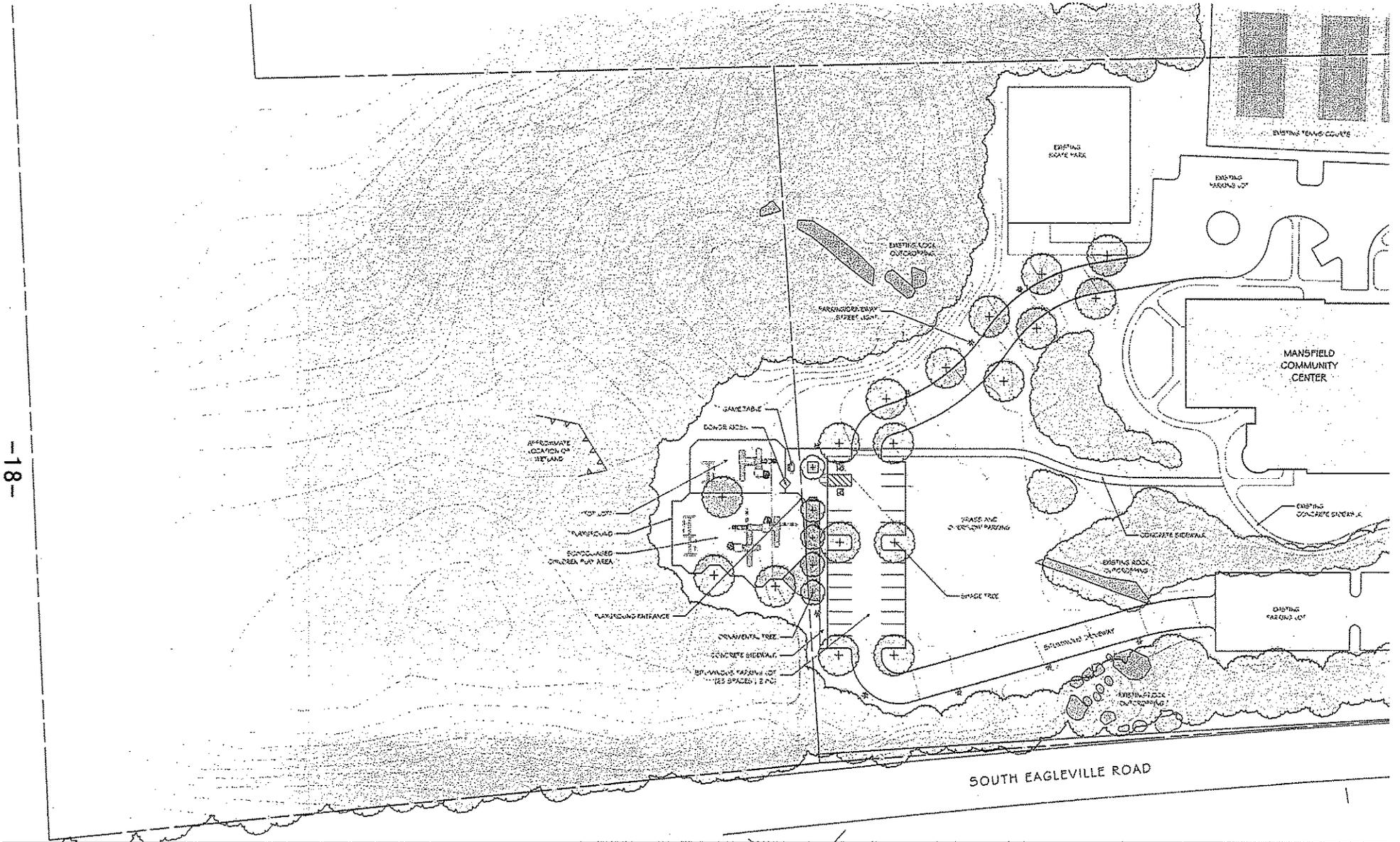


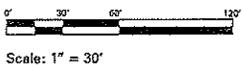
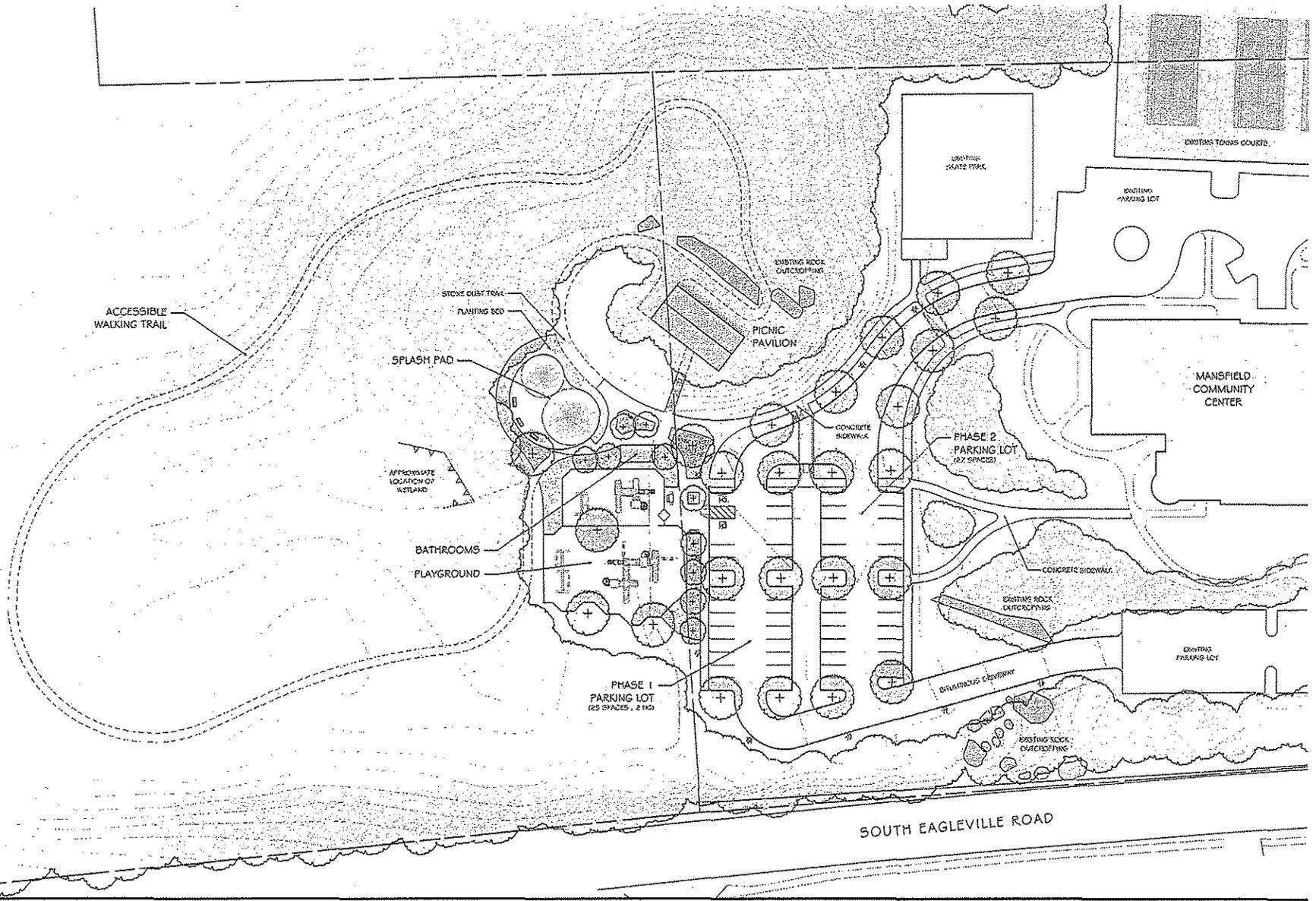
Scale: 1" = 30'



MANSFIELD COMMUNITY CENTER PLAYGROUND PHASE 1 IMPROVEMENTS PLAN

October 8, 2014





Scale: 1" = 30'

MANSFIELD COMMUNITY CENTER PLAYGROUND MASTER PLAN

October 1, 2014



Mansfield Playground & Associated Improvements

Kent + Frost
Landscape Architecture

Phase 1 & 2 Cost Estimate November 4, 2014

PHASE	ITEM	COST	UNIT	QTY	ITEM COST	TOTAL	NOTE
1	<u>Phase 1 Playground Master Plan</u>						
	Site Preparation						
	Tree Removal	\$10,000.00	LS	1	\$10,000.00		
	Boulder Removal	\$5,000.00	LS	1	\$5,000.00		
	Sub-total				\$15,000.00		
	Site Work						
	Excavation of Soil	\$10	CY	3,523	\$35,230.00		
	Sub-total				\$35,230.00		
	Site Improvements						
	Benches	\$1,000.00	EA	1	\$1,000.00		
	Playground	\$0.00	EA	1	\$0.00		
	Sub-total				\$1,000.00		
	Hardscape						
	Bituminous Pavement	\$1.70	SF	20,093	\$34,158.10		
	Concrete Sidewalk	\$8.00	SF	2498	\$19,984.00		
	Bituminous Curb	\$3.00	LF	783	\$2,349.00		
	Crosswalk Striping	\$5.00	LF	44	\$220.00		1' Wide Painted Markings
	Stop Bar	\$5.00	LF	8	\$40.00		Painted Traffic Markings
	Travel Lane Paint	\$1.35	LF	247	\$333.45		
	Sub-total				\$57,084.55		
	Site Planting						
	Top Soil & Placement						
	Lawn	\$40.00	CY	484	\$19,360.00		3" Deep
	Planting Bed	\$40.00	CY	79	\$3,160.00		8" Deep
	Trees						
	Shade	\$500.00	EA	18	\$9,000.00		
	Ornamental	\$350.00	EA	8	\$2,800.00		
	Lawn	\$0.10	SF	52289	\$5,228.90		
	Planting Bed	\$5.00	SF	3219	\$16,095.00		
	Sub-total				\$55,643.90		
	Site Lighting						
	Parking Lot Lighting	\$3,500.00	EA	9	\$31,500.00		
	Sub-total				\$31,500.00		
	Sub-Total - Phase 1					\$195,458.45	
	Additional Items & Contingencies						
		2%	Construction Staking		\$3,909.17		
		5%	Mobilization		\$9,772.92		
		15%	Contingency		\$29,318.77		
		10%	Const Docs & Observator		\$19,545.85		
	Grand-Total - Phase 1					\$258,005.15	

PHASE	ITEM	COST	UNIT	QTY	ITEM COST	TOTAL	NOTE
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2 Mansfield Playground Master Plan Improvements

Site Preparation

Boulder Removal	\$5,000.00	LS	1	\$5,000.00	
Tree Removal	\$10,000.00	LS	1	\$10,000.00	

Sub-total \$15,000.00

Site Work

Excavation of Soil	\$10	CY	3,523	\$35,230.00	
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Sub-total \$35,230.00

Site Improvements

Benches	\$1,000.00	EA	4	\$4,000.00	
Wayfinding Sign	\$0.00	EA	1	\$0.00	
Playground	\$0.00	EA	1	\$0.00	
Splash Pad	\$0.00	EA	1	\$0.00	

Sub-total \$4,000.00

Pavements

Bituminous Pavement	\$1.70	SF	29445	\$50,056.50	
Stone Dust Walking Trail	\$1.00	SF	9276	\$9,276.00	
Concrete Sidewalk	\$8.00	SF	7781	\$62,248.00	
Bituminous Curb	\$3.00	LF	2050	\$6,150.00	
Crosswalk Striping	\$5.00	LF	109	\$545.00	1' Wide Painted Markings
Stop Bar	\$5.00	LF	16	\$80.00	Painted Traffic Markings
Travel Lane Paint	\$1.35	LF	579	\$781.65	

Sub-total \$129,137.15

Site Planting

Top Soil & Placement

Lawn	\$40.00	CY	323	\$12,920.00	3" Deep
Planting Bed	\$40.00	CY	143	\$5,720.00	8" Deep

Trees

Shade	\$500.00	EA	26	\$13,000.00	
Ornamental	\$350.00	EA	9	\$3,150.00	

Lawn	\$0.10	SF	34911	\$3,491.10	
Planting Bed	\$5.00	SF	5795	\$28,975.00	

Sub-total \$67,256.10

Site Lighting

Parking Lot Lighting	\$3,500.00	EA	10	\$35,000.00	
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Sub-total \$35,000.00

Sub-Total - Phase Two \$285,623.25

Additional Items & Contingencies

2% Construction Staking	\$5,712.47
5% Mobilization	\$14,281.16
15% Contingency	\$42,843.49
10% Const Docs & Observator	\$28,562.33

Grand-Total - Phase Two \$348,460.37

Financial Overview

This overview and the following pages of this tool will help you create an accurate budget and an effective, do-able fundraising plan for your community-built project. We truly want to see you reach your financial goals and we want to see you have fun while you're at it! By doing some preparation and organization up front, the journey can go quite smoothly.

Please take note of the color-coded tabs at the bottom of the screen. Each tab represents a different portion of your Budget or Fundraising plan. To access and edit information pertaining to a specific category, simply click on the tab.

Budget Overview

Pre-Design Day Budget Estimate	\$150,000
Step 1: Total Materials Cost	\$248,000
Step 2: Total L&A Professional Fees	\$38,037
Step 3: Total Contingencies	\$10,000
Step 4: Total Miscellaneous	\$108,800
Your Total Working Budget!	\$404,837

Fundraising Plan

Fundraising Category	Projected Funds	Committed Funds	Received Funds
Component Sale	\$71,075.00	\$8,600.00	\$8,250.00
Picket & Tie Sales	\$21,250.00	\$11,805.00	\$11,805.00
Corporate, Business & Individual Gifts	\$43,250.00	\$34,386.93	\$34,386.93
Corporate Sponsorships	\$17,362.00	\$14,723.03	\$13,683.03
Grants	\$205,000.00	\$303,000.00	\$203,000.00
Donated Items	\$46,900.00	\$3,015.10	\$1,915.10
Total	\$404,837.00	\$375,530.06	\$273,040.06

Amount left to raise	\$29,306.94	\$131,796.94
Percent left to raise	7%	33%

Note: Make sure your Total for Projected Funds is equal to your Total Working Budget. If these are not equal, simply increase your Projected Funds for the various Fundraising Categories until the two totals match. If these two values are not the same, your Amounts and Percentages left to raise will be inaccurate.



**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
Date: November 10, 2014
Re: Application to Intertown Capital Equipment Purchase Incentive (ICE) Program, Catch Basin Cleaner

Subject Matter/Background

In collaboration with the Town of Coventry, the Department of Public Works wishes to submit an application to the state's Intertown Capital Equipment Purchase Incentive (ICE) Program for the purchase of a new catch basin cleaner to replace the vehicle the two municipalities purchased through ICE over 10 years ago. The estimated price of the new vehicle is \$264,164. The State would fund 30% of the cost and Mansfield and Coventry would split the remainder equally (35% each) and continue to share the equipment under our current arrangement. If the application is approved, the towns would sell the current truck at auction and use the proceeds to offset the local share for the new vehicle. The current vehicle has an estimated value of \$5,000 to \$10,000.

Financial Impact

Under the terms of the grant program and our arrangement with Coventry, Mansfield would need to contribute approximately \$93,000 as our share for the cost of the new catch basin cleaner. (This cost could be lower depending on the proceeds of the auction of the current truck.) Staff would plan to fund this expense from the capital improvement program. Depending on the timing of the award of the grant, the Town could include this item in the FY 2015/16 CIP or make an adjustment to the current budget. Maintenance costs would be shared with the Town of Coventry.

Recommendation

Sharing this expensive piece of equipment with Coventry has proven effective for Mansfield. In order to take advantage of this grant round, staff recommends the Town Council endorse the Town's application to the state's Intertown Capital Equipment Purchase Incentive (ICE) Program for the purchase of a new catch basin cleaner.

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

Move, effective November 10, 2014, to endorse the Town's participation in the Intertown Capital Equipment Purchase Incentive (ICE) Program provided in Connecticut General Statutes §4-66m. Such proposal is attached to and made a part of this record.

Attachments

- 1) CCM Bulletin: ICE Purchase Incentive Program Grant Applications
- 2) OPM re: ICE Program
- 3) Grant Application



Inter-town Capital Equipment (ICE) Purchase Incentive Program Grant Applications *Deadline December 1, 2014*

The Office of Policy and Management (OPM) is accepting the next round of Inter-town Capital Equipment (ICE) Purchase Incentive Program grant applications through December 1, 2014. The ICE Program was established by CGS Sec. 4-66m and provides partial funding to any two or more municipalities for the acquisition of capital equipment which will be shared between the participating communities. Municipalities must provide the corresponding matching funds.

This program's grant funds apply to (A) the acquisition of "equipment with an anticipated remaining useful life of not less than five years from the date of purchase or entry into a lease, including but not limited to data processing equipment that has a unit price of less than one thousand dollars, that a municipality uses in the performance or delivery of a required governmental function or service, . . ." and (B) a maintenance vehicle, pickup truck, tractor, truck tractor or utility trailer or similar vehicle as defined in CGS Section 14-1 as "any vehicle in use by the state, or by any town, city, borough or district, . . . in the maintenance of public highways or bridges and facilities located within the limits of public highways or bridges." Energy-efficient vehicles, e-government infrastructure, and emergency management investments will be given priority.

If the town qualifies as a "distressed municipality/targeted investment community/public investment community", it will receive 50% of the total acquisition cost, otherwise a town will receive 30%. The highest possible amount received can not exceed \$250,000.

The deadline for filing applications is Monday, December 1, 2014.

ICE Program guidelines and application instructions are provided on OPM's website at: <http://www.ct.gov/opm/cwp/view.asp?A=2985&Q=489860>

For additional information on ICE applications, please contact:

Sandra Huber
Policy Development Coordinator
Office of Policy and Management
(860) 418-6293
Sandra.Huber@ct.gov

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If you have questions regarding this bulletin, please contact Alexandra Beaudoin (abeaudoin@ccm-ct.org) at (860) 670-4021 or Ron Thomas (rthomas@ccm-ct.org) at (203) 498-3000.

MEMORANDUM

To: Municipal Chief Executive Officers

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

Date: August 29, 2014

Subject: Intertown Capital Equipment Purchasing Incentive (ICE) Program
Connecticut General Statutes (CGS) § 4-66m

Attached you will find Guidelines and a prescribed Proposal Form for use in submitting a proposal for: joint acquisition, through purchase or lease of "equipment and vehicles necessary to the performance or delivery of a required governmental function or service" by two or more municipalities under the provisions of the Intertown Capital Equipment Purchasing (ICE) Grant program.

Proposals may be submitted by two or more municipalities on a form prescribed by the Office of Policy and Management (OPM). Grant funds may be used for (A) the acquisition of "equipment with an anticipated remaining useful life of not less than five years from the date of purchase or entry into a lease, including but not limited to data processing equipment that has a unit price of less than one thousand dollars, that a municipality uses in the performance or delivery of a required governmental function or service, . . ." and (B) a maintenance vehicle, pickup truck, tractor, truck tractor or utility trailer or similar vehicle as defined in CGS Section 14-1 as "any vehicle in use by the state, or by any town, city, borough or district, . . . in the maintenance of public highways or bridges and facilities located within the limits of public highways or bridges."

Selected proposals will receive a state grant for 30% of the total acquisition cost, or 50% if at least one of the towns is a "distressed municipality/targeted investment community/public investment community". Municipalities must provide the corresponding matching funds and in no event shall the total amount of the state grant exceed \$250,000. Priority will be given to acquisitions of energy-efficient vehicles, e-government infrastructure, and emergency management investments.

The enclosed proposal form and format is prescribed and must be used for each submittal. Proposals submitted in a form or format other than the prescribed form WILL NOT BE PROCESSED. If additional pages are needed for any responses, please show the name of the applicant town, project title and the specific required proposal element that it relates to at the top of the page.

Proposals may be submitted for pre-approval which will result in a determination by OPM whether the intended project will qualify for funding prior to the Towns seeking a resolution from their legislative bodies and developing and entering into an intermunicipal agreement for the purpose of the acquisition. Prior to the execution of the Notice of Grant Award and distribution of funds, the Towns must develop their intermunicipal agreements for the use of the equipment and get approval in the form of a resolution from their respective legislative bodies. Sales agreements, certified resolutions and executed copies of intermunicipal agreements must be submitted prior to distribution of grants.

Final proposals must be received by the Office of Policy and Management on or before December 1, 2014.

Please direct questions to Sandra Huber, of my staff, at: Sandra.Huber@ct.gov or (860) 418-6293.

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Intertown Capital Equipment Purchase Incentive Program

INTRODUCTION

Connecticut's Intertown Capital Equipment Purchase Incentive (ICE) Program, provides financial assistance to two or more municipalities for the joint acquisition, by purchase or lease (capital), of (A) "equipment with an anticipated remaining useful life of not less than five years from the date of purchase or entry into a lease, including, but not limited to data processing equipment that has a unit price of less than one thousand dollars, that a municipality uses in the performance or delivery of a required governmental function or service,..." and (B) a maintenance vehicle, pickup truck, tractor, truck tractor or utility trailer or similar vehicle used "in the maintenance of public highways or bridges and facilities located within the limits of public highways or bridges."

Applicant cities and towns may submit a proposal to the Office of Policy and Management (OPM) for partial funding of acquisition costs.

This manual has been prepared to assist municipalities in submitting proposals for grants. If you have questions on the ICE Program or procedures, please do not hesitate to call Sandra Huber, Program Coordinator, at (860) 418-6293 or e-mail at: sandra.huber@ct.gov

QUESTIONS AND ANSWERS RELATED TO THE ICE PROGRAM

1. What statute provides for the Intertown Capital Equipment Purchase Incentive (ICE) Program? CGS § 4-66m provides for the Intertown Capital Equipment Purchase Incentive (ICE) Program. (See text included at end of this document.)
2. What entities may apply for ICE Grant funding? Two or more municipalities may submit proposals for ICE Program funding and the lead municipality must be designated on the prescribed application form.
3. What do towns that elect to participate in the ICE Program have to do to be included in the proposal? Each municipality must obtain a resolution from their legislative body endorsing the proposal and enter into a formal written inter-municipal agreement that defines all benefits and obligations inherent in sharing the equipment and/or vehicle.
4. Is an affirmative vote by the Board of Selectman sufficient to qualify as "a resolution by the legislative body" when a town wishes to participate in the joint purchase program? No. The legislative body of a municipality with a Town Meeting form of government is the Town Meeting and an affirmative vote of the Town Meeting is required for endorsement of the joint purchase. A copy of the Town Meeting Minutes, certified by the City or Town Clerk, must be submitted as documentation of the Town's resolution to participate.
5. Is there a limit to the amount of funding that an intertown joint venture can apply for? Yes, the maximum funding allowed is 50% of the cost of acquisition or \$250,000 - whichever is less.
6. What is the portion of the cost of acquisition that municipalities have to bear? The municipal share is 70% of the acquisition cost; however, if at least one participating town is designated a "distressed municipality", "targeted investment community", or public

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Intertown Capital Equipment Purchase Incentive Program

investment community" the municipal share will be 50%.

7. How does a proposal qualify for funding?
The proposal must:
 - Be a new acquisition;
 - Be consistent with the definitions for qualifying equipment and vehicles, and
 - Demonstrate an equitable system for sharing the acquisitions and for sustaining the intermunicipal project once established and after full expenditure of grant funding.
8. Can an applicant municipal joint venture submit more than one proposal? Yes. Each proposal should be submitted separately and each will be judged on its merits by OPM.
9. When should proposals be submitted? The Office of Policy and Management (OPM) will accept proposals for joint acquisition of capital equipment and vehicles up to and including December 1, 2014.
10. Do the towns have to provide certified resolutions from their respective legislative bodies and a fully executed inter-municipal agreement with their proposal to OPM? No, the review and qualification process has been structured in two stages: a proposal may be submitted to OPM for pre-approval prior to the municipalities requesting a resolution from their respective legislative bodies and proceeding with the development and execution of the intermunicipal agreement. Once a proposal is deemed eligible for the ICE Program by OPM, the towns then proceed with securing certified resolutions and execution of their inter-municipal agreement and submit their final proposal with the required documents.
11. Where should proposals be submitted? Project proposals should be addressed to:
State of Connecticut
Office of Policy and Management
Intergovernmental Policy Division
450 Capitol Ave., MS#54ORG
Hartford, Ct 06106-1379
Attention: ICE Program
12. How are grant awards to be determined? Grant awards will be based upon the merits of the proposal and availability of funding. OPM will give priority to proposals for:
 - energy efficient motor vehicles,
 - e-government infrastructure, and
 - emergency management investments.
13. When will grant awards be announced? Grant awards will be announced periodically as funds become available.
14. When will funding be available? Grant funding will be drawn from Bond authorizations (\$10 million in FY 2012 and \$10 million in FY 2013), and will be available when allocated by the State Bond Commission.
15. When does the applicant receive funding? Grant funding will be made available after the execution of the Notice of Grant Award form by all parties.
16. Can a town be added to the list of participating municipalities once the Notice of Grant Award has been fully executed? Yes, if the project can be completed within the budget and time constraints.
17. Can a town withdraw from a project once the Notice of Grant Award has been fully executed? Yes, OPM should be notified if and when such a withdrawal occurs; but note that it could result in nullification of the project contract if its withdrawal renders the project ineligible for the program.
18. Can the grantee use sole-source bidding to award contracts to sub-grantees? No, the process should be open and competitive, showing no preferences.
19. How should the ownership of equipment or other assets be handled? Towns will need to establish an inter-local agreement which delineates roles and responsibilities during

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Intertown Capital Equipment Purchase Incentive Program

the implementation and after the acquisition is completed. Policies regarding ownership of equipment or other assets including maintenance, insurance, liability and

succession will have to be developed by the participating towns with guidance from their municipal attorneys.

20. What costs are eligible for grant funding? Cost of acquisition, including, but not limited to shipping and installation, if applicable.
21. Is the cost of administration: research, developing the intertown agreement, purchase negotiation, etc. part of the cost of acquisition? No.
22. What kind of documentation is required for substantiation of expenses? Detailed invoices and cancelled checks are required as substantiation of expenses charged to the project. All costs associated with an eligible acquisition are subject to prior review and post payment audit by the Office of Policy and Management.

be received by the Office of Policy and Management no later than December 1, 2014.

23. What is the role of the applicant municipality once the project is completed and funds are expended? After the completion of the project and final reports are submitted, there will be no State oversight of the project. Any on-going role for the original applicant municipality will have to be defined by the member municipalities and memorialized by executed, written agreements or memoranda of understanding.
24. Are there any other requirements that Towns should be aware of prior to submitting a proposal for funding for an ICE purchase? Yes, municipalities are required to provide an up-to-date certified resolution passed by the municipality's governing board (e.g. Town meeting, Town Council) that indicates that the municipal officer that signs the NOGA is specifically authorized to do so.

INSTRUCTIONS

An ICE Proposal Form prescribed by OPM* (see attached) must be completed by the applicant.

As indicated in Question # 10., a proposal may be submitted for pre-approval prior to municipalities requesting a resolution from their respective legislative bodies and proceeding with the development and execution of the intermunicipal agreement. Once OPM has reviewed a proposal and found it to qualify for the ICE program, the towns may then proceed with securing the certified resolution, developing their intermunicipal agreement and submitting their proposal with the required documents.

All information required on the proposal form must accompany the final proposal and

The Office of Policy and Management will review all proposals and make grant award determinations.

Once grant awards have been determined by the Office of Policy and Management, a Notice of Grant Award form will be forwarded to recipients for execution; once completed by the Grantee, the Notice of Grant Award form must be returned to the OPM for execution by the Secretary and a fully executed copy will be returned to the Grantee.

Grant payment will be remitted to the grantee after the Notice of Grant Award process has been finalized.

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Intertown Capital Equipment Purchase Incentive Program

*Modified or incomplete forms will not be processed.

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Intertown Capital Equipment Purchase Incentive Program

Legislation providing for the Intertown Capital Equipment Purchasing Incentive Program

Sec. 4-66m. Intertown capital equipment purchase incentive program. Bond authorization. (a) For the purposes described in subsection (b) of this section, the State Bond Commission shall have the power, from time to time, to authorize the issuance of bonds of the state in one or more series and in principal amounts not exceeding in the aggregate twenty million dollars, provided ten million dollars of said authorization shall be effective July 1, 2012.

(b) The proceeds of the sale of said bonds, to the extent of the amount stated in subsection (a) of this section, shall be used by the Secretary of the Office of Policy and Management for the purpose of providing grants-in-aid under the intertown capital equipment purchase incentive program established pursuant to subsection (c) of this section.

(c) (1) There is established an intertown capital equipment purchase incentive program to provide grants to municipalities to jointly acquire, on and after October 1, 2011, by purchase or by lease, equipment and vehicles necessary to the performance or delivery of a required governmental function or service.

(2) Grant funds may be used for acquisition costs of (A) equipment with an anticipated remaining useful life of not less than five years from the date of purchase or entry into a lease, including, but not limited to, data processing equipment that has a unit price of less than one thousand dollars, that a municipality uses in the performance or delivery of a required governmental function or service, and (B) a maintenance vehicle, pick-up truck, tractor, truck tractor or utility trailer, as each said term is defined in section 14-1, or any other similar type of vehicle that a municipality uses in the performance or delivery of a required governmental function or service. Each grant shall be not more than fifty per cent of the total acquisition cost of such equipment or vehicle, or two hundred fifty thousand dollars, whichever is less.

(3) Not later than September 1, 2011, the Secretary of the Office of Policy and Management shall develop guidelines to establish (A) the procedures to apply for and the administration of the intertown capital equipment purchase incentive program, (B) criteria for the expenditure of grant funds and the method of allocation of a grant among the municipalities that jointly acquire or lease equipment or a vehicle set forth in subdivision (2) of this subsection, and (C) prioritization for the awarding of grants pursuant to this section, including, but not limited to, any limits in a given time frame on (i) the number of times a

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Intertown Capital Equipment Purchase Incentive Program

municipality may apply, or (ii) the dollar amount of grant funds a municipality may receive, pursuant to this section.

(4) Not later than October 1, 2011, and annually thereafter, the Secretary of the Office of Policy and Management shall publish a notice of grant availability and solicit proposals for funding under the intertown capital equipment purchase incentive program. Municipalities eligible for such funding pursuant to the guidelines developed under subdivision (3) of this subsection may file applications for such funding at such times and in such manner as the secretary prescribes. The secretary shall review all grant applications and make determinations as to which acquisitions to fund and the amount of grants to be awarded in accordance with the guidelines developed under subdivision (3) of this subsection.

(d) All provisions of section 3-20, or the exercise of any right or power granted thereby, which are not inconsistent with the provisions of this section are hereby adopted and shall apply to all bonds authorized by the State Bond Commission pursuant to this section, and temporary notes in anticipation of the money to be derived from the sale of any such bonds so authorized may be issued in accordance with said section 3-20 and from time to time renewed. Such bonds shall mature at such time or times not exceeding twenty years from their respective dates as may be provided in or pursuant to the resolution or resolutions of the State Bond Commission authorizing such bonds. None of said bonds shall be authorized except upon a finding by the State Bond Commission that there has been filed with it a request for such authorization which is signed by or on behalf of the Secretary of the Office of Policy and Management and states such terms and conditions as said commission, in its discretion, may require. Said bonds issued pursuant to this section shall be general obligations of the state and the full faith and credit of the state of Connecticut are pledged for the payment of the principal of and interest on said bonds as the same become due, and accordingly and as part of the contract of the state with the holders of said bonds, appropriation of all amounts necessary for punctual payment of such principal and interest is hereby made, and the State Treasurer shall pay such principal and interest as the same become due.

(P.A. 11-57, S. 75.)

History: P.A. 11-57 effective July 1, 2011.

The following is referenced in § 4-66m, and is provided for your referral:

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Intertown Capital Equipment Purchase Incentive Program

CHAPTER 246*
MOTOR VEHICLES

Sec. 14-1. *(See end of section for amended version and effective date.)

Definitions.

(46) "Maintenance vehicle" means any vehicle in use by the state or by any town, city, borough or district, any state bridge or parkway authority or any public service company, as defined in section 16-1, in the maintenance of public highways or bridges and facilities located within the limits of public highways or bridges;

Resolution of Endorsement

(To be completed by the City or Town Clerk)

The Legislative Body of the Town of Mansfield, Connecticut met on

_____ and adopted a resolution by the vote of

_____ to _____ which endorsed the Town's participation in the Intertown Capital Equipment Purchase Incentive (ICE) Program provided in Connecticut General Statutes Section 4-66m. Such proposal is attached to and made a part of this record.

Attested to by:

Name: _____

Title: _____
(City/Town Clerk)

Date: _____

No.):		
Equipment/Vehicle	Purpose	Total acquisition cost
Catch Basin Cleaner	Clean Catch Basins	\$264,164

Attach a written sales or lease agreement that provides the cost of the item being acquired and any additional costs associated with the acquisition (shipping, installation, etc.), approximate date of delivery and terms of the sale/lease. If leased, it must be a *capital lease, where at least one of the municipalities ultimately owns the equipment or vehicle.*

Attach a copy of the **inter-municipal agreement** which will be utilized to for the purpose of sharing the use of the equipment or vehicle(s) acquired under the provisions of this program. *NOTE that this is not required for the purpose of pre-approval.*

Sustainability: Explain how the cost of maintenance and repair, and ultimately equipment/vehicle replacement cost will be provided for at the end of its useful life.

The two towns will share the cost of maintenance and repair. At the end of the Cleaner's useful life, the two towns hope to split costs on a new Catch Basin Cleaner.

Attach a copy of a municipal Resolution of Endorsement from each participating municipality.

NOTE that this is not required for the purpose of pre-approval.

Certification by CEO of Lead Municipality: *I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.*

Signature

Date

Name, Title and Town:

*****For OPM Use Only*****

Equipment Cost:

Vehicle Cost:

Total:

X Factor(%)

Grant Amount:

(\$250,000 maximum)



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance
Date: November 10, 2014
Re: Financial Statements Dated September 30, 2014

Subject Matter/Background

Enclosed please find the second quarter financial statements for the period ending September 30, 2014. The Finance Committee will review this item at its November 10th meeting.

Recommendation

If the Finance Committee recommends acceptance of the financial statements, the following motion is in order:

Move, effective November 10, 2014, to accept the Financial Statements dated September 30, 2014.

Attachments

1) Financial Statements Dated September 30, 2014

Town of Mansfield

Quarterly Financial Report

(For the Quarter Ending September 30, 2014)

Finance Department
Cherie Trahan
Director of Finance
November 10, 2014

Town of Manfield

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Town of Mansfield		Memorandum
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To: Mansfield Town Council
From: Cherie Trahan, Director of Finance
Date: November 10, 2014
Subject: Financial Report

Attached please find the financial report for the quarter ending September 30, 2014.

Overview – General Fund Budget

Revenues

Tax Collections

The total collection rate through September 30, 2014 is 55%, as compared to 51.8% through September 30, 2013. Real estate collections, which account for approximately 86% of the levy, are 52% as compared to 51.6% for last year. Collections in motor vehicles are 89.2% as compared to 87% at September 30, 2014.

Licenses and Permits

Conveyance taxes received are \$66,521 or 40.18% of the annual budget. Building permits received (Excl. Storrs Center) are \$32,848 or 16.2% of the annual budget.

Federal Support for General Government

Federal Support for General Government (Social Services Block Grant) is budgeted at \$3,470 for the fiscal year. Payments of \$885 has been received as of September 30, 2014.

State Support for Education

The Education Cost Sharing (ECS) Grant for FY 2014/15 was budgeted at \$10,186,160. We have not received any revised estimates from the State at this point. The ECS grant is paid in (3) installments – 25% in October, 25% in January and 50% in April. The Transportation Grant was budgeted at \$120,790. The actual grant payment may be more or less based on adjustments from the State for prior year payments. This grant is typically received in April or May. These grants are received into the General Fund of the Town.

State Support for General Government

The PILOT grant is by far the largest single grant within this category. The PILOT grant was budgeted at \$6,957,610. Payments of \$7,656,351 have been received as of September 30, 2014. This is an increase in expected funds of \$698,741.

Charges for Services

Charges for services are primarily fixed by contract and are normally received during the year. We have currently received 22.74% of expected budget.

Fines and Forfeitures

We have currently received 50% of expected budget.

Miscellaneous

This area is primarily interest income and the telecommunications service payment. Total interest income through September 30, 2014 is \$3,731 as compared to \$3,598 for the same period last year. STIF interest rate for September 2014 and September 2013 was 0.15%.

Expenditures

Town Expenditures

- Expenditures are proceeding according to budget at this time.

Day Care Fund

The Day Care Fund ended the quarter with expenditures exceeding revenues by \$45,890. Fund balance at July 1, 2014 of \$251,534 decreased to \$205,644 at September 30, 2014.

Cafeteria Fund

Expenditures exceeded revenues by \$115,187 for the period. Fund balance at July 1, 2014 decreased from \$389,735 to \$274,548 at September 30, 2014. This is primarily due to the purchase of equipment.

Recreation Program Fund

The Recreation Program Fund ended the period with revenues exceeding expenditures by \$151,101. Fund Balance increased from \$162,422 to \$313,523.

Capital Non-Recurring Fund

The anticipated Pequot/Mohegan Grant is \$232,978, as budgeted.

Debt Service Fund

Fund Balance increased from \$101,695 on July 1, 2014 to \$139,482 at September 30, 2014.

Enterprise/Internal Service Funds

Solid Waste Fund

Revenues exceeded expenditures by \$91,655. Retained Earnings increased from \$297,898 at July 1, 2014 to \$389,554 at September 30, 2014.

Health Insurance Fund (Town of Mansfield, Mansfield BOE, and Region 19 BOE)

Expenditures exceeded revenues for the fiscal year by \$709,714. Fund Equity decreased from \$2,651,105 (including contributed capital) at July 1, 2014 to \$1,941,391 at September 30, 2014. Claims through September have averaged \$780,334 as compared to \$519,267 for the prior year. The high claims experienced at this time are due to a larger number of high-cost claimants than we have seen in past years. These claimants have not yet hit the stop loss coverage amount of \$175,000. To be considered fully funded, the Health Insurance Fund needs to maintain a fund balance of \$2.3 million.

Worker's Compensation Fund

Operating expenditures exceeded revenues by \$81,153 through the first quarter. Retained Earnings decreased from \$13,387 to (\$67,766) at September 30, 2014.

Management Services Fund

Management Services Fund expenditures through September 30, 2014 exceeded revenues by \$1,374,980. Fund Balance decreased from \$2,640,070 at July 1, 2014 to \$1,265,091 at September 30, 2014. The majority relates to \$1,515,159 in encumbrances at the end of the quarter for future energy costs.

Transit Services Fund

The Nash-Zimmer Transportation Center activity shows revenues in excess of expenditures by \$18,949.

Parking Garage activity for the first quarter netted \$22,689 in operating income. While this is short of the original budget, we anticipate net income to increase over the coming months.

Cemetery Fund

Retained earnings in the Cemetery Fund increased from \$260,513 at July 1, 2014 to \$266,827 at September 30, 2014. The major costs for this fund are mowing and cemetery maintenance.

Long Term Investment Pool

The pool experienced a \$250 decrease in the market value of its portfolio for the period July 1, 2014 to September 30, 2014.

Eastern Highlands Health District

Operating revenues exceeded expenditures by \$128,864. Fund Balance increased from \$247,151 to \$376,015.

Mansfield Downtown Partnership

Operating expenditures exceeded revenues by \$24,445 through September 30, 2014, and Fund Balance decreased from \$223,294 to \$184,349.

**Town of Mansfield
Trial Balance - General Fund
September 30, 2014**

	<u>DR</u>	<u>CR</u>
Cash Equivalent Investments	\$ 18,370,517	\$ -
Working Cash Fund	3,300	-
Accounts Receivable	119,231	-
Taxes Receivable - Current	12,696,285	-
Taxes Receivable - Delinquent	545,438	-
Accounts and Other Payables	-	85,217
Refundable Deposits	-	162,100
Deferred Revenue - Taxes	-	13,150,022
Encumbrances Payable - Prior Year	-	424,901
Liquidation - Prior Year Encumbrances	284,891	-
Fund Balance - Undesignated	-	3,267,842
Actual Expenditures	8,756,229	-
Actual Revenues	-	23,685,808
Total	<u>\$ 40,775,891</u>	<u>\$ 40,775,891</u>

Town of Mansfield
Day Care Fund - Combined Program
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
(with comparative totals for September 30, 2013)

	<u>Budget</u> <u>2014/15</u>	<u>2015</u>	<u>2014</u>
Revenues			
Intergovernmental - Nat'l School Lunch	\$ 34,000	\$ 7,534	\$ 7,524
Intergovernmental - Day Care Grant	319,119	86,448	83,928
School Readiness Grant	18,024	4,335	4,506
UConn	78,750	-	78,750
Fees	970,200	175,713	164,097
Subsidies	42,500	18,011	14,378
	<u>1,462,593</u>	<u>292,040</u>	<u>353,184</u>
Expenditures			
Administrative	201,558	47,039	46,473
Direct Program	1,109,038	255,935	237,816
Professional & Technical Services	1,800	488	350
Purchased Property Services	18,250	4,014	2,723
Repairs & Maintenance	6,500	3,421	399
Insurance	10,833	-	932
Other Purchased Services	12,400	2,203	1,289
Food Service Supplies	39,750	9,000	9,361
Energy	47,000	11,750	9,000
Supplies & Miscellaneous	13,250	4,081	3,065
	<u>1,460,379</u>	<u>337,930</u>	<u>311,407</u>
Excess (Deficiency) of Revenues	2,214	(45,890)	41,777
Fund Balance, July 1	<u>251,534</u>	<u>251,534</u>	<u>302,829</u>
Fund Balance plus Cont. Capital, Sept 30	<u>\$ 253,748</u>	<u>\$ 205,644</u>	<u>\$ 344,606</u>

Town of Mansfield
Cafeteria Fund
Balance Sheet
September 30, 2014
 (with comparative totals for September 30, 2013)

	2015	2014
Assets		
Cash and Cash Equivalents	\$ 259,315	\$ 385,128
Inventory	15,233	16,001
Total Assets	274,548	401,129
 Liabilities and Fund Balance		
Liabilities		
Accounts Payable	-	20,546
Total Liabilities	-	20,546
Fund Balance	274,548	380,583
Total Liabilities and Fund Balance	\$ 274,548	\$ 401,129

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

	<u>Budget</u> <u>2014/15</u>	<u>2015</u>	<u>2014</u>
Revenues			
Intergovernmental	\$ 336,880	\$ (215)	\$ 5,990
Sales of Food	631,000	132,598	117,637
Other	58,000	215	-
	<u>1,025,880</u>	<u>132,598</u>	<u>123,627</u>
Expenditures			
Salaries & Benefits	588,760	107,018	98,657
Food & Supplies	377,470	46,706	44,393
Professional & Technical	2,500	625	-
Equipment - Other	1,000	93,353	22,606
Equipment Repairs & Contracts	25,000	82	3,456
	<u>994,730</u>	<u>247,784</u>	<u>169,112</u>
Excess (Deficiency) of Revenues	31,150	(115,187)	(45,486)
Fund Balance, July 1	<u>389,735</u>	<u>389,735</u>	<u>426,068</u>
Fund Balance plus Cont. Capital, Sept 30	<u>\$ 420,885</u>	<u>\$ 274,548</u>	<u>\$ 380,583</u>

Town of Mansfield
Parks and Recreation
Balance Sheet
September 30, 2014
 (with comparative totals for September 30, 2013)

	2015	2014
Assets		
Cash and Cash Equivalents	\$ 313,523	\$ 502,567
Accounts Receivable	-	39,751
Total Assets	313,523	542,318
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	-	17,903
Total Liabilities	-	17,903
Fund Balance	313,523	524,415
Total Liabilities and Fund Balance	\$ 313,523	\$ 542,318

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

	Budget 2014/15	2015	2014
Revenues			
Membership Fees	\$ 876,000	\$ 161,286	\$ 168,419
Program Fees	752,730	411,125	300,159
Fee Waivers	125,000	31,250	-
Daily Admission Fees	55,500	11,078	11,966
Rent - Facilities/Parties	27,300	4,849	12,484
Employee Wellness	20,160	-	-
Rent - E.O. Smith	16,880	-	-
Charge for Services	10,000	-	-
Contributions	4,000	438	20
Sale of Merchandise	3,000	557	761
Sale of Food	3,400	-	115
Other	4,400	1,744	1,151
Total Revenues	1,898,370	622,326	495,074
Operating Transfers			
General Fund - Recreation Administrative	325,430	82,608	317,000
General Fund - Community Programs	75,000	18,750	75,000
CNR Fund - Bicent. Pond	25,000	6,250	25,000
CNR Fund - Teen Center	25,000	6,250	25,000
Total Operating Transfers	450,430	113,858	442,000
Total Rev & Oper Transfers	2,348,800	736,183	937,074
Expenditures			
Salaries & Wages	1,381,300	342,772	361,188
Benefits	261,180	59,970	63,193
Professional & Technical	148,290	42,440	31,135
Purchased Property Services	33,700	14,009	9
Repairs & Maintenance	34,000	12,179	16,306
Other Purchased Services/Rentals	120,850	12,314	9,150
Other Supplies	51,290	21,024	17,724
Energy	165,000	41,250	36,000
Building Supplies	49,400	8,602	3,257
Recreation Supplies	56,800	24,851	25,316
Equipment	46,080	5,673	5,508
Total Expenditures	2,347,890	585,083	568,785
Excess (Deficiency) of Revenues	910	151,101	368,289
Fund Balance, July 1	162,422	162,422	156,126
Fund Balance, Sept 30	\$ 163,332	\$ 313,523	\$ 524,415

Town of Mansfield
 Capital and Nonrecurring Reserve Fund Budget
 Estimated Revenues, Expenditures and Changes in Fund Balance
 Fiscal Year 2014/15

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
	Actual	Actual	Actual	Adopted	Projected	Projected	Projected	Projected
Sources:								
General Fund Contribution	\$ 561,000	\$ 1,349,886	\$ 2,332,690	\$ 1,579,880	\$ 1,700,000	\$ 1,750,000	\$ 1,800,000	\$ 1,800,000
Board Contribution			120,000					
Ambulance User Fees	251,085	255,627	233,599	300,000	300,000	300,000	300,000	300,000
Other		18,806	14,400					
Insurance Refund		603,077						
Sewer Assessments	-	912	913	500	500	500	500	500
Pequot Funds	211,700	231,700	205,985	232,978	232,978	232,978	232,978	232,978
Total Sources	1,023,785	2,460,008	2,907,586	2,113,358	2,233,478	2,283,478	2,333,478	2,333,478
Uses:								
Operating Transfers Out:								
Management Services Fund	175,000	175,000	175,000	185,000	200,000	200,000	200,000	200,000
Property Tax Revaluation Fund	25,000	25,000	25,000					
Capital Fund	718,566	1,495,496	2,550,873	1,873,600	1,800,000	1,850,000	1,900,000	1,900,000
Capital Fund - Storrs Center Reserve		119,816	123,760	-	228,600	228,600	228,600	228,600
Capital Fund - Replacement Fire Truck		600,000						
Parks & Recreation Operating Subsic	50,000							
Compensated Absences Fund	55,000	58,000	36,000	36,000				
Total Uses	1,023,566	2,473,312	2,910,633	2,094,600	2,228,600	2,278,600	2,328,600	2,328,600
Excess/(Deficiency)	219	(13,304)	(3,047)	18,758	4,878	4,878	4,878	4,878
Fund Balance/(Deficit) July 1	13,203	13,422	118	(2,929)	15,829	20,707	25,585	30,463
Fund Balance, June 30	\$ 13,422	\$ 118	\$ (2,929)	\$ 15,829	\$ 20,707	\$ 25,585	\$ 30,463	\$ 35,341

General Government

Revenues

Expenses

Account and Description	Adjusted			Adjusted			
	Budget	Received	Balance	Budget	Encumbrance	Expenses	Balance
81611 Pool Cars	142,554	112,554	30,000	142,554	28,214	71,084	43,256
81820 Financial Software	385,800	320,800	65,000	385,800	-	294,183	91,617
81919 Strategic Planning Study	185,000	185,000	-	185,000	-	173,550	11,450
86291 Technology Infrastructure - Schools	400,000	200,000	200,000	400,000	35,984	263,420	100,595
Total General Government:	1,113,354	818,354	295,000	1,113,354	64,198	802,238	246,917

Community Development

Revenues

Expenses

Account and Description	Adjusted			Adjusted			
	Budget	Received	Balance	Budget	Encumbrance	Expenses	Balance
83530 Four Corners Sewer/Water Impro	1,180,000	830,000	350,000	1,180,000	332,101	458,895	389,004
84103 Storrs Center Reserve	2,625,973	2,738,645	(112,672)	2,625,973	5,760	2,261,736	358,477
84106 Fern Road Bus Garage	10,000	-	10,000	10,000	-	-	10,000
84107 Mansfield Tomorrow	20,000	-	20,000	20,000	-	-	20,000
84108 NEXGEN Conn Comm Impact	30,000	-	30,000	30,000	-	-	30,000
84122 Improvements Storrs Rd Urban	2,500,000	808,059	1,691,941	2,500,000	183,665	2,101,681	214,655
84123 Streetscape/Ped.Improv. DOT	1,474,800	302,000	1,172,800	1,474,800	17,416	501,069	956,315
84124 Imprvmnts StorrsRd DOT/Lieber	2,250,000	1,506,460	743,540	2,250,000	-	2,330,642	(80,642)
84125 StorrsCtr Inter Transp CtrDesign	612,500	336,712	275,788	612,500	-	343,283	269,217
84126 Parking Garage Transit Hub	10,000,000	11,021,565	(1,021,565)	10,000,000	1,400	11,709,313	(1,710,713)
84127 DECD STEAP#2 Pha1A+Dog Lane Con	500,000	486,461	13,539	500,000	-	500,000	-
84129 Omnibus Budget Bill Feb2009	552,000	467,400	84,600	552,000	5,224	760,838	(214,062)
84130 Bus Facilities Program (FTA)	6,175,000	4,668,298	1,506,702	6,175,000	48,694	5,645,776	480,530
84131 DECD STEAP 4 Village Street Utilities	500,000	279,779	220,221	500,000	172,394	332,493	(4,887)
84132 Leyland/EDR Infrastructure (\$3M)	3,000,000	2,244,276	755,724	3,000,000	74,755	2,611,584	313,661
84133 DECD Brownfield Remediation	450,000	437,517	12,483	450,000	-	200,341	249,659
84134 Future Projects - Local Share	40,000	40,000	-	40,000	-	-	40,000
84135 Town Square	475,000	800,675	(325,675)	475,000	20,000	456,144	(1,144)
84136 Main Street Investment Grant	500,000	322,607	177,393	500,000	5,650	395,708	98,642
84137 Parking Garage Repairs/Maintenance	-	50,000	(50,000)	-	-	-	-
84170 HUD Community Challenge Grant	619,780	413,808	205,972	619,780	159,130	411,653	48,997
Total Community Development:	33,515,053	27,754,263	5,760,790	33,515,053	1,026,189	31,021,155	1,467,709

Capital Projects as of September 30, 2014

Public Safety

Revenues

Expenses

Account and Description	Revenues			Expenses			
	Adjusted Budget	Received	Balance	Adjusted Budget	Encumbrance	Expenses	Balance
82801 Fire & Emerg Serv Comm Equipment	50,000	40,000	10,000	50,000	6,989	5,419	37,592
82819 Vehicle Key Boxes	16,500	7,500	9,000	16,500	1,083	13,296	2,121
82823 Rescue Equipment	38,000	18,000	20,000	38,000	-	26,488	11,512
82824 Fire Hose	28,000	28,000	-	28,000	11,618	10,867	5,514
82826 SCBA Air Tanks	62,000	50,000	12,000	62,000	-	49,748	12,252
82827 Fire Personal Protective Equipment	81,000	56,000	25,000	81,000	-	25,153	55,847
82829 Replacement ET507	500,000	200,000	300,000	500,000	-	-	500,000
82830 Thermal Imager Cameras	20,000	20,000	-	20,000	-	19,500	500
82832 ET207 Fire Truck Replacement	603,077	603,077	-	603,077	605,868	-	(2,791)
82833 Fire/EMS Utility Terrain Vehicle	32,000	-	32,000	32,000	-	27,674	4,326
82834 Personnel Accountability Software	8,000	-	8,000	8,000	-	-	8,000
82835 Power Load Cot Fastening System	83,000	-	83,000	83,000	82,178	-	822
82902 Fire Ponds	55,500	48,500	7,000	55,500	-	34,574	20,926
Total Public Safety:	1,577,077	1,071,077	506,000	1,577,077	707,737	212,719	656,622

Community Services

Revenues

Expenses

Account and Description	Revenues			Expenses			
	Adjusted Budget	Received	Balance	Adjusted Budget	Encumbrance	Expenses	Balance
85102 BCP Restroom Improvements	13,000	13,000	-	13,000	-	4,500	8,500
85105 Open Space Purchase	3,369,389	3,369,355	34	3,369,389	42,500	3,213,574	113,315
85107 Open Space - Bonded	1,040,000	-	1,040,000	1,040,000	-	46,900	993,100
85804 Community Center Equipment	372,400	400,194	(27,794)	372,400	6,732	354,564	11,104
85806 Skate Park	40,000	40,000	-	40,000	-	40,000	-
85811 Playscapes New/Replacements	140,000	100,000	40,000	140,000	72,120	50,203	17,677
85812 Comm Center Facility Upgrades	56,000	30,000	26,000	56,000	-	55,067	933
85816 Park Improvements	291,795	271,795	20,000	291,795	3,200	269,548	19,047
85824 Playscape Resurfacing	62,000	57,000	5,000	62,000	-	56,830	5,170
85835 WHIP Grants-MHP EGVP OSHF	9,200	9,200	-	9,200	-	-	9,200
Total Community Services:	5,393,784	4,290,544	1,103,240	5,393,784	124,552	4,091,186	1,178,046

Facilities Management

Revenues

Expenses

<u>Account and Description</u>	<u>Revenues</u>			<u>Expenses</u>			
	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
86260 Maintenance Projects	834,391	819,391	15,000	834,391	-	802,937	31,454
86290 Roof Repairs	239,900	219,900	20,000	239,900	-	219,812	20,088
86292 School Building Maintenance	520,000	320,000	200,000	520,000	163,450	251,735	104,815
86293 Security Improvements	75,000	65,000	10,000	75,000	2,365	24,628	48,007
86294 Vault Climate Control	20,000	10,000	10,000	20,000	-	-	20,000
86295 Emergency Generators	102,025	52,025	50,000	102,025	-	46,633	55,392
86296 Oil Tank Repairs	40,000	40,000	-	40,000	7,704	(4,084)	36,379
86298 School Security Competitive Grant	133,828	119,493	14,335	133,828	-	119,510	14,318
86304 Comm Center Repairs & Improvements	5,000	-	5,000	5,000	-	5,000	-
86305 Fire Station Repairs & Improvements	33,000	-	33,000	33,000	-	-	33,000
86306 Library Bldg Repairs & Improvements	25,000	-	25,000	25,000	-	-	25,000
86307 Senior Center Bldg Repairs & Improve	8,000	-	8,000	8,000	-	-	8,000
86308 Town Hall Bldg Repairs & Improvemen	4,000	-	4,000	4,000	-	-	4,000
86309 Furniture & Fixtures	10,000	-	10,000	10,000	-	-	10,000
86310 Elementary School Cleaning Equipmer	10,000	-	10,000	10,000	-	-	10,000
86311 Tractor Replacement	20,000	-	20,000	20,000	-	-	20,000
Total Facilities Management:	2,080,144	1,645,809	434,335	2,080,144	173,519	1,466,172	440,453

Capital Projects as of September 30, 2014

Public Works

Revenues

Expenses

Account and Description	Revenues			Expenses			
	Adjusted Budget	Received	Balance	Adjusted Budget	Encumbrance	Expenses	Balance
83101 Tree Replacement	52,500	42,500	10,000	52,500	-	15,612	36,888
83302 Sm Bridges & Culverts	329,084	329,084	-	329,084	-	278,569	50,515
83303 Large Bridge Maintenance	566,286	551,286	15,000	566,286	-	480,862	85,424
83306 Stone Mill Bridge	1,716,350	1,145,995	570,355	1,716,350	-	1,107,303	609,047
83308 Town Walkways/Transp Enhancemt	925,366	815,366	110,000	925,366	12,204	728,188	184,974
83309 Laurel Lane Bridge	1,340,600	1,206,753	133,847	1,340,600	561	1,303,403	36,637
83401 Road Drainage	608,811	559,840	48,971	608,811	-	412,340	196,471
83510 Guard Rails	57,697	49,197	8,500	57,697	-	32,822	24,875
83524 Road Resurfacing	3,643,810	3,340,442	303,368	3,643,810	88,294	3,261,947	293,570
83531 North Eagleville Walkway	245,540	1,350	244,190	245,540	74,170	215,971	(44,601)
83638 Small Dump Trucks & Sanders	85,000	85,000	-	85,000	-	84,896	104
83639 Large Dump Trucks	430,000	265,000	165,000	430,000	174,218	167,462	88,320
83640 Gas Pumps	15,000	15,000	-	15,000	-	-	15,000
83641 Mowers & Attachments	80,000	65,000	15,000	80,000	-	57,998	22,002
83642 WINCOG Equipment - Regional	25,000	15,000	10,000	25,000	-	15,319	9,681
83729 Snowplows	26,500	26,500	-	26,500	5,848	26,137	(5,485)
83733 Storrs Center Equipment	165,000	100,000	65,000	165,000	69,132	65,444	30,424
83734 Small Dump Truck & Sanders	6,000	-	6,000	6,000	-	-	6,000
83911 Engineering Cad Upgrades	203,500	183,500	20,000	203,500	404	185,203	17,893
83917 GPS Units - Additional Units	15,000	-	15,000	15,000	2,029	12,956	15
Total Public Works:	10,537,044	8,796,813	1,740,231	10,537,044	426,859	8,452,432	1,657,754

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Revenue/Expenditure Summary

Revenues

Expenses

Account and Description	Revenues			Expenses			
	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
General Government	1,113,354	818,354	295,000	1,113,354	64,198	802,238	246,917
Community Development	33,515,053	27,754,263	5,760,790	33,515,053	1,026,189	31,021,155	1,467,709
Public Safety	1,577,077	1,071,077	506,000	1,577,077	707,737	212,719	656,622
Community Services	5,393,784	4,290,544	1,103,240	5,393,784	124,552	4,091,186	1,178,046
Facilities Management	2,080,144	1,645,809	434,335	2,080,144	173,519	1,466,172	440,453
Public Works	10,537,044	8,796,813	1,740,231	10,537,044	426,859	8,452,432	1,657,754
Grand Total:	\$ 54,216,456	\$ 44,376,860	\$ 9,839,596	\$ 54,216,456	\$ 2,523,055	\$ 46,045,901	\$ 5,647,500

Town of Mansfield
Debt Service Fund
Balance Sheet
September 30, 2014
 (with comparative totals for September 30, 2013)

	2015	2014
Assets		
Cash and Cash Equivalents	\$ <u>139,482</u>	\$ <u>690,582</u>
Total Assets	<u>139,482</u>	<u>690,582</u>
 Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Fund Balance	<u>139,482</u>	<u>690,582</u>
Total Liabilities and Fund Balance	\$ <u>139,482</u>	\$ <u>690,582</u>

**Town of Mansfield
Debt Service Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
(with comparative totals for September 30, 2013)**

	<u>Budget 2014/15</u>	<u>2015</u>	<u>2014</u>
Revenues			
Bond Proceeds	\$ -	\$ -	\$ -
Interest Income	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers			
General Fund	<u>325,000</u>	<u>81,250</u>	<u>675,000</u>
Total Operating Transfers	<u>325,000</u>	<u>81,250</u>	<u>675,000</u>
Total Rev & Oper Trans	<u>325,000</u>	<u>81,250</u>	<u>675,000</u>
Expenditures			
Principal Payments	290,641	-	-
Interest Payments	<u>86,925</u>	<u>43,463</u>	<u>46,763</u>
Total Expenditures	<u>377,566</u>	<u>43,463</u>	<u>46,763</u>
Excess (Deficiency) of Revenues	(52,566)	37,788	628,238
Fund Balance, July 1	<u>101,695</u>	<u>101,695</u>	<u>62,345</u>
Fund Balance plus Cont. Capital, Sept 30	<u>\$ 49,129</u>	<u>\$ 139,482</u>	<u>\$ 690,582</u>

**Town of Mansfield
Debt Service Fund
Estimated Revenues, Expenditures and Changes in Fund Balance**

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Adopted	FY 15/16 Projected	FY 16/17 Projected	FY 17/18 Projected	FY 18/19 Projected
Revenues:									
Bonds	\$ 133,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Premium Income	55,542	-	-	-	-	-	-	-	-
Interest on Unspent Balance	-	1,285	-	-	-	-	-	-	-
Total Revenues	188,542	1,285	-	-	-	-	-	-	-
Operating Transfers In - General Fund	760,000	825,000	825,000	675,000	325,000	300,000	300,000	300,000	275,000
Operating Transfers In - CNR Fund	150,000	-	-	-	-	-	-	-	-
Operating Transfers In - MS Fund	-	-	-	-	-	-	-	-	-
Total Revenues and Operating Transfers In	1,098,542	826,285	825,000	675,000	325,000	300,000	300,000	300,000	275,000
Expenditures:									
Principal Retirement	455,000	460,000	460,000	365,000	-	-	-	-	-
Interest	64,765	45,656	25,900	5,220	-	-	-	-	-
Principal Retirement - GOB 2011	-	-	-	-	220,000	220,000	220,000	220,000	220,000
Interest - GOB 2011	-	91,706	93,525	93,525	86,925	80,325	73,725	67,125	60,525
Lease Purchase - Co-Gen/Pool Covers	64,129	78,134	78,134	-	-	-	-	-	-
Lease Purchase - CIP Equip 08/09	113,886	113,886	113,886	113,886	-	-	-	-	-
Lease Purchase - CIP Equip 09/10	87,617	87,617	70,641	58,019	70,641	-	-	-	-
Financial/Issuance Costs	110,206	-	-	-	-	-	-	-	-
Total Expenditures	895,603	876,999	842,086	635,650	377,566	300,325	293,725	287,125	280,525
Revenues and Other Financing Sources Over/(Under) Expend	202,939	(50,714)	(17,086)	39,350	(52,566)	(325)	6,275	12,875	(5,525)
Fund Balance, July 1	(72,794)	130,145	79,431	62,345	101,695	49,129	48,804	55,079	67,954
Fund Balance, June 30	\$ 130,145	\$ 79,431	\$ 62,345	\$ 101,695	\$ 49,129	\$ 48,804	\$ 55,079	\$ 67,954	\$ 62,429

**Town of Mansfield
Debt Service Fund
Estimated Revenues, Expenditures and Changes in Fund Balance**

	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>FY 25/26</u>
	<u>Projected</u>						
Revenues:							
Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Premium Income	-	-	-	-	-	-	-
Interest on Unspent Balance	-	-	-	-	-	-	-
Total Revenues	-						
Operating Transfers In - General Fund	275,000	275,000	250,000	250,000	250,000	250,000	200,000
Operating Transfers In - CNR Fund	-	-	-	-	-	-	-
Operating Transfers In - MS Fund	-	-	-	-	-	-	-
Total Revenues and Operating Transfers In	275,000	275,000	250,000	250,000	250,000	250,000	200,000
Expenditures:							
Principal Retirement	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Principal Retirement - GOB 2011	220,000	220,000	220,000	220,000	220,000	220,000	200,000
Interest - GOB 2011	53,925	47,325	40,725	33,850	25,600	16,800	8,000
Lease Purchase - Co-Gen/Pool Covers	-	-	-	-	-	-	-
Lease Purchase - CIP Equip 08/09	-	-	-	-	-	-	-
Lease Purchase - CIP Equip 09/10	-	-	-	-	-	-	-
Financial/Issuance Costs	-	-	-	-	-	-	-
Total Expenditures	273,925	267,325	260,725	253,850	245,600	236,800	208,000
Revenues and Other Financing Sources Over/(Under) Expend	1,075	7,675	(10,725)	(3,850)	4,400	13,200	(8,000)
Fund Balance, July 1	62,429	63,504	71,179	60,454	56,604	61,004	74,204
Fund Balance, June 30	<u>\$ 63,504</u>	<u>\$ 71,179</u>	<u>\$ 60,454</u>	<u>\$ 56,604</u>	<u>\$ 61,004</u>	<u>\$ 74,204</u>	<u>\$ 66,204</u>

Town of Mansfield
Solid Waste Disposal Fund
Balance Sheet
September 30, 2014
(with comparative totals for September 30, 2013)

	<u>2015</u>	<u>2014</u>
Current Assets		
Cash and Cash Equivalents	\$ 433,589	\$ 401,574
Accounts Receivable, net	256	(5,000)
	<u>433,845</u>	<u>396,574</u>
Fixed Assets		
Land	8,500	8,500
Buildings & Equipment	578,173	565,138
Less: Accumulated Depreciation	(517,630)	(506,792)
	<u>69,043</u>	<u>66,846</u>
Total Assets	<u><u>502,888</u></u>	<u><u>463,420</u></u>
Liabilities and Retained Earnings		
Current Liabilities		
Accounts Payable	-	35,549
Accrued Compensated Absences	11,143	10,930
Refundable Deposits	18,191	24,695
	<u>29,335</u>	<u>71,174</u>
Long-Term Liabilities		
Landfill Postclosure Costs	84,000	88,000
	<u>84,000</u>	<u>88,000</u>
Total Liabilities	<u>113,335</u>	<u>159,174</u>
Retained Earnings	<u>389,554</u>	<u>304,246</u>
Total Liabilities and Fund Balance	<u><u>\$ 502,888</u></u>	<u><u>\$ 463,420</u></u>

Town of Mansfield
Solid Waste Disposal Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
(with comparative totals for September 30, 2013)

	Budget		
	2014/15	2015	2014
Revenues			
Transfer Station Fees	\$ 115,000	\$ 31,569	\$ 34,338
Garbage Collection Fees	1,011,500	255,523	229,129
Sale of Recyclables	8,000	1,873	532
Scrap Metals	6,000	2,494	2,439
Other Revenues	2,600	329	1,280
Total Revenues	1,143,100	291,787	267,719
Expenditures			
Hauler's Tipping Fees	151,300	25,059	28,119
Mansfield Tipping Fees	51,230	7,334	9,562
Wage & Fringe Benefits	285,755	62,677	57,873
Computer Software	4,320	4,440	4,260
Trucking Fee	39,140	8,400	4,974
Recycle Cost	16,900	23	5,769
Contract Pickup	458,890	76,645	71,816
Supplies & Services	31,390	5,886	3,125
Depreciation Expense	11,000	-	-
Hazardous Waste	17,500	-	-
Equipment Parts/Other	3,900	7,168	-
LAN/WAN Expenditures	10,000	2,500	-
Total Expenditures	1,081,325	200,132	185,499
Net Income (Loss)	61,775	91,655	82,220
Retained Earnings, July 1	297,898	297,898	222,026
Retained Earnings, Sept 30	\$ 359,673	\$ 389,554	\$ 304,246

Town of Mansfield
Health Insurance Fund
Balance Sheet
September 30, 2014
 (with comparative totals for September 30, 2013)

	<u>2015</u>	<u>2014</u>
Assets		
Cash and Cash Equivalents	\$ 2,381,391	\$ 3,761,152
Total Assets	<u>2,381,391</u>	<u>3,761,152</u>
Liabilities and Fund Balance		
Liabilities		
Accrued Medical Claims	<u>440,000</u>	<u>409,500</u>
Total Liabilities	<u>440,000</u>	<u>409,500</u>
Equity		
Net Contributed Capital	400,000	400,000
Retained Earnings	<u>1,541,391</u>	<u>2,951,652</u>
Total Equity	<u>1,941,391</u>	<u>3,351,652</u>
Total Liabilities and Retained Earnings	<u>\$ 2,381,391</u>	<u>\$ 3,761,152</u>

Town of Mansfield
Health Insurance Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
(with comparative totals for September 30, 2013)

	<u>2015</u>	<u>2014</u>
Revenues		
Premium Income	\$ 1,955,541	\$ 1,612,259
Interest Income	849	704
	<u>1,956,391</u>	<u>1,612,962</u>
Expenditures		
Payroll	32,766	30,194
Administrative Expenses	313,878	136,559
Medical Claims	2,259,866	1,607,205
Payment in Lieu of Insurance	38,865	42,101
Consultants	-	-
Employee Wellness	-	-
Medical Supplies	18,229	29,562
LAN/WAN Expenditures	2,500	-
	<u>2,666,104</u>	<u>1,845,620</u>
Net Income (Loss)	(709,714)	(232,658)
Retained Earnings, July 1	<u>2,651,105</u>	<u>3,584,310</u>
Fund Balance plus Cont. Capital, Sept 30	<u>\$ 1,941,391</u>	<u>\$ 3,351,652</u>

ANTHEM BLUE CROSS MONTHLY CLAIMS
ANNUAL BASIS

MONTH	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Avg. '91- Present	5 Yr. Avg. '09-'13
JANUARY	\$ 251,986	\$ 333,923	\$ 342,476	\$ 358,256	\$ 356,891	\$ 364,331	\$ 508,001	\$ 454,813	\$ 389,841	\$ 497,371	\$ 461,600	\$ 596,583	\$ 684,680	\$ 303,478	\$ 480,042
FEBRUARY	267,614	331,286	340,298	305,259	492,485	527,867	629,924	521,301	497,159	550,094	480,989	525,952	678,239	330,003	515,099
MARCH	237,003	358,881	386,649	409,245	392,138	482,188	399,055	482,221	519,594	600,223	503,600	613,319	618,690	320,409	543,791
APRIL	342,562	259,835	402,093	443,382	321,969	484,465	476,056	473,587	517,452	513,677	461,016	512,034	588,271	301,744	495,553
MAY	276,117	387,515	391,287	387,104	383,505	562,876	516,518	511,932	346,650	398,403	557,547	662,586	522,070	317,723	495,424
JUNE	251,747	347,060	357,517	399,827	386,641	606,023	425,253	419,214	465,244	483,975	468,241	494,196	595,866	309,440	466,174
JULY	231,239	353,025	332,653	368,941	409,635	430,780	493,991	534,203	667,615	410,100	471,363	548,338	815,271	320,876	526,324
AUGUST	247,238	296,808	327,584	323,401	499,754	554,171	567,129	520,970	583,042	443,808	576,008	571,304	718,182	333,051	539,026
SEPTEMBER	257,491	323,667	302,399	298,440	415,053	430,908	438,495	438,428	320,452	475,683	386,452	438,160	807,550	293,580	411,835
OCTOBER	262,401	312,245	275,610	351,888	370,945	384,033	440,640	518,768	524,875	429,967	526,558	480,679		278,918	496,169
NOVEMBER	217,831	342,691	448,834	299,882	370,405	489,535	383,653	461,484	371,112	419,740	468,559	532,440		274,759	450,667
DECEMBER	190,532	415,554	358,577	343,209	427,447	436,589	358,543	368,522	502,648	451,734	429,097	488,762		279,312	448,153
ANNUAL TOTAL	3,033,761	4,062,490	4,265,977	4,288,835	4,826,866	5,753,767	5,637,258	5,705,441	5,705,685	5,674,774	5,791,031	6,464,352	6,028,820	3,628,586	5,868,257
MONTHLY AVG	\$ 252,813	\$ 338,541	\$ 355,498	\$ 357,403	\$ 402,239	\$ 479,481	\$ 469,772	\$ 475,453	\$ 475,474	\$ 472,898	\$ 482,586	\$ 538,696	\$ 669,869	\$ 309,360	\$ 489,021
% OF INCREASE	13.02%	33.91%	5.01%	0.54%	12.54%	19.20%	-2.02%	1.21%	0.00%	-0.54%	2.05%	11.63%	24.35%	11.03%	2.87%

ANTHEM BLUE CROSS MONTHLY CLAIMS
FISCAL YEAR BASIS

MONTH	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	Average '92-'14	5 Yr. Average FY'10-'14
JULY	\$ 231,239	\$ 353,025	\$ 332,653	\$ 368,941	\$ 409,635	\$ 430,780	\$ 493,991	\$ 534,203	\$ 667,615	\$ 410,100	\$ 471,363	\$ 548,338	\$ 815,271	\$ 320,876	\$ 574,482
AUGUST	247,238	296,808	327,584	323,401	499,754	554,171	567,129	520,970	583,042	443,808	576,008	571,304	718,182	333,051	568,886
SEPTEMBER	257,491	323,667	302,399	298,440	415,053	430,908	438,495	438,428	320,452	475,683	386,452	438,160	807,550	293,580	477,788
OCTOBER	262,401	312,245	275,610	351,888	370,945	384,033	440,640	518,768	524,875	429,967	526,558	480,679		278,918	496,169
NOVEMBER	217,831	342,691	448,834	299,882	370,405	489,535	383,653	461,484	371,112	419,740	468,559	532,440		274,759	450,667
DECEMBER	190,532	415,554	358,577	343,209	427,447	436,589	358,543	368,522	502,648	451,734	429,097	488,762		279,312	448,153
JANUARY	333,923	342,476	358,256	356,891	364,331	508,001	454,813	389,841	497,371	461,600	596,583	684,680		312,380	526,015
FEBRUARY	331,286	340,298	305,259	492,485	527,867	629,924	521,301	497,159	550,094	480,989	525,952	678,239		341,437	546,487
MARCH	358,881	386,649	409,245	392,138	482,188	399,055	482,221	519,594	600,223	503,600	613,319	618,690		331,602	571,085
APRIL	259,835	402,093	443,382	321,969	484,465	476,056	473,587	517,452	513,677	461,016	512,034	588,271		312,442	518,490
MAY	387,515	391,287	387,104	383,505	562,876	516,518	511,932	346,650	398,403	557,547	662,586	522,070		329,088	497,451
JUNE	347,060	357,517	399,827	386,641	606,023	425,253	419,214	465,244	483,975	468,241	494,196	595,866		319,106	501,504
ANNUAL TOTAL	3,425,231	4,264,309	4,348,731	4,319,389	5,520,987	5,680,824	5,545,518	5,578,314	6,013,488	5,564,023	6,262,708	6,747,500	2,341,003	3,610,758	5,417,839
MONTHLY AVG	\$ 285,436	\$ 355,359	\$ 362,394	\$ 359,949	\$ 460,082	\$ 473,402	\$ 462,127	\$ 464,860	\$ 501,124	\$ 463,669	\$ 521,892	\$ 562,292	\$ 780,334	\$ 325,282	\$ 549,028
% OF INCREASE	13.2%	24.5%	2.0%	-0.7%	27.8%	2.9%	-2.4%	0.6%	7.8%	-7.5%	12.6%	7.7%	38.8%	11.05%	10.0%

Town of Mansfield
Workers' Compensation Fund
Balance Sheet
September 30, 2014
(with comparative totals for September 30, 2013)

	<u>2015</u>	<u>2014</u>
Assets		
Cash and Cash Equivalents	\$ <u>(67,766)</u>	\$ <u>(93,955)</u>
Total Assets	<u><u>(67,766)</u></u>	<u><u>(93,955)</u></u>
 Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Retained Earnings	<u>(67,766)</u>	<u>(93,955)</u>
Total Liabilities and Fund Balance	\$ <u><u>(67,766)</u></u>	\$ <u><u>(93,955)</u></u>

Town of Mansfield
Workers' Compensation Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
 (with comparative totals for September 30, 2013)

	<u>Budget</u> <u>2014/15</u>	<u>2015</u>	<u>2014</u>
Revenues			
Premium Income	\$ 495,020	\$ 125,515	\$ -
CIRMA Equity Distribution	-	-	19,135
Total Revenues	<u>495,020</u>	<u>125,515</u>	<u>19,135</u>
Expenditures			
Workers' Compensation Insurance	<u>495,020</u>	<u>206,668</u>	<u>122,261</u>
Total Expenditures	<u>495,020</u>	<u>206,668</u>	<u>122,261</u>
Net Income (Loss)	-	(81,153)	(103,126)
Retained Earnings, July 1	<u>13,387</u>	<u>13,387</u>	<u>9,171</u>
Retained Earnings, Sept 30	<u>\$ 13,387</u>	<u>\$ (67,766)</u>	<u>\$ (93,955)</u>

**Town of Mansfield
Management Services Fund
Balance Sheet
September 30, 2014**
(with comparative totals for September 30, 2013)

	<u>2015</u>	<u>2014</u>
Current Assets		
Cash and Cash Equivalents	\$ 1,315,000	\$ 1,109,593
Due From Region/Town	-	-
Accounts Receivable, net	32,266	-
Inventory	<u>17,689</u>	<u>14,425</u>
 Total Current Assets	 <u>1,364,955</u>	 <u>1,124,019</u>
Fixed Assets		
Land	145,649	145,649
Buildings	226,679	226,679
Office Equipment	2,337,416	2,092,630
Construction in Progress	-	104,653
Less: Accumulated Depreciation	<u>(1,294,449)</u>	<u>(1,134,464)</u>
 Total Fixed Assets	 <u>1,415,295</u>	 <u>1,435,147</u>
 Total Assets	 <u><u>2,780,250</u></u>	 <u><u>2,559,166</u></u>
Liabilities and Retained Earnings		
Liabilities		
Accounts Payable	1,515,159	90,434
Lease Purchase Payable	<u>-</u>	<u>-</u>
 Total Liabilities	 <u>1,515,159</u>	 <u>90,434</u>
Equity		
Contributed Capital	146,000	146,000
Retained Earnings	<u>1,119,091</u>	<u>2,322,732</u>
 Total Equity	 <u>1,265,091</u>	 <u>2,468,732</u>
 Total Liabilities and Fund Balance	 <u><u>\$ 2,780,250</u></u>	 <u><u>\$ 2,559,166</u></u>

**Town of Mansfield
Management Services Fund
Estimated Statement of Revenues, Expenditures
and Changes in Retained Earnings
September 30, 2014**

	<u>Budget</u> <u>2014/15</u>	<u>Actual</u> <u>2014/15</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues			
Mansfield Board of Education	\$ 113,885	\$ 21,811	\$ 92,074
Region 19	113,885	21,811	92,074
Town of Mansfield	33,610	8,403	25,208
Communication Service Fees	222,750	56,051	166,699
Copier Service Fees	210,000	52,967	157,033
Energy Service Fees	1,716,220	436,495	1,279,725
Rent	72,450	12,075	60,375
Rent - Telecom Tower	160,000	-	160,000
Sale of Supplies	57,000	9,266	47,735
CNR Fund	200,000	96,250	103,750
Local Support	-	-	-
Postal Charges	87,140	-	87,140
USF Credits	28,340	-	28,340
Other	-	-	-
Total Revenues	<u>3,015,280</u>	<u>715,129</u>	<u>2,300,151</u>
Expenditures			
Salaries & Benefits	428,270	99,735	328,535
Training	8,750	400	8,350
Repairs & Maintenance	32,950	1,302	31,648
Professional & Technical	27,750	-	27,750
Insurance	-	2,533	(2,533)
System Support	121,420	82,226	39,194
Copier Maintenance Fees	80,000	97,834	(17,834)
Communication Equipment	198,774	137,518	61,256
Supplies and Software Licensing	15,300	604	14,696
Equipment	163,000	72,871	90,129
Postage	73,000	35,674	37,326
Energy	1,834,000	1,532,062	301,938
Miscellaneous	72,010	48,964	23,046
Sub-Total Expenditures	<u>3,055,224</u>	<u>2,111,722</u>	<u>943,502</u>
Depreciation	205,030	51,258	153,773
Equipment Capitalized	<u>(163,000)</u>	<u>(72,871)</u>	<u>(90,129)</u>
Total Expenditures	<u>3,097,254</u>	<u>2,090,109</u>	<u>1,007,145</u>
Net Income (Loss)	(81,974)	(1,374,980)	1,293,006
Retained Earnings, July 1	<u>2,640,070</u>	<u>2,640,070</u>	<u>-</u>
Retained Earnings, Sept 30	\$ <u>2,558,096</u>	\$ <u>1,265,091</u>	\$ <u>1,293,006</u>

Town of Mansfield
Transit Services Fund - Nash Zimmer Transportation Center
Balance Sheet
September 30, 2014
 (with comparative totals for September 30, 2013)

	2015	2014
Assets		
Cash and Cash Equivalents	\$ 23,149	\$ -
Construction In Progress	662,830	662,830
Total Assets	685,979	662,830
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	-	-
Total Liabilities	-	-
Fund Balance	685,979	662,830
Total Liabilities and Fund Balance	\$ 685,979	\$ 662,830

Town of Mansfield
Transit Services Fund - Nash Zimmer Transportation Center
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
(with comparative totals for Seotember 30, 2013)

	Adopted Budget 2014/15	Amended Budget 2014/15	2015	Percent of Adopted Budget
Revenues				
Rental Income	\$ 14,400	\$ 14,400	\$ 6,600	45.8%
Total Revenues	<u>14,400</u>	<u>14,400</u>	<u>6,600</u>	<u>45.8%</u>
Expenditures				
Salaries & Wages	35,723	35,723	1,592	4.5%
Benefits	1,277	1,277	-	0.0%
Professional & Technical Services	23,500	23,500	-	0.0%
Cleaning & Maintenance Service	27,000	27,000	3,600	13.3%
Building Repairs	-	-	178	#DIV/0!
Dial-A-Ride	41,210	41,210	41,212	100.0%
WRTD - Windham Reg Transit District	34,720	34,720	34,718	100.0%
WRTD - Disable Transport	17,400	17,400	17,397	100.0%
WRTD - Pre-Paid Fare	24,230	24,230	-	0.0%
Insurance	-	-	6,124	#DIV/0!
LAP Deductible	1,000	1,000	-	0.0%
Advertising	1,000	1,000	-	0.0%
Printing & Binding	1,000	1,000	-	0.0%
Cable TV Service	1,000	1,000	198	19.8%
Office Supplies	2,500	2,500	-	0.0%
Electric	5,500	5,500	-	0.0%
Natural Gas	5,500	5,500	191	3.5%
Contingency	2,000	2,000	-	0.0%
Total Expenditures	<u>224,560</u>	<u>224,560</u>	<u>105,211</u>	<u>46.9%</u>
Operating Transfers				
Transfer In - General Fund	117,560	117,560	117,560	100.0%
Transfer In - Capital Projects Fund	100,000	100,000	-	0.0%
Total Operating Transfers	<u>(7,000)</u>	<u>(7,000)</u>	<u>117,560</u>	<u>-1679.4%</u>
Excess (Deficiency) of Revenues	21,400	21,400	18,949	
Fund Balance, July 1	<u>667,030</u>	<u>667,030</u>	<u>667,030</u>	
Fund Balance plus Cont. Capital, Sept 30	<u>\$ 688,430</u>	<u>\$ 688,430</u>	<u>\$ 685,979</u>	

STORRS CENTER
Statement of Revenue & Expense
September 2014

CURRENT MONTH		
Actual	Budget	Variance
13,649.00	5,279.00	8,370.00
25,942.00	30,364.00	(4,422.00)
.00	.00	.00
<u>39,591.00</u>	<u>35,643.00</u>	<u>3,948.00</u>
<u>(2,357.45)</u>	<u>(2,128.00)</u>	<u>(229.45)</u>
<u>37,233.55</u>	<u>33,515.00</u>	<u>3,718.55</u>

YEAR-TO-DATE		
Actual	Budget	Variance
22,216.60	15,837.00	6,379.60
78,281.00	91,092.00	(12,811.00)
155.00	.00	155.00
<u>100,652.60</u>	<u>106,929.00</u>	<u>(6,276.40)</u>
<u>(6,030.67)</u>	<u>(6,384.00)</u>	<u>353.33</u>
<u>94,621.93</u>	<u>100,545.00</u>	<u>(5,923.07)</u>

REVENUES

Transient Parking	22,216.60	15,837.00	6,379.60
Monthly Parking	78,281.00	91,092.00	(12,811.00)
Other Income	155.00	.00	155.00
Total Revenue	<u>100,652.60</u>	<u>106,929.00</u>	<u>(6,276.40)</u>
Less Sales Tax	<u>(6,030.67)</u>	<u>(6,384.00)</u>	<u>353.33</u>
Net Cash Revenue	<u>94,621.93</u>	<u>100,545.00</u>	<u>(5,923.07)</u>

OPERATING EXPENSES

Payroll	27,660.22	21,375.00	(6,285.22)
Payroll Taxes	3,911.62	2,412.00	(1,499.62)
Worker's Compensation	1,593.73	1,119.00	(474.73)
Group Insurance	2,399.93	2,250.00	(149.93)
Retirement	694.13	510.00	(184.13)
Uniforms & Laundry	.00	270.00	270.00
Supplies & Postage	42.51	612.00	569.49
Office Supplies	1,150.62	.00	(1,150.62)
Auto Mileage	229.57	.00	(229.57)
Repairs & Maintenance	7,470.00	1,479.00	(5,991.00)
Elevator Maintenance	.00	1,538.00	1,538.00
Cleaning	.00	2,082.00	2,082.00
Liability Insurance	1,739.64	2,193.00	453.36
Utilities	15,664.67	10,178.00	(5,486.67)
Security Services	.00	294.00	294.00
Advertising	.00	504.00	504.00
Telephone	3,221.01	2,754.00	(467.01)
Fixed Management Fee	3,927.21	3,954.00	26.79
Service Charges	186.38	219.00	32.62
Professional Services	556.98	555.00	(1.98)
Credit Card Fees	737.52	753.00	15.48
Miscellaneous Expense	32.45	.00	(32.45)
Total Expenses	<u>71,218.19</u>	<u>55,051.00</u>	<u>(16,167.19)</u>
Net Operating Surplus	<u>23,403.74</u>	<u>45,494.00</u>	<u>(22,090.26)</u>

8,905.85	7,125.00	(1,780.85)
1,123.80	804.00	(319.80)
512.39	373.00	(139.39)
1,065.16	750.00	(315.16)
222.64	170.00	(52.64)
.00	90.00	90.00
42.51	204.00	161.49
1,019.87	.00	(1,019.87)
21.99	.00	(21.99)
6,536.25	493.00	(6,043.25)
.00	1,538.00	1,538.00
.00	694.00	694.00
579.88	731.00	151.12
5,346.71	3,396.00	(5,486.67)
.00	98.00	98.00
.00	168.00	168.00
1,106.66	918.00	(188.66)
1,309.07	1,318.00	8.93
55.78	73.00	17.22
185.66	185.00	(.66)
303.78	251.00	(52.78)
3.95	.00	(3.95)
<u>28,341.95</u>	<u>19,379.00</u>	<u>(12,498.91)</u>
<u>8,891.60</u>	<u>14,136.00</u>	<u>(8,780.36)</u>

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STORRS CENTER
 Statement of Revenue & Expense
 September 2014

CURRENT MONTH		
Actual	Budget	Variance
255.03	.00	(255.03)
28,596.98	19,379.00	(12,753.94)
8,636.57	14,136.00	(9,035.39)

Incentive Fee
 Total Expenses
 Net Operating Income (Loss)
 Amt Due Owner - Check Herewith

YEAR-TO-DATE		
Actual	Budget	Variance
715.07	.00	(715.07)
71,933.26	55,051.00	(16,882.26)
22,688.67	45,494.00	(22,805.33)
\$8,636.57		

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Town of Mansfield
Cemetery Fund
Balance Sheet
September 30, 2014
 (with comparative totals for September 30, 2013)

	2015	2014
Assets		
Cash and Cash Equivalents	\$ (166,165)	\$ (133,205)
Investments	432,992	407,273
	266,827	274,069
Total Assets	266,827	274,069
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	-	-
	-	-
Total Liabilities	-	-
Fund Balance		
Reserve for Perpetual Care	250,000	250,000
Reserve for Non-Expendable Trust	1,200	1,200
Unreserved	15,627	22,869
	266,827	274,069
Total Fund Balance	266,827	274,069
Total Liabilities and Fund Balance	\$ 266,827	\$ 274,069

**Town of Mansfield
Cemetery Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
(with comparative totals for September 30, 2013)**

	<u>Budget 2014/15</u>	<u>2015</u>	<u>2014</u>
Revenues			
Investment Income	\$ 11,000	\$ 2,223	\$ 1,918
Unrealized Gain/Loss on Investments	5,000	(2,386)	1,392
Sale of Plots	2,400	1,200	1,200
Total Revenues	<u>18,400</u>	<u>1,037</u>	<u>4,510</u>
Operating Transfers			
Transfer from General Fund	36,000	9,000	-
Total Operating Transfers	<u>36,000</u>	<u>9,000</u>	<u>-</u>
Total Rev & Oper Transfers	<u>54,400</u>	<u>10,037</u>	<u>4,510</u>
Expenditures			
Salaries	5,200	1,353	1,217
Cemetery Maintenance	10,000	50	-
Mowing Service	18,750	2,320	2,585
Total Expenditures	<u>33,950</u>	<u>3,723</u>	<u>3,802</u>
Excess (Deficiency) of Revenues	20,450	6,314	708
Fund Balance, July 1	<u>260,513</u>	<u>260,513</u>	<u>273,361</u>
Fund Balance, Sept 30	<u>\$ 280,963</u>	<u>\$ 266,827</u>	<u>\$ 274,069</u>

Town of Mansfield
Investment Pool
September 30, 2014

	Market Value <u>June 30, 2014</u>	Market Value <u>Sep 30, 2014</u>	Market Value <u>Dec 31, 2014</u>	Market Value <u>Mar 31, 2015</u>	Market Value <u>June 30, 2015</u>	Fiscal 14/15 Change In Value
Stock Funds						
Fidelity Investments						
Select Utilities Growth	\$ 79,071.42	\$ 75,695.43	\$	\$	\$	(3,375.99)
Total Stock Funds	<u>79,071.42</u>	<u>75,695.43</u>				<u>(3,375.99)</u>
Bond Funds						
Wells Fargo Advantage						
Wells Fargo Income Plus - Inv	73,171.26	73,121.81				(49.45)
T. Rowe Price						
U.S. Treasury Long	83,591.61	85,666.60				2,074.99
People's Securities						
U.S. Treasury Ntoes	67,003.82	67,012.39				8.57
Vanguard Investments						
GNMA Fund	363,042.08	364,133.57				1,091.49
Total Bond Funds	<u>586,808.77</u>	<u>589,934.37</u>				<u>3,125.60</u>
Cash						
Bank of America						
Money Market Reserves						
Total Cash						
Total Investments	<u>\$ 665,880.19</u>	<u>\$ 665,629.80</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$ (250.39)</u>

**Town of Mansfield
Investment Pool
September 30, 2014**

	Equity Percentage	Equity In Investments
Cemetery Fund	65.050%	432,992.18
School Non-Expendable Trust Fund	0.092%	612.38
Compensated Absences Fund	34.858%	232,025.24
 Total Equity by Fund	 100.000%	 665,629.80

Investments	Market Value
<u>Stock Funds:</u>	
Fidelity - Select Utilities Growth	75,695.43
Sub-Total Stock Funds	75,695.43
 <u>Bond Funds:</u>	
Wells Fargo Advantage -Income Plus	73,121.81
T. Rowe Price - U. S. Treasury Long-Term	85,666.60
People's Securities, Inc. - U.S. Treasury Notes	67,012.39
Vanguard - GNMA Fund	364,133.57
Sub-Total Bond Funds	589,934.37
Total Investments	665,629.80

Allocation	Amount	Percentage
Stocks	75,695.43	11.37%
Bonds	589,934.37	88.63%
 Total Investments	 665,629.80	 100.00%

Eastern Highlands Health District
General Fund
Balance Sheet
September 30, 2014
 (with comparative totals for September 30, 2013)

	2015	2014
Assets		
Cash and Cash Equivalents	\$ 376,015	\$ 501,809
Total Assets	376,015	501,809
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	-	4,083
Total Liabilities	-	4,083
Fund Balance	376,015	497,726
Total Liabilities and Fund Balance	\$ 376,015	\$ 501,809

Eastern Highlands Health District
General Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
(with comparative totals for September 30, 2013)

	Adopted Budget 2014/15	Amended Budget 2014/15	2015	Percent of Adopted Budget	2014
Revenues					
Member Town Contributions	\$ 390,840	\$ 390,840	\$ 97,710	25.0%	\$ 94,394
State Grants	149,860	149,860	149,857	100.0%	151,852
Septic Permits	32,030	32,030	11,210	35.0%	9,520
Well Permits	14,700	14,700	5,725	38.9%	3,800
Soil Testing Service	31,500	31,500	10,100	32.1%	9,380
Food Protection Service	61,430	61,430	4,196	6.8%	4,976
B100a Reviews	26,250	26,250	7,560	28.8%	8,585
Septic Plan Reviews	26,460	26,460	9,515	36.0%	7,035
Other Health Services	5,990	5,990	920	15.4%	120
Appropriation of Fund Balance	27,099	27,099	-	0.0%	-
Total Revenues	766,159	766,159	296,793	38.7%	289,662
Expenditures					
Salaries & Wages	569,920	569,920	119,251	20.9%	124,145
Grant Deductions	(78,185)	(78,185)	(15,162)	19.4%	(27,205)
Benefits	184,479	184,479	45,681	24.8%	39,061
Miscellaneous Benefits	6,590	6,590	1,844	28.0%	76
Insurance	15,800	15,800	7,627	48.3%	1,300
Professional & Technical Services	16,200	16,200	58	0.4%	85
Other Purchased Services	41,905	41,905	7,219	17.2%	7,570
Other Supplies	8,000	8,000	1,366	17.1%	1,796
Equipment - Minor	1,450	1,450	45	3.1%	359
Total Expenditures	766,159	766,159	167,929	21.9%	147,187
Operating Transfers					
Transfer to CNR Fund	-	-	-	0.0%	-
Total Exp & Oper Trans	766,159	766,159	167,929	21.9%	147,187
Excess (Deficiency) of Revenues	-	-	128,864		142,475
Fund Balance, July 1	247,151	247,151	247,151		355,251
Fund Balance plus Cont. Capital, Sept 30	<u>\$ 247,151</u>	<u>\$ 247,151</u>	<u>\$ 376,015</u>		<u>\$ 497,726</u>

Eastern Highlands Health District
Capital Non-Recurring Fund
Balance Sheet
September 30, 2014
(with comparative totals for September 30, 2013)

	<u>2015</u>	<u>2014</u>
Assets		
Cash and Cash Equivalents	\$ <u>251,416</u>	\$ <u>141,177</u>
Total Assets	<u>251,416</u>	<u>141,177</u>
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Fund Balance	<u>251,416</u>	<u>141,177</u>
Total Liabilities and Fund Balance	\$ <u>251,416</u>	\$ <u>141,177</u>

Eastern Highlands Health District
Capital Non-Recurring Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
September 30, 2014
(with comparative totals for September 30, 2013)

	<u>2015</u>	<u>2014</u>
Revenues		
State Grants	\$ -	\$ -
Total Revenues	<u>-</u>	<u>-</u>
Operating Transfers		
General Fund	<u>-</u>	<u>-</u>
Total Operating Transfers	<u>-</u>	<u>-</u>
Total Rev & Oper Trans	<u>-</u>	<u>-</u>
Expenditures		
Professional & Technical Services	-	-
Vehicles	-	-
Office Equipment	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues	-	-
Fund Balance, July 1	<u>251,416</u>	<u>141,177</u>
Fund Balance plus Cont. Capital, Sept 30	<u>\$ 251,416</u>	<u>\$ 141,177</u>

Mansfield Downtown Partnership
Statement of Financial Position
September 30, 2014
(with comparative totals for September 30, 2013)

	2014	2013
Assets		
Cash & Cash Equivalents*	\$ 198,848	\$ 358,370
Accounts Receivable	-	900
Total Assets	198,848	359,270
Liabilities		
Accounts Payable	-	422
Total Liabilities	-	422
Fund Balance		
Contributed Capital	51,440	51,440
Unreserved	147,408	307,408
Total Fund Balance	198,848	358,849
Total Liabilities and Fund Balance	\$ 198,848	\$ 359,270

Mansfield Downtown Partnership
Statement of Revenues, Expenditures and
Changes in Fund Balance

	Actual 2009/10	Actual 2010/11	Actual 2011/12	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	Actual 9/30/14
Revenues							
Intergovernmental							
Mansfield General Fund/CNR	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 31,250
Uconn	125,000	125,000	125,000	125,000	125,000	125,000	-
Mansfield Capital Projects *	-	-	-	-	-	-	-
Leyland Share - Relocation	-	10,000	-	-	-	-	-
Membership Fees	20,199	16,983	16,778	17,463	19,680	15,000	260
Local Support	-	-	-	-	-	-	-
State Support	-	-	-	-	-	-	-
Contributions/Other	240	-	-	-	-	-	-
Total Revenues	<u>270,439</u>	<u>276,983</u>	<u>266,778</u>	<u>267,463</u>	<u>269,680</u>	<u>265,000</u>	<u>31,510</u>
Operating Expenditures							
Town Square Contribution	-	-	-	-	100,000	-	-
Salaries and Benefits	135,713	147,126	170,810	182,066	188,736	197,030	46,490
Professional & Technical	28,893	71,561	61,608	78,617	22,937	55,700	4,153
Office Rental	15,918	15,040	8,000	7,810	9,344	12,720	60
Insurance	1,724	1,715	1,747	1,545	2,950	3,380	3,780
Purchased Services	6,666	6,612	9,641	8,716	9,253	11,800	1,420
Supplies & Services	3,257	3,000	1,276	1,380	3,768	1,850	53
Contingency	-	-	-	-	-	21,465	-
Total Operating Expenditures	<u>192,171</u>	<u>245,054</u>	<u>253,082</u>	<u>280,134</u>	<u>336,989</u>	<u>303,945</u>	<u>55,955</u>
Operating Income/(Loss)	78,268	31,929	13,696	(12,671)	(67,309)	(38,945)	(24,445)
Fund Balance, July 1	<u>179,381</u>	<u>257,649</u>	<u>289,578</u>	<u>303,274</u>	<u>290,603</u>	<u>223,294</u>	<u>223,294</u>
Fund Balance, End of Period	<u>\$ 257,649</u>	<u>\$ 289,578</u>	<u>\$ 303,274</u>	<u>\$ 290,603</u>	<u>\$ 223,294</u>	<u>\$ 184,349</u>	<u>\$ 198,848</u>
Contribution Recap							
	Actual 2009/10	Actual 2010/11	Actual 2011/12	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	Actual 9/30/14
Mansfield	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 31,250
Mansfield Capital Projects	-	-	-	-	-	-	-
UCONN	125,000	125,000	125,000	125,000	125,000	125,000	-
Total Contributions	<u>\$ 250,000</u>	<u>\$ 31,250</u>					

Town of Mansfield
Downtown Revitalization and Enhancement
Project #84120 through #84134
Estimated Statement of Revenues, Expenditures and
Changes in Fund Balance
Since Inception

	<u>Budget</u>	<u>Actual</u>
Operating Revenues		
Intergovernmental Revenues		
USDA Rural Development Grant	\$ 215,509	\$ 215,509
DECD STEAP Grants - I, II, III, IV	1,700,000	1,466,240
Urban Action Grant	2,500,000	808,059
DOT Grant # 77-217	1,172,800	-
Urban Action Grant/Rell	10,000,000	10,000,000
DOT Grant # 77-223	2,250,000	1,506,460
Federal Transit Authority (GHFD)	490,000	274,589
Omnibus Bill (DOT)	552,000	467,400
Federal Transit Authority (Bus Facility)	4,940,000	4,668,298
DECD Brownfield Remediation	450,000	437,517
Local Support (DECD grant)	115,640	55,535
Local Share - Bonds	302,000	302,000
Leyland Share (FTA Match & Other)	2,113,860	779,391
EDR Share	1,765,000	1,872,276
Town Square		931,825
Reserve	372,000	372,000
Other	-	257,762
Total Operating Revenues	<u>28,938,809</u>	<u>24,414,861</u>
Operating Expenditures		
Downtown Revitalization & Enhancement:		
Salaries - Temporary	-	174,435
Legal Services	226,847	241,677
Legal Services - DECD Contract	7,442	2,442
Contracted Services	285,884	60,688
Architects & Engineers	2,141,943	2,037,349
Demolition	930,460	949,631
Environmental Remediation	70,022	79,559
Site Improvements	1,474,800	484,709
Construction Costs	21,152,318	20,732,318
Construction - Storrs Road	2,386,822	1,428,741
Construction - Walkway	222,271	222,271
Construction - Intermodal Center	-	1,491,347
Construction - Town Square	-	726,004
Other	40,000	1,500
Total Operating Expenditures	<u>28,938,809</u>	<u>28,632,672</u>
Revenues Over/(Under) Expenditures *	-	(4,217,811)
Fund Balance, July 1	<u>-</u>	<u>-</u>
Fund Balance, End of Period	<u>\$ -</u>	<u>\$ (4,217,811)</u>

* Due from other agencies (grants)

**Town of Mansfield
Serial Bonds Summary
Schools and Town
as of September 30, 2014**

	<u>Schools</u>	<u>Town</u>	<u>Total</u>
Balance at July 1, 2014	\$ 948,500	\$ 1,671,500	\$ 2,620,000
Issued During Period			
Retired During Period			-
Balance at September 30, 2014	<u>\$ 948,500</u>	<u>\$ 1,671,500</u>	<u>\$ 2,620,000</u>

Changes in Bonds and Notes Outstanding

	<u>Serial Bonds</u>	<u>BAN's</u>	<u>Promissory Note</u>	<u>Total</u>
Balance at July 1, 2014	\$ 2,620,000	\$ -	\$ -	\$ 2,620,000
Debt Issued				
Debt Retired				-
Balance at September 30, 2014	<u>\$ 2,620,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,620,000</u>

<u>Description</u>	<u>Original Amount</u>	<u>Payment Date</u>		<u>Bonds</u>	<u>BAN's</u>	<u>Total</u>
		<u>P & I</u>	<u>I</u>			
2004 Town Taxable Gen. Oblig Bond	\$ 2,590,000	6/01	12/01	\$ -		\$ -
2004 School General Oblig. Bond	940,000	6/01	12/01	-		-
2004 Town General Oblig. Bond	725,000	6/01	12/01	-		-
2011 Town General Oblig. Bond	1,485,000	3/15	9/15	1,365,250		1,365,250
2011 Town Sewer Purpose Bond	330,000	3/15	9/15	306,250		306,250
2011 School General Oblig. Bond	1,025,000	3/15	9/15	948,500		948,500
	<u>\$ 7,095,000</u>			<u>\$ 2,620,000</u>	<u>\$ -</u>	<u>\$ 2,620,000</u>

Town of Mansfield
Estimated Detail of Debt Outstanding
Schools and Town
As of September 30, 2014

	Original Amount	Estimated Balance 09/30/14
Schools:		
Consists of -		
2004 General Obligation Bonds:		
MMS IRC	\$ 940,000	\$ -
2011 General Obligation Bonds:		
MMS Heating Conversion	1,025,000	948,500
	1,965,000	948,500
Schools Outstanding Debt		
Town:		
Consists of -		
2004 Taxable General Obligation Bonds:		
Community Center	\$ 2,590,000	\$ -
2004 General Obligation Bonds:		
Library Renovations	725,000	-
2011 General Obligation Bonds:		
Community Center Air Conditioning	173,620	160,500
Hunting Lodge Road Bikeway	105,250	97,250
Salt Storage Shed	263,130	243,000
Storrs Rd/Flaherty Rd Streetscape Improvements	302,000	279,000
Various Equipment Purchases	93,000	80,500
Facility Improvements	40,000	35,000
Transportation Facility Improvements	130,000	120,500
Stone Mill Rd/Laurel Lane Bridge Replacements	378,000	349,500
2011 Sewer Purpose Obligation Bonds:		
Four Corners Sewer & Water Design	330,000	306,250
	5,130,000	1,671,500
Town Outstanding Debt		
Total Debt Outstanding	\$ 7,095,000	\$ 2,620,000

Town of Mansfield
Summary of Investments
September 30, 2014

Capital Projects Fund

Institution	Principal	Rate of Interest (%)	Date of Purchase	Date of Maturity	Accrued Interest @ 9/30/14
State Treasurer	\$ -	-	Various	Various	\$ -
Total Accrued Interest @ 9/30/14					\$ -
Interest Received 7/1/14 - 9/30/14					-
Total Interest, Capital Fund @ 9/30/14					<u>\$ -</u>

Health Insurance Fund

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 9/30/14
MBIA - Class	\$ 759,672	0.020	Various	Various	\$ -
State Treasurer	\$ 2,494,225	0.150	Various	Various	\$ -
Total Accrued Interest @ 9/30/14					\$ -
Interest Received 7/1/14 - 9/30/14					<u>1,140</u>
Total Interest, Health Insurance Fund @ 9/30/14					<u>\$ 1,140</u>

All Other Funds

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 9/30/14
State Treasurer	\$ 14,082,134	0.150	Various	Various	\$ -
Total Accrued Interest @ 9/30/14					\$ -
Interest Received 7/1/14 - 9/30/14					<u>5,566</u>
Total Interest, General Fund, 9/30/14					<u>\$ 5,566</u>

Town of Mansfield
Memo

DATE: October 16, 2014
 To: Matt Hart, Town Manager
 Cherie Trahan, Director of Finance
 From: Christine Gamache, Collector of Revenue
 Subject: Amounts and % of Collections for 7/1/13 to 09/30/2014, comparable to 7/1/12 to 09/30/2013 and 7/1/11 to 09/30/2012

	GRAND LIST			PAID	% PAID	DELINQUENT	
	2013	ADJUSTMENTS	ADJUSTED LIST			BALANCE	% OPEN
RE	24,424,734	62,647	24,487,382	(12,726,270)	52.0%	11,761,112	48.0%
STORRS CENTER RE	530,658	3,968	534,626	(260,937)	48.8%	273,689	51.2%
PER	1,103,929	(1,535)	1,102,394	(685,768)	62.2%	416,626	37.8%
STORRS CENTER PP	45,487	-	45,487	(23,098)	50.8%	22,389	49.2%
MV	2,085,479	(27,610)	2,057,869	(1,835,400)	89.2%	222,468	10.8%
DUE	28,190,286	37,471	28,227,757	(15,531,473)	55.0%	12,696,284	45.0%
TOTAL	28,190,286	37,471	28,227,757	(15,531,473)	55.0%	12,696,284	45.0%

PRIOR YEARS COLLECTION
July 1, 2014 to June 30, 2015

Suspense Collections	3,200	Suspense Interest Less Fees	4,394
Prior Years Taxes	<u>140,311</u>	Interest and Lien Fees	<u>56,686</u>
	<u>143,511</u>		<u>61,080</u>

	GRAND LIST			PAID	% PAID	DELINQUENT	
	2012	ADJUSTMENTS	ADJUSTED LIST			BALANCE	% OPEN
RE	24,454,815	(101,293)	24,353,522	(12,565,740)	51.6%	11,787,782	48.4%
STORRS CENTER RE	392,139	78,297	470,436	(207,486)	44.1%	262,949	55.9%
PER	1,042,661	(380)	1,042,281	(622,169)	59.7%	420,112	40.3%
MV	2,060,254	(22,968)	2,037,287	(1,771,957)	87.0%	265,330	13.0%
DUE	27,949,868	(46,343)	27,903,525	(14,455,216)	51.8%	13,448,309	48.2%
TOTAL	27,949,868	(46,343)	27,903,525	(14,455,216)	51.8%	13,448,309	48.2%

PRIOR YEARS COLLECTION
July 1, 2013 to June 30, 2014

Suspense Collections	6,113	Suspense Interest Less Fees	5,554
Prior Years Taxes	<u>128,308</u>	Interest and Lien Fees	<u>54,013</u>
	<u>134,421</u>		<u>59,566</u>

	GRAND LIST			PAID	% PAID	OPEN BALANCE	% OPEN
	2011	ADJUSTMENTS	ADJUSTED LIST				
RE	23,607,247	(6,532)	23,600,715	(12,032,474)	51.0%	11,568,241	49.0%
STORRS CENTER	54,160	-	54,160	(26,154)	48.3%	28,006	51.7%
PER	907,292	(1,007)	906,285	(537,686)	59.3%	368,600	40.7%
MV	1,995,020	(28,102)	1,966,918	(1,699,918)	86.4%	267,000	13.6%
DUE	26,563,720	(35,640)	26,528,079	(14,296,232)	53.9%	12,231,847	46.1%

PRIOR YEARS COLLECTION
July 1, 2012 to June 30, 2013

Suspense Collections	2,099	Suspense Interest Less Fees	1,496
Prior Years Taxes	<u>113,663</u>	Interest and Lien Fees	<u>50,042</u>
	<u>115,762</u>		<u>51,538</u>

The 2014-15 tax collection year is progressing ahead of the prior 2 years. This is partly due to the new year bills going out a week earlier which helped collections come in earlier. Prior year collections are moderately ahead of the last 2 years partly in due to the initiative to encourage past due accounts to pay at least something monthly to avoid further collection actions and the tax sale that was to be conducted in October.

Town of Mansfield
Capital Projects - Open Space
September 30, 2014

	Acreage	Total Budget	Expended Thru 6/30/2014	Current Year Expenditures	Estimated Unexpended Balance	Anticipated Grants
Expenditures Prior to 92/93	-	\$ 4,409,389	\$ 130,794	-	-	-
UNALLOCATED COSTS:						
Appraisal Fees - Various	-	-	42,166	-	-	-
Financial & Legal Fees	-	-	24,134	500.00	-	-
Survey, Inspections & Miscellaneous	-	-	9,402	-	-	-
Outdoor Maintenance	-	-	13,952	-	-	-
Major Additions - Improvements	-	-	3,000	-	-	-
Forest Stewardship-50' Cliff Preserve	-	-	3,852	-	-	-
Parks Coordinator	-	-	103,604	-	-	-
PROPERTY PURCHASES:						
Bassetts Bridge Rd Lots 1,2,3	8.23	-	128,439	-	-	-
Baxter Property	25.80	-	163,330	-	-	-
Bodwell Property	6.50	-	42,703	-	-	-
Boettiger, Orr, Parish Property	106.00	-	101,579	-	-	-
Dorwart Property	61.00	-	342,482	-	-	-
Dunnack Property	32.00	-	35,161	-	-	-
Eaton Property	8.60	-	162,236	-	-	-
Ferguson Property	1.19	-	31,492	-	-	-
Fesik Property	7.40	-	7,636	-	-	-
Hatch/Skinner Property	35.33	-	291,780	-	-	-
Holinko Property	18.60	-	62,576	-	-	-
Larkin Property	11.70	-	24,202	-	-	-
Laugardia Property - Dodd Rd.	-	-	5,700	-	-	-
Lion's Club Park	-	-	81,871	-	-	-
Malek Property	-	-	25,500	-	-	-
Marshall Property	17.00	-	17,172	-	-	-
McGregor Property	2.10	-	8,804	-	-	-
McShea Property	-	-	1,500	-	-	-
* Merrow Meadow Park Develop.	15.00	-	-	-	-	-
Morneau Property	-	-	4,310	-	-	-
Moss Property	134.50	-	100,000	-	-	-
Mulberry Road (Joshua's Trust)	5.90	-	12,500	-	-	-
Muliane Property (Joshua's Trust)	17.00	-	10,000	-	-	-
Olsen Property	59.75	-	104,133	-	-	-
Ossen - Birchwood Heights Property	-	-	500	-	-	-
Porter Property	6.70	-	135,466	-	-	-
Reed Property	23.70	-	69,527	-	-	-
Rich Property	102.00	-	283,322	-	-	-
Sibley Property	50.57	-	90,734	-	-	-
Swanson Property (Browns Rd)	29.00	-	64,423	-	-	-
Thompson/Swaney Prop. (Bone Mill)	-	-	1,500	-	-	-
Torrey Property	29.50	-	91,792	-	-	-
Vernon Property	3.00	-	31,732	-	-	-
Estate of Vernon - Property	68.41	-	257,996	-	-	-
Warren Property	6.80	-	24,638	-	-	-
Watts Property	23.50	-	92,456	-	-	-
	<u>916.78</u>	<u>\$ 4,409,389</u>	<u>\$ 3,240,096</u>	<u>\$ 500</u>	<u>\$ 1,168,793</u>	<u>\$ -</u>

Project Name		Breakdown of Expenditures of Prior to 92/93	
85105 - Local Funds 90/91 - 03/04	\$1,902,855	White Cedar Swamp - Purchase	\$50,000
85105 - Local Support June 15, 2001	5,000	Appraisal Fees	250
85105 - State Support - Rich Property	60,000	Financial Fees	5,457
85105 - State Support - Hatch/Skinner Property	126,000	Miscellaneous Costs	605
85105 - State Support - Olsen Property	50,000	Unidentifiable (Prior 89/90)	<u>74,478</u>
85105 - State Support - Vernon Property	113,000		
85105 - State Support - Dorwart Property	112,534		<u>\$130,790</u>
85114 - Bonded Funds	1,000,000		
85107 - Authorized Bonds 2010/11	1,040,000		
	<u>\$4,409,389</u>		

*The Merrow Meadow Park property was donated to us. Funds were expended to improve the property, supported partially by a State grant in the amount of \$63,600.

**TOWN OF MANSFIELD
BOARD OF EDUCATION
RECAP OF SPECIAL EDUCATION REVENUES AND EXPENDITURES**

As of September 30, 2014

REVENUE:

TUITION REVENUE:

RECEIVED TO DATE	-	
OUTSTANDING RECEIVABLE	11,400.00	
TOTAL TUITION REVENUE	11,400.00	
EXCESS COST & STATE AGENCY GRANT SERVICES FOR THE BLIND	105,657.52	* <i>Capped at 76.9%</i>
MEDICAID REIMBURSEMENT PROGRAM	15,282.94	
TOTAL REVENUES		132,340.46

EXPENDITURES:

TUITION PAYMENTS 112-61600-xxxxx-52		
BUDGET	90,000.00	
ANTICIPATED EXPENDITURES	(145,446.50)	
	(55,446.50)	
OCCUPATIONAL & PHYSICAL THERAPY 112-62104-xxxxx-52		
BUDGET	230,500.00	
ANTICIPATED EXPENDITURES	(242,697.36)	
	(12,197.36)	
TRANSPORTATION 112-62802-53910-52		
BUDGET	150,000.00	
ANTICIPATED EXPENDITURES	(51,071.60)	
	98,928.40	
TOTAL EXPENDITURES BALANCE - UNDER (OVER)		31,284.54
TOTAL BALANCE UNDER (OVER) BUDGET		163,625.00

MAINTENANCE PROJECTS - CAPITAL 86260

Date	Project Description	Status	Paid	Encumbered	Total Estimated Project Cost	Account Balance
7/1/2012	12/13 Beginning Balance					101,587
6/30/2013	12/13 Ending Balance					(2,562)
7/1/2013	13/14 Appropriation \$35,000					32,438
20	Woodland Building & Renovations Tile - MCC	Completed	7,693	-	7,693	24,745
21	Bell/Simons Companies Compressor - Library	Completed	1,508	-	1,508	23,237
22	Woodland Building & Renovations Family Changing Room Shower-MCC	Completed	3,925	-	3,925	19,312
23	Mansfield Supply Senior Center A/C	Completed	238		238	19,073
24	SB Church Vinton well repairs	Cancel prior year encumbrance		(2,000)	(2,000)	21,073
25	Willimantic Winnelson Plumbing/Electrical supplies MCC Generator	Cancel prior year encumbrance		(2,500)	(2,500)	23,573
26	Overhead Door Repairs/Installation PW & Maint.Shop Doors	Cancel prior year encumbrance		(235)	(235)	23,808
27	Laroche Builders Gutters/Downspouts - Library	Completed	6,201		6,201	17,607
28	Professional Lock Security Locks for all schools	Reclassify to School Security Grant	(9,831)			27,438
29	Ander's Carpet Service Library	Cancel prior year encumbrance		(6,011)	(6,011)	33,449
30	Specialty Shop Cabinets and countertops Senior Center	Completed	6,200	-	6,200	27,249
31	Northeast Painters Painting dinning room Senior Center	Completed	1,910		1,910	25,339
32	Sherwin Williams Paint for Senior Center	Completed	504		504	24,835
33	Bell/Simons Companies A/C - Library	Completed	2,266		2,266	22,569
34	Grainite City Community Center - Lights	Completed	354	-	354	22,215
35	O.L. Willard Senior Center - Painting Supplies	Completed	105		105	22,110
36	Home Depot Senior Center - Painting Supplies	Completed	28		28	22,082
37	Mansfield Supply Senior Center - Painting Supplies	Completed	85		85	21,998
6/30/2014	13/14 Ending Balance					21,998

Town of Mansfield
Revenue Summary by Source
September 30, 2014

Account and Description	Appropriation	Approp Adj	Debit Amounts	Credit Amounts	Ending Balance	%Recd	Activity
40101 Current Year Levy	\$ (27,144,714)	\$ -	\$ 18,463	\$ 15,551,129	\$ (11,612,048)	57.22	\$ 15,532,666
40102 Prior Year Levy	(175,000)	-	11,479	152,453	(34,025)	80.56	140,975
40103 Interest & Lien Fees	(135,000)	-	217	56,978	(78,238)	42.05	56,762
40104 Motor Vehicle Supplement	(165,000)	-	-	-	(165,000)	0.00	-
40105 Susp. Coll. Taxes - Trnsc.	(6,000)	-	14	3,214	(2,800)	53.34	3,200
40106 Susp. Coll. Int. - Trnsc.	(4,000)	-	-	4,394	394	109.85	4,394
40109 Collection Fees	-	-	-	468	468	0.00	468
40110 Current Yr Levy - Storrs Ctr	(1,273,290)	-	-	-	(1,273,290)	0.00	-
40111 Current Yr Levy - Storrs Ctr - Abatement	715,000	-	-	-	715,000	0.00	-
Total Taxes and Related Items	(28,188,004)	-	30,172	15,768,637	(12,449,539)	55.83	15,738,465
40201 Misc Licenses & Permits	(2,980)	-	10	949	(2,041)	31.51	939
40202 Sport Licenses	(300)	-	27	80	(247)	17.67	53
40203 Dog Licenses	(8,000)	-	(3,914)	954	(3,132)	60.86	4,869
40204 Conveyance Tax	(165,570)	-	2,123	68,643	(99,049)	40.18	66,521
40210 Subdivision Permits	(2,000)	-	-	-	(2,000)	0.00	-
40211 Zoning/Special Permits	(17,000)	-	-	1,165	(15,835)	6.85	1,165
40212 Zba Applications	(2,000)	-	-	-	(2,000)	0.00	-
40214 Iwa Permits	(2,750)	-	-	440	(2,310)	16.00	440
40224 Road Permits	(550)	-	-	795	245	144.55	795
40230 Building Permits	(200,000)	-	102	32,950	(167,152)	16.42	32,848
40231 Adm Cost Reimb-permits	(200)	-	-	32	(168)	16.00	32
40232 Housing Code Permits	(90,000)	-	-	18,360	(71,640)	20.40	18,360
40233 Housing Code Penalties	(1,100)	-	-	-	(1,100)	0.00	-
40234 Landlord Registrations	(2,000)	-	-	475	(1,525)	23.75	475
Total Licenses and Permits	(494,450)	-	(1,653)	124,843	(367,954)	25.58	126,496
40357 Social Serv Block Grant	(3,470)	-	-	885	(2,585)	25.50	885
Total Fed. Support Gov	(3,470)	-	-	885	(2,585)	25.50	885
40401 Education Assistance	(10,186,650)	-	-	-	(10,186,650)	0.00	-
40402 School Transportation	(120,790)	-	-	-	(120,790)	0.00	-
Total State Support Education	(10,307,440)	-	-	-	(10,307,440)	0.00	-
40451 Pilot - State Property	(6,957,610)	-	-	7,656,351	698,741	110.04	7,656,351
40454 Circuit Crt-parking Fines	(500)	-	-	200	(300)	40.00	200

Town of Mansfield
Revenue Summary by Source
September 30, 2014

Account and Description	Appropriation	Approp Adj	Debit Amounts	Credit Amounts	Ending Balance	%Recd	Activity
40455 Circuit Breaker	(50,920)	-	-	-	(50,920)	0.00	-
40456 Tax Relief For Elderly	(2,000)	-	-	-	(2,000)	0.00	-
40457 Library - Connecticard/ill	(13,790)	-	-	-	(13,790)	0.00	-
40458 Library - Basic Grant	(1,230)	-	-	-	(1,230)	0.00	-
40462 Disability Exempt Reimb	(1,200)	-	-	-	(1,200)	0.00	-
40465 Emerg Mgmt Performance Grant	(14,500)	-	39,786	39,867	(14,420)	0.56	81
40469 Veterans Reimb	(7,220)	-	-	-	(7,220)	0.00	-
40470 State Revenue Sharing	(6,430)	-	-	-	(6,430)	0.00	-
40485 State Support - Other	(312,770)	-	-	-	(312,770)	0.00	-
40494 Judicial Revenue Distribution	(9,000)	-	-	2,915	(6,085)	32.39	2,915
40551 Pilot - Senior Housing	-	-	17,722	22,183	4,461	0.00	4,461
Total State Support Gov	(7,377,170)	-	57,508	7,721,516	286,838	103.89	7,664,008
40605 Region 19 Financial Serv	(95,200)	-	-	23,800	(71,400)	25.00	23,800
40606 Health District Services	(27,400)	-	-	-	(27,400)	0.00	-
40610 Recording	(60,000)	-	482	13,393	(47,089)	21.52	12,911
40611 Copies Of Records	(12,100)	-	503	3,202	(9,401)	22.31	2,699
40612 Vital Statistics	(12,000)	-	20	3,152	(8,868)	26.10	3,132
40613 Sale Of Maps/regs	(100)	-	-	6,038	5,938	6,037.50	6,038
40620 Police Service	(96,000)	-	4	19,669	(76,335)	20.48	19,665
40622 Redemption/Release Fees	(1,000)	-	-	345	(655)	34.50	345
40625 Animal Adoption Fees	(900)	-	-	155	(745)	17.22	155
40641 FINES ON OVERDUE BOOKS	(9,800)	-	-	1,642	(8,159)	16.75	1,642
40644 PARKING PLAN REVIEW FEE	(500)	-	-	595	95	119.00	595
40650 Blue Prints	(200)	-	-	-	(200)	0.00	-
40656 Reg Dist 19 Grnds Mntnce	(17,300)	-	-	4,325	(12,975)	25.00	4,325
40663 Zoning Regulations	(100)	-	-	101	1	101.00	101
40671 Day Care Grounds Maintenance	(12,580)	-	-	3,145	(9,435)	25.00	3,145
40674 Charge for Services	(3,000)	-	-	468	(2,532)	15.59	468
40678 Celeron Sq Assoc Bikepath Main	(2,700)	-	-	2,700	-	100.00	2,700
40699 Fire Safety Code Fees	(20,000)	-	-	2,599	(17,401)	13.00	2,599
Total Charge for Services	(370,880)	-	1,009	85,328	(286,561)	22.74	84,319
40702 Parking Tickets - Town	(4,500)	-	-	655	(3,845)	14.56	655
40705 Town Parking Fines - Storrs Center	-	-	1,953	12,064	10,111	0.00	10,111
40710 Building Fines	(1,000)	-	-	500	(500)	50.00	500
40711 Landlord Registration Penalty	(90)	-	-	-	(90)	0.00	-

Town of Mansfield
Revenue Summary by Source
September 30, 2014

Account and Description	Appropriation	Approp Adj	Debit Amounts	Credit Amounts	Ending Balance	%Recd	Activity
40713 NUISANCE ORDINANCE	(8,000)	-	-	2,600	(5,400)	32.50	2,600
40715 Ordinance Violation Penalty	(1,380)	-	-	660	(721)	47.79	660
40716 Noise Ordinance Violation	(300)	-	-	-	(300)	0.00	-
40717 Possession Alcohol Ordinance	(20,000)	-	-	4,680	(15,320)	23.40	4,680
40718 Open Liquor Container Ordin	(10,000)	-	-	3,110	(6,890)	31.10	3,110
Total Fines and Forfeitures	(45,270)	-	1,953	24,269	(22,954)	49.30	22,316
40804 Rent - Historical Soc	(2,000)	-	-	1,700	(300)	85.00	1,700
40807 Rent - Town Hall	(7,580)	-	-	-	(7,580)	0.00	-
40808 Rent - Senior Center	(100)	-	-	-	(100)	0.00	-
40817 Telecom Services Payment	(55,000)	-	-	42,843	(12,158)	77.90	42,843
40820 Interest Income	(25,000)	-	26	3,757	(21,269)	14.93	3,731
40824 Sale Of Supplies	(20)	-	-	3	(17)	15.00	3
40825 Rent - R19 Maintenance	(2,790)	-	-	698	(2,093)	25.00	698
40890 Other	(2,500)	-	26	372	(2,154)	13.84	346
Total Miscellaneous	(94,990)	-	52	49,372	(45,670)	51.92	49,320
40928 School Cafeteria	(2,550)	-	-	-	(2,550)	0.00	-
Total Operating Transfers In	(2,550)	-	-	-	(2,550)	0.00	-
Total 111 General Fund - Town	\$ (46,884,224)	\$ -	\$ 89,041.32	\$ 23,774,849.59	\$ (23,198,416)	50.52	\$ 23,685,808

Town of Mansfield
Expenditure Summary by Activity
September 30, 2014

Account and Description	Appropriation	Approp Adj	Encumbrances	Expenditures	Remaining Balance	% Used
General Government						
11100 Legislative	\$ 102,500	\$ -	\$ -	\$ 51,432	\$ 51,068	50%
12100 Municipal Management	222,460	-	-	47,058	175,402	21%
12200 Human Resources	142,370	-	65	24,427	117,878	17%
13100 Town Attorney	45,000	-	26,755	8,245	10,000	78%
13200 Probate	7,010	-	-	7,010	0	100%
14200 Registrars	50,320	-	-	4,852	45,468	10%
15100 Town Clerk	223,770	-	11,620	51,933	160,217	28%
15200 General Elections	22,900	-	2,000	3,817	17,083	25%
16100 Finance Administration	123,630	-	-	27,764	95,866	22%
16200 Accounting & Disbursements	168,740	-	-	39,928	128,812	24%
16300 Revenue Collections	159,930	-	2,535	52,684	104,712	35%
16402 Property Assessment	216,525	-	-	46,846	169,679	22%
16510 Central Copying	39,000	-	-	9,841	29,159	25%
16511 Central Services	34,000	-	931	2,128	30,941	9%
16600 Information Technology	10,610	-	-	2,653	7,958	25%
30900 Facilities Management	763,600	-	20,866	194,735	547,999	28%
Total General Government	2,332,365	-	64,771	575,351	1,692,243	27%
Public Safety						
21200 Police Services	1,310,130	-	564	14,848	1,294,718	1%
21300 Animal Control	93,070	-	-	20,153	72,917	22%
22101 Fire Prevention	145,900	-	17,386	31,809	96,705	34%
22155 Fire & Emerg Services Admin	243,595	-	65	37,141	206,389	15%
22160 Fire & Emergency Services	1,678,360	-	71,775	516,335	1,090,250	35%
23100 Emergency Management	61,270	-	-	13,160	48,110	21%
Total Public Safety	3,532,325	-	89,790	633,446	2,809,089	20%
Public Works						
30100 Public Works Administration	87,260	-	-	29,808	57,452	34%

Town of Mansfield
Expenditure Summary by Activity
September 30, 2014

Account and Description	Appropriation	Approp Adj	Encumbrances	Expenditures	Remaining Balance	% Used
30200 Supervision & Operations	121,980	-	1,152	27,745	93,083	24%
30300 Road Services	725,070	-	1,911	174,602	548,557	24%
30400 Grounds Maintenance	379,420	-	4,807	70,290	304,322	20%
30600 Equipment Maintenance	538,410	-	7,753	111,741	418,916	22%
30700 Engineering	201,660	-	3,091	40,020	158,549	21%
Total Public Works	2,053,800	-	18,714	454,207	1,580,879	23%
Community Services						
41200 Health Regulation & Inspection	123,750	-	-	-	123,750	0%
42100 Adult & Administrative Services	340,400	-	240	89,295	250,865	26%
42204 Youth Employment - Middle Sch	-	-	-	209	(209)	#DIV/0!
42210 Youth Services	172,050	-	-	35,602	136,448	21%
42300 Senior Services	213,980	-	-	46,784	167,196	22%
43100 Library Services	677,730	-	7,523	162,098	508,109	25%
45000 Contributions To Area Agency	57,050	-	92,813	87,988	(123,751)	317%
Total Community Services	1,584,960	-	100,576	421,976	1,062,408	33%
Community Development						
30800 Building Inspection	177,270	-	100	41,821	135,349	24%
30810 Housing Inspection	110,280	-	-	23,944	86,336	22%
51100 Planning & Development	242,420	-	-	58,439	183,981	24%
52100 Planning/Zoning Inland/Wetlnd	9,680	-	-	647	9,033	7%
53100 Economic Development	11,220	-	-	-	11,220	0%
58000 Boards and Commissions	6,400	-	-	115	6,285	2%
Total Community Development	557,270	-	100	124,966	432,204	22%
Town-Wide Expenditures						
71000 Employee Benefits	2,528,730	-	95,372	636,854	1,796,505	29%
72000 Insurance (LAP)	143,200	-	67,406	61,935	13,859	90%
73000 Contingency	200,900	-	-	-	200,900	0%
Total Town-Wide Expenditures	2,872,830	-	162,778	698,788	2,011,264	30%

Town of Mansfield
Expenditure Summary by Activity
September 30, 2014

Account and Description	Appropriation	Approp Adj	Encumbrances	Expenditures	Remaining Balance	% Used
Other Financing						
92000 Other Financing Uses	2,710,870	-	-	765,888	1,944,983	28%
Total Other Financing	2,710,870	-	-	765,888	1,944,983	28%
Total 111 General Fund - Town	\$ 15,644,420	\$ -	\$ 436,728	\$ 3,674,622	\$ 11,100,866	26%



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Mary Stanton, Town Clerk
Date: November 10, 2014
Re: Town Council Meeting Schedule for 2015

Subject Matter/Background

Attached please find the proposed meeting schedule for 2015, as prepared by the Town Clerk. The schedule conforms to the Town Council's normal schedule of holding its regular meeting on the second and fourth Monday's of the month, with the exception of holidays.

Recommendation

Staff recommends that the Town Council approve the schedule as presented.

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

Move, effective November 10, 2014 to adopt the Town Council Meeting Schedule for 2015, as presented by the Town Clerk.

Attachments

1) Proposed Town Council Meeting Schedule for 2015



Town Council 2015 Meeting Schedule

In accordance with CGS§ 1-4 and the Mansfield Town Charter the following dates are approved for the Mansfield Town Council's 2015 meeting schedule:

January 12, 2015
January 26, 2015
February 9, 2015
February 23, 2015
March 9, 2015
March 23, 2015
April 13, 2015
April 27, 2015
May 11, 2015
May 26, 2015 (Tuesday /Memorial Day)
June 8, 2015
June 22, 2015
July 13, 2015
July 27, 2015
August 10, 2015
August 24, 2015
September 15, 2015 (Tuesday/Rosh Hashana)
September 28, 2015
October 13, 2015 (Tuesday/Columbus Day)
October 26, 2015
November 9, 2015
November 23, 2015
December 14, 2015
December 28, 2015

Unless otherwise indicated the Mansfield Town Council will meet the second and fourth Monday of each month. All Regular Meetings are to be held in the Council Chambers of the Audrey P. Beck Building and will begin at 7:30 p.m.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager
Date: November 10, 2014
Re: Ethics Code Gift Provision Applicability to Mansfield Board of Education Employees

Subject Matter/Background

In May 2012, the Town Council adopted revisions to the Ethics Ordinance (Code). One major change from the original version is that the Code now applies to Mansfield Board of Education employees. The Board of Education adopted an Ethics policy that closely mirrors the Town's Ethics Code, except for the gift provisions.

Under the Town's Ethics Code and the Board's Ethics policy, the Town's Ethics Board serves as the body that reviews ethics complaints. The Ethics Board has been advised by the former and current Town Attorney that should the Ethics Board receive an ethics complaint against a Mansfield Board of Education employee, the Town's Ethics Code would apply. The Mansfield Board of Education's legal counsel has in the past taken a different opinion on the matter.

At its October 22, 2014 meeting, the Ethics Board issued the attached memo to the Town Council and the Mansfield Board of Education. The Ethics Board respectfully requests that the two policy bodies review the gift provisions of the Code and policy and attempt to find a resolution(s) to the differences between the two documents.

Legal Review

Both the former and current Town Attorney have reviewed the matter and reached the same opinion that the Town's Ethics Code is applicable to Mansfield Board of Education employees. Town Attorney Deneen met with the Ethics Board at their July 17, 2014 meeting and informed the Ethics Board that should they receive an ethics complaint against a Mansfield Board of Education employee, the Town's Ethics Code would apply.

Recommendation

Since the Personnel Committee previously took the lead on the Ethics Code, staff suggests that this communication from the Ethics Board be referred back to that committee. The Personnel Committee can then work with the Mansfield Board of Education and staff on potential resolutions to the discrepancies between the gift provisions of the Town Ethics Code and Board policy.

If the Town Council supports the recommendation then the following motion is in order:

Move effective November 10, 2014 to refer the Ethics Board memorandum dated October 22, 2014 to the Personnel Committee for review, discussion and recommendations.

Attachments

- 1) Memo from Ethics Board, dated October 22, 2014
- 2) Town's Ethics Ordinance
- 3) Mansfield Board of Education's Ethics Policy

TOWN OF MANSFIELD
ETHICS BOARD



Nora Stevens, Chairperson

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336 x5 + Fax: (860) 429-6863

October 22, 2014

Memó To: Mansfield Town Council

Mansfield Board of Education

From: Town of Mansfield Ethics Board *NBS.*

During our meeting of July 17, 2014, the Ethics Board reviewed the situation wherein the Board of Education has devised a code of ethics founded upon, but differing from the code of ethics approved as an ordinance by the Town Council.

As an Ethics Board, our role is to serve in an advisory capacity to the Town council, provide advisory opinions to employees, and conduct investigatory proceedings and render decisions related to ethics complaints. Acting within that role, we would be bound to uphold the Ethics ordinance of the town while advising employees and conducting investigations arising from complaints. As we were reminded during the meeting by our current and former Town Attorneys, educational staff are also town employees.

The Ethics Board would advise that representatives from the Town Council and the Board of Education meet to try and reach a resolution around the section of the code that is in dispute, that being the value of gifts. Many creative solutions to this situation have been proposed, including limiting the value of each student's donation to a group gift, prohibiting all gifts, or finding a total gift value that is agreeable to both parties. Another suggestion was to look at the state policy in Massachusetts which explicitly delineates teacher gifts in a creative way, and even the Association of American Educators website.

In fairness to all students and families, the Ethics Board feels that the acceptance of gifts by staff from students and families should be strongly discouraged. It is our opinion that a resolution of this issue prior to a complaint hearing is a preferable option, rather than receive a complaint and having the Ethics Board placed into a position of appearing to take sides.

Ethics Ordinance
Adopted May 29, 2012

§ 25-1 Title.

This chapter shall be known and may be cited as the "Code of Ethics."

§ 25-2 Authority

This Code is legally authorized by Connecticut General Statutes section 7-148h, and Town of Mansfield Charter section C304.

§ 25-3 Purpose.

The purpose of this Code is to guide elected and appointed Town officials, Town employees and citizens by establishing standards of conduct for public officials and public employees. Public office or employment is a public trust. The trust of the public is essential for government to function effectively. Public policy developed by government officials and public employees affects every citizen of the municipality, and it must be based on honest and fair deliberations and decisions. Good government depends on decisions which are based upon the merits of the issue and are in the best interests of the town as a whole, without regard to personal gain. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town of Mansfield seeks to maintain and increase the confidence of our citizens in the integrity and fairness of their Town government. In pursuit of that goal, these standards are provided to aid those involved in decision making to act in accordance with the public interest, use objective judgment, assure accountability, provide democratic leadership, and uphold the respectability of our Town government.

§ 25-4 Definitions.

As used in this chapter, the following words or phrases shall have the meanings ascribed to them in this section:

ADVISORY BOARD

Any appointed board, committee, commission or agency of the Town of Mansfield without legal authority to finally and effectively require implementation of its determinations, or to legally bind the Town, or to restrict or limit the authority of the Town to take action.

ADVISORY OPINION

A written response by the Board of Ethics to a request by a public official or public employee asking whether their own present or potential action may violate any provision of this Code of Ethics.

BOARD

The Town of Mansfield Board of Ethics established in section 25-5 of this ordinance.

BUSINESS

Any entity through which business for profit or not for profit is conducted, including a corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, or self-employed individual.

BUSINESS WITH WHICH ONE IS ASSOCIATED

A business of which the person or a member of their immediate family is a director, officer, owner, employee, compensated agent, or holder of stock which constitutes five percent or more of the total outstanding stock of any class.

CONFIDENTIAL INFORMATION

Any information, whether transmitted orally or in writing, which is obtained by reason of the public position or public office held and is of such nature that it is not at the time of transmission a matter of public record per the Connecticut Freedom of Information Act, C.G.S. section 1-200, et seq., or public knowledge.

FINANCIAL INTEREST

Any interest representing an actual or potential economic gain or loss, which is neither de minimis nor shared by the general public.

GIFT

Anything of value, including entertainment, food, beverage, travel and lodging given or paid to a public official or public employee, to the extent that a benefit of equal or greater value is not received.

A gift does not include:

- A political contribution otherwise reported as required by law or a donation or payment as described or defined in subdivision (9) or (11) of subsection (b) of Conn. General Statutes section 9-601a;
- Services provided by persons volunteering their time to the Town;
- A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;
- A gift received from a public official or public employee's spouse, fiancé or fiancée, the parent, brother or sister of such spouse or such individual, or the child of such individual or the spouse of such child;
- Goods or services which are provided to the municipality and facilitate governmental action or functions;
- A certificate, plaque or other ceremonial award costing less than one hundred dollars;
- A rebate or discount on the price of anything of value made in the ordinary course of a business without regard to that person's status;
- Printed or recorded informational material germane to governmental action or functions;
- Items of nominal value, not to exceed twenty dollars, containing or displaying promotional material;
- An honorary degree bestowed upon a public official or public employee by a public or private university or college;
- A meal provided at an event and/or the registration or entrance fee or travel costs to attend such an event, in which the public employee or public official participates in his official capacity;

- A meal provided in the home by an individual who resides in the municipality;
- Gifts in-kind of nominal value not to exceed \$25.00 tendered on gift-giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from all donors do not combine to exceed one hundred dollars.

IMMEDIATE FAMILY

Any spouse, child, parent, sibling or co-habiting partner of a public official or public employee, any other individual who resides in the household of the public official or public employee, and the spouse, child, parent or sibling of any such spouse, child, parent, sibling, co-habiting partner or other individual who resides in the household.

INDIVIDUAL

Any natural person.

INDIVIDUAL WITH WHOM ONE IS ASSOCIATED

Any individual with whom the public official or public employee or a member of their immediate family mutually has an interest in any business.

OFFICIAL RESPONSIBILITY

The direct administrative or operating authority, whether exercised personally or through subordinates, to approve, disapprove, or to otherwise direct Town government action.

PERSON

Any individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

PUBLIC EMPLOYEE

Any person or contractor of the Town of Mansfield, including the employees of the Board of Education to the extent permitted by law, full or part time, receiving wages or other compensation for services rendered.

PUBLIC OFFICIAL

Any elected or appointed official, whether paid or unpaid or full or part-time, of the Town or a political subdivision thereof, including members and alternate members of town agencies, boards and commissions, and committees, or any other board, commission or agency that performs legislative, administrative, or judicial functions or exercises financial authority (collectively hereinafter referred to as "body"), including candidates for any such office, except for any member of an advisory board. Town agencies, boards, commissions and committees that have sufficient authority to qualify as Public Officials subject to the requirements of this Code are the Town Council, Board of Education, Planning and Zoning Commission, Inland Wetlands Agency, Zoning Board of Appeals, Conservation Commission, Board of Assessment Appeals, Board of Ethics, Building Board of Appeals, Housing Code Board of Appeals, Historic District Commission, Personnel Appeals Board, the Advisory Committee on the Needs of Persons with Disabilities when it is functioning as the ADA Grievance Committee, the Mansfield Downtown Partnership Board and its employees when functioning as the town's municipal development agency, and any hearing officer appointed per section 129-4 of the Hearing Procedure for Citations Ordinance, or section 189-6A of the Zoning Violations Ordinance, of the Code of the Town of Mansfield.

§ 25-5 Board of Ethics.

A. There is hereby established a Board of Ethics consisting of five (5) electors of the Town. The members shall be appointed by the Town Council and shall serve for a term of three (3) years, except for the initial Board upon which two (2) members served for a term of two (2) years, and one (1) member served for a term of one (1) year. Terms shall commence on the first day of the month after the date of appointment. Any vacancy that occurs shall be filled for the unexpired portion of the term.

B. Alternate members. In addition to the regular members, the Town Council shall appoint two (2) alternate members to serve in the absence of any regular member(s). The initial appointments were for a term that expired on June 30, 1996. Thereafter, all terms have been and shall continue to be for two years.

C. No more than three (3) members and no more than one (1) alternate member shall be of the same political party at any time.

D. All members and alternates shall be electors of the Town. No member or alternate shall (1) hold or campaign for any public office; (2) hold office in any political party committee, political committee, candidate committee, exploratory committee or national committee, as those terms are defined in Connecticut General Statutes section 9-601, as amended; (3) serve as a public official as defined in section 25-4 of this Code; or (4) be a public employee. Members of the Board of Ethics may also serve on any Town advisory board.

E. Any member of the Board of Ethics shall have an unrestricted right to vote, make political contributions, attend or buy a ticket to fundraising or other political events, identify himself or herself as a member of a political party, be politically active in connection with a question that is not specifically identified with a candidate for any Town office subject to the jurisdiction of the Board of Ethics such as a referendum or approval of a municipal ordinance, or any other question or issue of a similar character, and otherwise participate fully in public affairs. No member or employee of the Board of Ethics may, however, publicly endorse or publicly oppose any candidate for any Town office subject to the jurisdiction of the Board of Ethics per this Code, in a speech, public advertisement, political advertisement, broadcast, campaign literature, or similar action or material; take any part in managing the political campaign of any such candidate, or initiate or circulate a nomination petition, work as a driver transporting voters to the polls during an election, or directly solicit, receive, collect, handle, disburse or account for assessments, contributions or other funds for any such candidate; place a sign or sticker supporting or opposing a candidate for any such Town office on real or personal property owned by the placer of such sign or sticker; or become a candidate for any such Town office.

§ 25-6 Organization and Procedure.

A. The Board of Ethics shall elect a chairperson who shall preside at meetings of the Board, a vice-chairperson to preside in the absence of the chairperson, and a secretary. In the absence of both the chairperson and vice-chairperson, Board members shall elect a temporary chairperson. Three members shall constitute a quorum. Except for its final determination of a complaint after a hearing per section 25-8(G) of this ordinance, a majority vote of the Board shall be required for action of the Board. The chairperson, vice-chairperson in the absence of the chair, or any three regular members may call a special meeting of the Board.

B. The Board of Ethics shall (1) Compile and maintain a record of all reports, advisory opinions, statements, and memoranda filed with the Board to facilitate public access to such reports and statements in instances in which such public disclosure is legally permissible; (2) Issue advisory opinions with regard to the requirements of this Code of Ethics upon the request of any public official, public employee or agency of the Town regarding whether their own present or potential action may violate any provision of this Code. Advisory opinions rendered by the Board of Ethics shall be binding on the Board and shall be deemed to be final decisions of the Board. Any advisory opinion concerning an official or employee who requested the opinion and who acted in reliance thereon in good faith, shall be an absolute defense in any subsequent matter regarding the same issue(s) brought under the provisions of this Code; The Board may make available to the public such advisory opinions which do not invade personal privacy and take other appropriate steps in an effort to increase public awareness of this Code of Ethics; (3) The Board of Ethics shall prepare and submit to the Town Council an annual report of its actions during the preceding twelve (12) months and its recommendations, if any. Additional reports, opinions and recommendations may be submitted by the Board to the Town Council at any time. In all such submissions, the Board shall be careful to protect and uphold the confidentiality of all information regarding cases in which no final determination of violation has been made; (4) The Board shall prepare materials informing public officials and public employees of their rights and responsibilities under this Code of Ethics.

C. The Board of Ethics shall establish and from time to time amend its own rules and procedures, which shall be made available to the public at the Office of the Town Clerk.

D. The Board of Ethics may utilize or employ necessary staff or outside counsel within available appropriations and in accordance with existing rules and procedures of the Town of Mansfield.

Section 25-7 Rules.

A. Outside Business. No public employee or public official shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, which is incompatible with the proper discharge of their official responsibilities in the public interest or which would tend to impair their independent judgment or action in the performance of their official responsibilities.

B. Gifts. (1) No public employee or public official shall solicit or accept any gift from any person interested in any pending matter within such individual's official responsibility. (2) If a prohibited gift is offered, the public employee or public official must refuse it, return it, pay the donor the full value of the gift, or donate it to a non-profit organization provided that the public employee or public official does not take the corresponding tax deduction. Alternatively, it may be considered a gift to the Town of Mansfield provided it remains in the Town's possession permanently.

C. Conflict of Interest. (1) A public official or public employee shall not vote upon or otherwise participate to any extent in any matter on behalf of the Town of Mansfield if he or she, a business with which they are associated, an individual with whom they are associated, or a member of his or her immediate family has a financial interest in the transaction or contract, including but not limited to the sale of real estate, material, supplies or services to the Town of Mansfield. (2) If such participation is within the scope of the official responsibility of the public employee or public official, as soon as possible after they become aware of such conflict of interest, they shall submit written disclosure which sets forth in detail the nature and extent of such interest to their agency or supervisor as the case may be, and to the Board of Ethics. (3)

Notwithstanding the prohibition in subsection (C)(1), a public employee or public official may vote or otherwise participate in a matter if it involves a determination of general policy and the interest is shared with a substantial segment of the population of the Town of Mansfield.

D. Representing Private Interests. (1) Except for a public official who receives no compensation for their service to the Town other than per diem payments or reimbursement of expenses, no public employee or public official shall appear on behalf of private interests before any board, agency, commission or committee of the Town of Mansfield. (2) No public employee or public official shall represent private interests against the interest of the Town in any litigation to which the Town is a party.

E. Self-Representation. Nothing contained in this Code of Ethics shall prohibit or restrict a public employee or public official from appearing before any board, agency, commission or committee of the Town of Mansfield on their own behalf, or from being a party in any action, proceeding or litigation brought by or against the public employee or public official to which the Town of Mansfield is a party.

F. Confidential Information. No public employee or public official shall disclose confidential information, as defined in section 25-4 of this Code, concerning Town affairs, nor shall such employee or official use such information for the financial interests of himself or herself or others.

G. Use of Town Property. No public employee or public official shall request or permit the use of Town funds, services, Town owned vehicles, equipment, facilities, materials or property for personal use, except when such are available to the public generally or are provided by written official Town policy or contract for the use of such public employee or public official. Enforcement of this provision shall be consistent with the Town's legal obligations.

H. Contracts with the Town. No public employee or public official, or a business with which they are associated, or member of their immediate family shall enter into a contract with the Town of Mansfield unless it is awarded per the requirements of prevailing law, and in particular, Chapter 76 of the Code of the Town of Mansfield, "The Ordinance for Obtaining Goods and Services."

I. Financial Benefit. No public employee or public official may use their position or office for the financial benefit of themselves, a business with which they are associated, an individual with which they are associated, or a member of their immediate family.

J. Fees or Honoraria. No public employee or public official acting in their official capacity shall accept a fee or honorarium for an article, appearance or speech, or for participation at an event.

K. Bribery. No public employee or public official, or member of such individual's immediate family or business with which they are associated, shall solicit or accept anything of value, including but not limited to a gift, loan, political contribution, reward or promise of future employment based on any understanding that the vote, official action or judgment of the public employee or public official would be or had been influenced thereby.

L. Disclosure. Any public official or public employee who presents or speaks to any board, committee, commission or agency during the time set aside during any meeting of any such body for public comment shall at that time disclose their name, address, and Town of Mansfield

public affiliation, regardless of whether said affiliation is related to the matter being addressed by the speaker.

M. Political Activity. No public official or public employee may request, or authorize any other public official or public employee to request that a subordinate employee of the Town actively participate in an election campaign or make a political contribution. No public official or public employee may engage in any political activity while on duty for the Town, or with the use of Town funds, supplies, vehicles or facilities. Political activity includes voting, making political contributions, buying a ticket to fundraising or other political events; taking an active role in connection with a question such as a referendum or approval of a municipal ordinance, or any other question or issue of a similar character, and otherwise participating in political affairs; endorsing or opposing any candidate for any public office; taking any part in managing the political campaign of any such candidate, or initiating or circulating a nomination petition, working as a driver transporting voters to the polls during an election, or directly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for any such candidate; placing or wearing a sign or sticker supporting or opposing a candidate for any public office; becoming or acting as a candidate for any public office. However, no Mansfield voter may be prohibited from voting at any Town Meeting based on their status as a public official or public employee. Activity legally authorized by Connecticut General Statutes section 9-369b, regarding the preparation, printing and dissemination of certain explanatory materials pertaining to referendum questions and proposals, is exempt from such restriction.

§ 25-8 Powers and Duties. Complaints and Investigations. Confidentiality

A. (1) Upon the complaint of any person on a form prescribed by the Board of Ethics, signed under penalty of false statement, or upon its own complaint, the Board of Ethics shall investigate any alleged violation of this Code. Unless and until the Board of Ethics makes a finding of a violation, a complaint alleging a violation of this Code shall be confidential except upon the request of the respondent.

B. (1) No later than ten (10) days after the receipt or issuance of such complaint, the Board shall provide notice of such receipt or issuance and a copy of the complaint by registered or certified mail to any respondent against whom such complaint is filed, and shall provide notice of the receipt of such complaint to the complainant. (2) The Board of Ethics shall review and investigate the complaint to determine whether the allegations contained therein constitute a violation of any provision of the Code. This investigation shall be confidential except upon the request of the respondent. If the investigation is confidential, any allegations and any information supplied to or received from the Board of Ethics shall not be disclosed to any third party by a complainant, witness, designated party, or Board of Ethics member.

C. (1) In the conduct of its investigation of an alleged violation of this Code, the Board of Ethics shall have the power to hold investigative hearings, administer oaths, examine witnesses, receive oral, documentary and demonstrative evidence, subpoena witnesses and require by subpoena duces tecum the production for examination by the Board of any books and papers which the Board deems relevant in any matter under investigation. In the exercise of such powers, the Board may use the services of the Town police, who shall provide the same upon the request of the Board. Any such subpoena is enforceable upon application to the Superior Court. (2) If any such investigative hearing is scheduled, the Board of Ethics shall consult

forthwith with the town attorney or outside counsel authorized per section 25-7D of this Code. The respondent shall have the right to appear, to be represented by legal counsel and to examine and cross-examine witnesses.

D. (1) If, after investigation, the Board of Ethics determines that the complaint does not allege sufficient facts to constitute probable cause of a violation, the Board shall dismiss the complaint. The Board shall inform the complainant and the respondent of its finding of dismissal by registered or certified mail not later than three business days after such determination of dismissal. (2) After any such finding of no violation, the complaint and the record of its investigation shall remain confidential, except upon the request of the respondent. No complainant, witness, designated party, or Board of Ethics or staff member shall disclose to any third party any information learned from the investigation, including knowledge of the existence of a complaint, which the disclosing party would not otherwise have known.

E. If, after investigation, the Board of Ethics determines that the complaint alleges sufficient acts to constitute probable cause of any violation, then the Board shall send notice of said finding of probable cause to the complainant and respondent by registered or certified mail within three business days and fix a date for the hearing on the allegations of the complaint to begin no later than thirty (30) calendar days after said issuance of notice. The hearing date regarding any complaint shall be not more than sixty (60) calendar days after the filing of the complaint. If any such hearing is scheduled, the Board of Ethics shall consult forthwith with the town attorney or outside counsel authorized per section 25-7D of this Code.

F. (1) A hearing conducted by the Board of Ethics shall not be governed by formal rules of evidence. Any such hearing shall be closed to the public unless the respondent requests otherwise. (2) In the conduct of its hearing of an alleged violation of this Code, the Board of Ethics shall have the power to administer oaths, examine witnesses, receive oral, documentary and demonstrative evidence, subpoena witnesses and require by subpoena duces tecum the production for examination by the Board of Ethics of any books and papers which the Board deems relevant in any matter under investigation or in question. In the exercise of such powers, the Board may use the services of the Town police, who shall provide the same upon the request of the Board. Any such subpoena is enforceable upon application to the Superior Court. (3) The respondent shall have the right to appear, to be represented by legal counsel and to examine and cross-examine witnesses.

G. (1) If, after a hearing on a complaint for which probable cause has previously been found, the Board of Ethics finds by a vote of at least four of its members based on clear and convincing evidence that any violation of this Code of Ethics has occurred, the Board shall submit a memorandum of decision, which may include recommendations for action, to the Town Council, Town Manager, and any other appropriate Town agency for such actions as they may deem appropriate. (2) The recommendations of the Board of Ethics may include, but not be limited to, any combination of the following: recusal, reprimand, public censure, termination or suspension of employment, removal or suspension from appointive office, termination of contractual status, or the pursuit of injunctive relief. No such recommendation may be acted upon in violation of federal or state law or the Charter, ordinances, legally adopted policies, or collective bargaining agreements of the Town of Mansfield. Any discussion by the Town Council or other Town agency regarding any such memorandum of decision shall be in executive session, subject to the requirements of state law, unless the affected individual requests that such discussion be held in open session.

H. The Board of Ethics shall make public any finding of a violation not later than five business days after the termination of the hearing. At such time, the entire record of the investigation shall become public. The Board of Ethics shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making such finding by registered or certified mail not later than three business days after termination of the hearing.

I. No complaint may be made under this Code except within two years of the date of knowledge of the alleged violation, but no more than four years after the date of the alleged violation.

J. No person shall take or threaten to take official action against an individual for such individual's good faith disclosure of information to their supervisor, any town official or the Board of Ethics under the provisions of this Code. After receipt of information from an individual, the Board of Ethics shall not disclose the identity of such individual without his or her consent unless the Board determines that such disclosure is unavoidable during the course of an investigation or hearing.

§ 25-9 Former Public Officials/Employees (NEW)

A. No former public employee or public official, as defined in section 25-4 of this Code, shall appear for compensation before any Town of Mansfield board, commission or agency in which they were formerly employed or involved at any time within a period of one year after termination of their service with the Town.

B. No such former public employee or public official shall represent anyone other than the Town of Mansfield concerning any particular matter in which they participated personally and substantially while in the service of the Town.

C. No such former public employee or public official shall disclose or use confidential information acquired in the course of and by reason of their official duties in the service of the Town of Mansfield, for financial gain for themselves or others.

D. No such former public employee or public official who participated substantially in the negotiation or award of a Town of Mansfield contract obliging the Town to pay \$100,000.00 or more, or who supervised the negotiation or award of such a contract shall accept employment with a party to the contract other than the Town of Mansfield for a period of one year after such contract is finally executed.

§ 25-10 Distribution of Code of Ethics.

Copies of this Code of Ethics shall be made available to the Town Clerk for filing and to the Town Clerk and Town Manager for distribution. The Town Clerk shall cause a copy of this Code of Ethics to be distributed to every public official of the Town of Mansfield within thirty days of the effective date of this Code or any amendment thereto. The Town Manager shall cause a copy of this Code of Ethics to be distributed to every public employee within thirty days of the effective date of this Code or any amendment thereto. Each new public employee and public official shall be furnished a copy of this Code before entering upon the duties of their office or employment.

25-11 Severability; Conflicts with other Provisions.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this ordinance, or any part thereof, is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this chapter. Furthermore, should any such provisions of this chapter conflict with any provisions of state or federal law, the relevant provisions of the state or federal law shall prevail.

Mansfield Board of Education By-Law

Section: BY-LAWS

CODE OF ETHICS FOR BOARD OFFICIALS AND EMPLOYEES

Statement of Purpose:

The purpose of this Code of Ethics is to guide elected and appointed Board of Education officials and Board of Education employees by establishing standards of conduct for Board of Education officials and Board of Education employees. Public office or employment is a public trust. The trust of the public is essential for the school district to function effectively. Public policy developed by Board of Education officials and Board of Education employees affects every member of the school community, and it must be based on honest and fair deliberations and decisions. Good government depends on decisions which are based upon the merits of the issue and are in the best interests of the school district as a whole, without regard to personal gain. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Board of Education seeks to maintain and increase the confidence of our citizens in the integrity and fairness of their school district. In pursuit of that goal, these standards are provided to aid those involved in decision making to act in accordance with the public interest, use objective judgment, assure accountability, provide democratic leadership, and uphold the respectability of the school district.

Definitions:

As used in this policy, the following words or phrases shall have the meanings ascribed to them in this section:

Advisory Opinion: A written response by the Town Board of Ethics to a request by a Board of Education official or Board of Education employee asking whether his/her own present or potential action may violate any provision of this Board of Education Code of Ethics.

Town Board of Ethics: The Town of Mansfield Board of Ethics established by ordinance, as it may be amended from time to time.

Business: Any entity through which business for profit or not for profit is conducted, including a corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, or self-employed individual.

Business with which one is associated: A business of which the person or a member of their immediate family is a director, officer, owner, employee, compensated agent, or holder of stock which constitutes five percent or more of the total outstanding stock of any class.

Confidential Information: Any information, whether transmitted orally or in writing, which is obtained by reason of the school district employment or Board of Education office held and is of such nature that it is not at the time of transmission a matter of public record per the Connecticut Freedom of Information Act, C.G.S. section 1-200, et seq., or public knowledge.

Financial Interest: Any interest representing an actual or potential economic gain or loss, which is neither de minimis nor shared by the general public.

Gift: Anything of value, including entertainment, food, beverage, travel and lodging given or paid to a Board of Education official and Board of Education employee, to the extent that a benefit of equal or greater value is not received. A gift does not include: 1) A political contribution otherwise reported as required by law or a donation or payment as described or defined in subdivision (9) or (11) of subsection (b) of Conn. General Statutes Section 9-601a; 2) Services provided by persons volunteering their time to the school district; 3) A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business; 4) A gift received from a Board of Education official or Board of Education employee's spouse, fiancé or fiancée, the parent, brother or sister of such spouse or such individual, or the child of such individual or the spouse of such child; 5) Goods or services which are provided to the school district and facilitate school district action or functions; 6) A certificate, plaque or other ceremonial award costing less than one hundred dollars; 7) A rebate or discount on the price of anything of value made in the ordinary course of a business without regard to that person's status; 8) Printed or recorded informational material germane to school district action or functions; 9) Items of nominal value, not to exceed twenty dollars, containing or displaying promotional material; 10) An honorary degree bestowed upon a Board of Education official or Board of Education employee by a public or private university or college; 11) A meal provided at an event and/or the registration or entrance fee or travel costs to attend such an event, in which the Board of Education official and Board of Education employee participates in his/her official capacity; 12) A meal provided in the home by an individual who resides in Mansfield; 13) Unsolicited gifts in-kind of nominal value given to a Board of Education employee and tendered on gift-giving occasions generally recognized by the public, such as holidays and end of year celebrations, provided the gift does not impair the employee's independent judgment or action in the performance of the employee's official duties; or 14) Gifts in-kind of nominal value given to a Board of Education official not to exceed \$25.00 tendered on gift-giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from all donors do not combine to exceed one hundred dollars.

Immediate Family: Any spouse, child, parent, sibling or co-habiting partner of a public official or public employee, any other individual who resides in the household of the public official or public employee, and the spouse, child, parent or sibling of any such spouse, child, parent, sibling, co-habiting partner or other individual who resides in the household.

Individual: Any natural person.

Individual with Whom One is Associated: Any individual with whom the Board of Education official or Board of Education employee or a member of their immediate family mutually has an interest in any business.

Official Responsibility: The direct administrative or operating authority, whether exercised personally or through subordinates, to approve, disapprove, or to otherwise direct school district action.

Person: Any individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

Board of Education Employee: Any person or contractor of the Mansfield Board of Education, full or part time, receiving wages or other compensation for services rendered.

Board of Education Official: Any elected or appointed Board of Education member.

Advisory Role of Town of Mansfield Board of Ethics:

A. The Town of Mansfield has established a Town Board of Ethics consisting of five (5) electors of the Town. The members are appointed by the Town Council in accordance with the ordinance establishing the Town Board of Ethics.

B. In accordance with the Town ordinance establishing the Town Board of Ethics, and its own procedures as may be established and/or amended from time to time, the Town Board of Ethics issues advisory opinions with regard to the requirements of the Town's Code of Ethics upon the request of any public official, public employee or agency of the Town regarding whether his/her own present or potential action may violate any provision of the Town's Code of Ethics. Similarly, a Board of Education official or Board of Education employee may seek an advisory opinion whether his/her own present or potential action may violate any provision of this Board of Education Code of Ethics.

Rules:

A. **Outside Business.** No Board of Education official or Board of Education employee shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, which is incompatible with the proper discharge of their official responsibilities in the public interest or which would tend to impair their independent judgment or action in the performance of their official responsibilities.

B. **Gifts.** (1) No Board of Education official or Board of Education employee shall solicit or accept any gift from any person interested in any pending matter within such individual's official responsibility. (2) If a prohibited gift is offered, the Board of Education official or Board of Education employee must refuse it, return it, pay the donor the full value of the gift, or donate it to a non-profit organization provided that the Board of Education official or Board of Education employee does not take the corresponding tax deduction. Alternatively, it may be considered a gift to the school district provided it remains in the school district's possession permanently.

C. **Conflict of Interest.** (1) A Board of Education official or Board of Education employee shall not vote upon or otherwise participate to any extent in any matter on behalf of the school district of the Town if he or she, a business with which they are associated, an individual with whom

they are associated, or a member of his or her immediate family, has a financial interest in the transaction or contract, including but not limited to the sale of real estate, material, supplies or services to the school district or the Town of Mansfield. (2) If such participation is within the scope of the official responsibility of the Board of Education official or Board of Education employee, as soon as possible after they become aware of such conflict of interest, they shall submit written disclosure which sets forth in detail the nature and extent of such interest to their supervisor, to the Board of Education, and to the Town Board of Ethics. (3) Notwithstanding the prohibition in subsection (C)(1), a Board of Education official or Board of Education employee may vote or otherwise participate in a matter if it involves a determination of general policy and the interest is shared with a substantial segment of the population of the school district community.

D. Representing Private Interests. (1) Except for a Board of Education official who receives no compensation for their service to the school district other than per diem payments or reimbursement of expenses, no Board of Education official or Board of Education employee shall appear on behalf of private interests before the Board of Education, or any other Town board, agency, commission or committee of the Town of Mansfield. (2) No Board of Education official or Board of Education employee shall represent private interests against the interest of the school district or the Town of Mansfield in any litigation to which the school district or the Town of Mansfield is a party.

E. Self-Representation. Nothing contained in this Board of Education Code of Ethics shall prohibit or restrict a Board of Education official or Board of Education employee from appearing before the Board of Education or any other Town board, agency, commission or committee of the Town of Mansfield on his/her own behalf, or from being a party in any action, proceeding or litigation brought by or against the Board of Education official or Board of Education employee to which the Board of Education or the Town of Mansfield is a party.

F. Confidential Information. No Board of Education official or Board of Education employee shall disclose confidential information, as defined above, concerning school district affairs, nor shall such employee or official use such information for the financial interests of himself or herself or others.

G. Use of School District or Town Property. No Board of Education official or Board of Education employee shall request or permit the use of school district or Town of Mansfield funds, services, school district or Town of Mansfield owned vehicles, equipment, facilities, materials or property for personal use, except when such are available to the public generally or are provided by written official Board of Education or applicable Town of Mansfield policy or contract for the use of such school district or the Town of Mansfield. Enforcement of this provision shall be consistent with the school district's legal obligations.

H. Contracts with the School District or Town. No Board of Education official or Board of Education employee, or a business with which he or she is associated, or member of his/her immediate family shall enter into a contract with the Board of Education or the Town of Mansfield unless it is awarded per the requirements of prevailing law as well as Board of

Education policy, including Chapter 76 of the Code of the Town of Mansfield, "The Ordinance for Obtaining Goods and Services."

I. Financial Benefit. No Board of Education official or Board of Education employee may use his/her position or office for the financial benefit of himself or herself, a business with which he or she is associated, an individual with which he or she is associated, or a member of his/her immediate family.

J. Fees or Honoraria. No Board of Education official or Board of Education employee acting in his/her official capacity shall accept a fee or honorarium for an article, appearance or speech, or for participation at an event.

K. Bribery. No Board of Education official or Board of Education employee, or member of such individual's immediate family or business with which he or she is associated, shall solicit or accept anything of value, including but not limited to a gift, loan, political contribution, reward or promise of future employment based on any understanding that the vote, official action or judgment of the Board of Education official or Board of Education employee would be or had been influenced thereby.

L. Disclosure. Any Board of Education official or Board of Education employee who presents or speaks to the Board of Education or any other Town board, committee, commission or agency during the time set aside during any meeting of any such body for public comment shall at that time disclose their name, address, and school district affiliation, regardless of whether said affiliation is related to the matter being addressed by the speaker.

M. Political Activity. No Board of Education official or Board of Education employee may request, or authorize any other Board of Education official or Board of Education employee to request that a subordinate employee of the school district actively participate in an election campaign or make a political contribution. No Board of Education official or Board of Education employee may engage in any political activity while on duty for the school district, or with the use of school district or Town funds, supplies, vehicles or facilities. Political activity includes voting, making political contributions, buying a ticket to fundraising or other political events; taking an active role in connection with a question such as a referendum or approval of a municipal ordinance, or any other question or issue of a similar character, and otherwise participating in political affairs; endorsing or opposing any candidate for any public office; taking any part in managing the political campaign of any such candidate, or initiating or circulating a nomination petition, working as a driver transporting voters to the polls during an election, or directly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for any such candidate; placing or wearing a sign or sticker supporting or opposing a candidate for any public office; becoming or acting as a candidate for any public office. However, no Mansfield voter may be prohibited from voting at any Town Meeting based on their status as a Board of Education official or Board of Education employee. Activity legally authorized by Connecticut General Statutes section 9-369b, regarding the preparation, printing and dissemination of certain explanatory materials pertaining to referendum questions and proposals, is exempt from such restriction.

Powers and Duties of Town Ethics Board. Complaints and Investigations. Confidentiality :

A.(1) Upon the complaint of any person on a form prescribed by the Town Board of Ethics, signed under penalty of false statement, or upon its own complaint, the Town Board of Ethics shall investigate any alleged violation of the Board of Education Code of Ethics. Unless and until the Town Board of Ethics makes a finding of a violation, a complaint alleging a violation of the Board of Education Code of Ethics shall be confidential except upon the request of the respondent.

B. (1) No later than ten (10) days after the receipt or issuance of such complaint, the Town Board of Ethics shall provide notice of such receipt or issuance and a copy of the complaint by registered or certified mail to any respondent against whom such complaint is filed, and shall provide notice of the receipt of such complaint to the complainant. (2)The Town Board of Ethics shall review and investigate the complaint to determine whether the allegations contained therein constitute a violation of any provision of the Board of Education Code of Ethics. This investigation shall be confidential except upon the request of the respondent. If the investigation is confidential, any allegations and any information supplied to or received from the Town Board of Ethics shall not be disclosed to any third party by a complainant, witness, designated party, or Town Board of Ethics member.

C. (1) In the conduct of its investigation of an alleged violation of the Board of Education Code of Ethics, and in a manner compliant with state and federal law, the Town Board of Ethics shall have the power to hold investigative hearings, administer oaths, examine witnesses, receive oral, documentary and demonstrative evidence, subpoena witnesses and require by subpoena duces tecum the production for examination by the Town Board of Ethics of any books and papers which the Town Board of Ethics deems relevant in any matter under investigation. In the exercise of such powers, the Town Board of Ethics may use the services of the Town police, who shall provide the same upon the request of the Town Board of Ethics. Any such subpoena is enforceable upon application to the Superior Court. (2) If any such investigative hearing is scheduled concerning a Board of Education official or Board of Education employee, the Town Board of Ethics shall notify the Board of Education, and consult forthwith with the town attorney or outside counsel, and Board of Education counsel. The respondent shall have the right to appear, to be represented by legal counsel and to examine and cross-examine witnesses.

D. (1) If, after investigation, the Town Board of Ethics determines that the complaint concerning a Board of Education official or Board of Education employee does not allege sufficient facts to constitute probable cause of a violation, the Town Board of Ethics shall dismiss the complaint. The Town Board of Ethics shall inform the complainant and the respondent of its finding of dismissal by registered or certified mail not later than three business days after such determination of dismissal. (2) After any such finding of no violation, the complaint and the record of its investigation shall remain confidential, except upon the request of the respondent. No complainant, witness, designated party, or Town Board of Ethics or staff member shall disclose to any third party any information learned from the investigation, including knowledge of the existence of a complaint, which the disclosing party would not otherwise have known.

E. If, after investigation concerning a Board of Education official or Board of Education employee, the Town Board of Ethics determines that the complaint alleges sufficient acts to constitute probable cause of any violation, then the Town Board of Ethics shall send notice of said finding of probable cause to the complainant and respondent by registered or certified mail within three business days and fix a date for the hearing on the allegations of the complaint to begin no later than thirty (30) calendar days after said issuance of notice. The hearing date regarding any complaint shall be not more than sixty (60) calendar days after the filing of the complaint. If any such investigative hearing is scheduled concerning a Board of Education official or Board of Education employee, the Town Board of Ethics shall notify the Board of Education, and consult forthwith with the town attorney or outside counsel, and Board of Education counsel.

F. (1) A hearing conducted by the Town Board of Ethics concerning a Board of Education official or Board of Education employee shall not be governed by formal rules of evidence. Any such hearing shall be closed to the public unless the respondent requests otherwise. (2) In the conduct of its hearing of an alleged violation of the Board of Education Code of Ethics, and in a manner compliant with state and federal law, the Town Board of Ethics shall have the power to administer oaths, examine witnesses, receive oral, documentary and demonstrative evidence, subpoena witnesses and require by subpoena duces tecum the production for examination by the Town Board of Ethics of any books and papers which the Town Board of Ethics deems relevant in any matter under investigation or in question. In the exercise of such powers, the Town Board of Ethics may use the services of the Town police, who shall provide the same upon the request of the Town Board of Ethics. Any such subpoena is enforceable upon application to the Superior Court. (3) The respondent shall have the right to appear, to be represented by legal counsel and to examine and cross-examine witnesses.

G. (1) If, after a hearing concerning a Board of Education official on a complaint for which probable cause has previously been found, the Town Board of Ethics finds by a vote of at least four of its members based on clear and convincing evidence that any violation of the Board of Education Code of Ethics has occurred, the Town Board of Ethics shall submit a memorandum of decision, which may include recommendations for action, to the Board of Education for such actions as they may deem appropriate. (2) If, after a hearing concerning a Board of Education employee on a complaint for which probable cause has previously been found, the Town Board of Ethics finds by a vote of at least four of its members based on clear and convincing evidence that any violation of the Board of Education Code of Ethics has occurred, the Town Board of Ethics shall submit a memorandum of decision, which may include recommendations for action, to the Superintendent of Schools for such actions as he/she may deem appropriate. (3) The recommendations of the Town Board of Ethics may include, but not be limited to, any combination of the following: recusal, reprimand, public censure, termination or suspension of employment, removal or suspension from appointive office, termination of contractual status, or the pursuit of injunctive relief. No such recommendation may be acted upon in violation of federal or state law or the Charter, ordinances, legally adopted policies, or collective bargaining agreements of the Board of Education. Any discussion by the Board of Education regarding any such memorandum of decision shall be in executive session, subject to the requirements of state law, unless the affected individual requests that such discussion be held in open session.

H.. The Town Board of Ethics shall make public any finding of a violation not later than five business days after the termination of the hearing. At such time, the entire record of the investigation shall become public. The Town Board of Ethics shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making such finding by registered or certified mail not later than three business days after termination of the hearing.

I. No complaint may be made under the Board of Education Code of Ethics except within two years of the date of knowledge of the alleged violation, but no more than four years after the date of the alleged violation.

J. No person shall take or threaten to take official action against an individual for such individual's good faith disclosure of information to their supervisor, any town official or the Town Board of Ethics under the provisions of the Board of Education Code of Ethics. After receipt of information from an individual, the Town Board of Ethics shall not disclose the identity of such individual without his or her consent unless the Town Board of Ethics determines that such disclosure is unavoidable during the course of an investigation or hearing.

Former Board of Education Officials/Employees:

A. No former Board of Education official or Board of Education employee, as defined above, shall appear for compensation before any Town of Mansfield board, commission or agency in which they were formerly employed or involved at any time within a period of one year after termination of their service with the school district.

B. No such former Board of Education official or Board of Education employee shall represent anyone other than the school district concerning any particular matter in which they participated personally and substantially while in the service of the school district.

C. No such former Board of Education official or Board of Education employee shall disclose or use confidential information acquired in the course of and by reason of their official duties in the service of the school district, for financial gain for themselves or others.

D. No such former Board of Education official or Board of Education employee who participated substantially in the negotiation or award of a Town of Mansfield and/or school district contract obliging the Town or the Board of Education to pay \$100,000.00 or more, or who supervised the negotiation or award of such a contract, shall accept employment with a party to the contract other than the Town of Mansfield and/or the school district for a period of one year after such contract is finally executed.

Distribution of the Code of Ethics:

The Superintendent of Schools shall cause a copy of this Board of Education Code of Ethics to be distributed to every Board of Education official within thirty days of the effective date of this Board of Education Code of Ethics or any amendment thereto. The Superintendent of Schools shall cause a copy of this Board of Education Code of Ethics to be distributed to every Board of Education employee within thirty days of the effective date of this Board of Education Code of

Ethics or any amendment thereto. Each new Board of Education official or Board of Education employee shall be furnished a copy of this Board of Education Code of Ethics before entering upon the duties of their office or employment.

Severability; Conflicts with other Provisions:

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Board of Education Code of Ethics, or any part thereof, is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Board of Education Code of Ethics. Furthermore, should any such provisions of this Board of Education Code of Ethics conflict with any provisions of state or federal law, the relevant provisions of the state or federal law shall prevail.

Disciplinary Consequences:

Whether or not a reported violation of the Board of Education Code of Ethics has been the subject of investigation and/or proceedings by the Town Board of Ethics, violation of this policy by a Board of Education employee may lead to discipline up to and including the termination of employment, consistent with state and federal law and applicable collective bargaining agreements. Whether or not a reported violation of the Board of Education Code of Ethics has been the subject of investigation and/or proceedings by the Town Board of Ethics, violation of this policy by a Board of Education official may lead to censure and/or removal from Board office, consistent with state and federal law.

New Haven Housing Code submitted by Brian Coleman
10/27/14

CHAPTER 17

Item #6

Article XIII (NEW) RESIDENTIAL RENTAL BUSINESS LICENSES

Sec.17-13.1 PROVISIONS OF ARTICLE I APPLY

The provisions contained in Article I "Licenses and Permits in General", of this chapter also apply to the activities regulated by this article.

(Ord. No. 1304, Pt I(j), 12-17-01)

Sec.17-13.2 DEFINITIONS For the purposes of this article, the following words shall have the following meanings:

Basement shall mean a portion of a building located partly underground, but having less than one-half (1/2) of its clear floor-to-ceiling height below the average grade of the adjoining ground. Where the contour of the ground level immediately adjacent to the building is interrupted by ditching, pits, or trenching, the average adjoining ground level shall be the nearest contour line parallel to the walls of the building without regard to the level created by ditching, pits, or trenching.

Cellar shall mean a portion of a building located partly or wholly underground, and having one-half (1/2) of its clear floor-to-ceiling height below the average grade of the adjoining ground.

Code Enforcement Officer means the Director of the Livable City Initiative or his/her designee unless otherwise specified, or other city official(s) otherwise authorized to administer the licensing and inspection of residential rental property.

Code Inspector means a city employee who conducts rental housing property inspections for purposes of determining whether such property complies with minimum housing code standards as outlined in the city's applicable regulations. The code inspector works under the direction of the code enforcement officer.

Common Areas means those interior and exterior areas of the residential rental property as defined herein of which the occupants have access, including, but not limited to, entrances, exits, hallways, stairways, basements, cellars, laundry rooms, attics, porches and yards.

Director of the Livable City Initiative shall mean the director of the city entity known as the Livable City Initiative or his/her designee unless otherwise specified.

Dormitory means a building or a space in a building in which group sleeping accommodations are provided for more than 16 persons who are not members of

the same family in one room or a series of closely associated rooms under joint occupancy and single management, with or without meals, but without individual cooking facilities.

Dwelling means any building located in the city, which is wholly or partly used or intended to be used for living or sleeping by human occupants; provided that temporary housing as hereinafter defined shall not be regarded as a dwelling. For purposes of this article, the term shall be synonymous with "residential rental property".

Dwelling Unit means any room or group of rooms located within a dwelling, and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

Occupant means any person, over one year of age, living, sleeping, cooking, or eating in, or having actual possession of a dwelling unit or rooming unit.

Owner means any person, who either alone or jointly or severally with others:

1. Shall have legal title to any dwelling or dwelling unit, with or without accompanying actual possession thereof; or
2. Shall have charge, care, or control of any dwelling or dwelling unit, as owner or agent of the owner, or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this Article, and to the rules and regulations adopted pursuant thereto, to the same extent as if he/she was the owner.

Owner-Occupant means and includes any dwelling where the owner resides in one of the dwelling units.

Person(s) means and includes any individual, firm, corporation, association, or partnership.

Premises means the entire interior and exterior portions of a dwelling including the common areas thereof; and facilities and appurtenances therein, and grounds, areas and facilities held out for the use of occupants generally, or whose use is promised to the tenant/occupant.

Property includes all lands, including all structures, improvements and fixtures thereon, and property of any nature appurtenant thereto, or used in connection therewith.

Residential Rental Property means a dwelling with at least two (2) dwelling units, regardless of whether anyone is currently residing in each unit.

Rooming House means any dwelling, or that part of any dwelling, containing one or more rooming units in which space is let by the owner or operator to four (4) or more persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator; provided that hospitals, homes for the aged, and other institutions licensed by the state department of health under Section 19-32 of the Connecticut General Statutes, Revision of 1958, shall not be regarded as rooming houses or as subject to the provisions of this Article.

Rooming Unit means any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

Temporary Housing means a tent, trailer, or similar structure which is used as human shelter for not more than thirty (30) consecutive days, or more than ninety (90) days, in any calendar year.

Sec. 17-13.3 PURPOSES

(a) In order to protect the safety, health and welfare of the people of the city, and in order to prevent blight, the licensing and inspection of certain residential rental property in accordance with the provisions of this article are hereby ordered.

(b) This article's provisions pertaining to licensing and inspection shall not apply to owner occupied residential property containing three (3) units or less.

(c) This article's provisions pertaining to licensing shall not apply to dwellings owned by the Housing Authority of New Haven, motels, hotels, rooming houses, condominiums, nor temporary housing as defined in this article.

(d) This article's provisions pertaining to inspection shall not apply to section 8 units whose vouchers are administered by the Housing Authority of New Haven, and are within residential rental property located in New Haven, motels, hotels, rooming houses, condominiums, nor temporary housing as defined in this article.

(e) This article's provisions shall not be deemed to restrict the right of the city to inspect any property pursuant to any applicable federal, state or local law or regulation.

Sec. 17-13.4 LICENSE REQUIRED

(a) Upon adoption of this article, it shall be unlawful for owner(s) of certain residential rental property located within New Haven to operate/rent such property without obtaining a residential rental property license. This section shall apply to the following residential rental property classifications:

- (1) owner-occupied dwellings containing three (3) or more rental units; and

(2) non-owner occupied dwellings containing two (2) or more rental units.

(b) Renting/operating residential rental property without a license to do so constitutes a violation of this article, and is subject to the penalties set forth in section 17-13.14 herein.

Sec. 17-13.5 INSPECTION REQUIRED

The following residential rental property classifications must pass an inspection by a city code inspector before a residential rental property license is issued:

(1) owner-occupied dwellings containing a unit inhabited by the owner and three (3) or more rental units; and

(2) non-owner occupied dwellings containing two (2) or more rental units.

Any inspection of an owner-occupied dwelling containing three (3) or more rental units shall not include inspection of the owner's unit.

Sec. 17-13.6 FEES

(a) Before a residential property license is issued, the residential rental property owner or his/her agent must pay a license fee as provided for in Section 17-20(20.1).

(b) If the code inspector detects at least one (1) defect during the residential rental property inspection, he/she will arrange to re-inspect the property until it fully complies with required housing standards. The owner will not be charged a fee for the first re-inspection, but a twenty five dollar (\$25.00) will be charged for each subsequent re-inspection.

(c) A residential rental property owner will be charged a ten dollar (\$10.00) per unit fee if he/she or his/her agent fails to appear for the first scheduled residential rental property inspection without just cause as determined by the code enforcement officer. Failure to attend subsequently scheduled inspections may result in penalties as set forth in section 17-14 herein.

(d) The owner or his/her agent must pay all of the above applicable fees before he/she is issued a residential rental property license.

Sec. 17- 13.7 INSPECTION STANDARDS

(a) All inspections will be performed according to a defined checklist of quality of life and life safety issues as outlined in the corresponding regulations.

(b) In order to obtain a residential rental property license, said property must pass an inspection involving its dwelling units, common areas, basement, exterior and yards. A license will only be issued if the property meets the minimum housing code standards as outlined in the city's regulations.

(c) The owner or his/her agent must be present at each inspection of the residential rental property. Additionally, he/she must give at least seven (7) days notice of the inspection to the tenant(s) residing within the residential rental property unit(s). Each tenant shall have the option(s) of allowing access into his/her rental unit for purposes of an initial inspection, and to be present at the re-inspection(s) of said unit.

(d) The code inspector will have discretion to select and inspect a representative sampling of rental units, (never less than twenty percent (20%)), within residential rental property containing at least twenty (20) such units for purposes of inspection. Such selection shall be made by a statistically random process and is restricted to those rental units which have been authorized for inspection by their respective tenants. An administrative warrant is needed in order to inspect rental units which have not been authorized for inspection by their respective tenants.

(e) The code inspector shall fill out an inspection form in triplicate indicating the status of each of the inspected criteria on the above-referenced checklist. The landlord or his/her agent and the respective tenant shall each receive a copy of the completed form. The Livable City Initiative shall keep the third copy in its records for public inspection.

(e) If the code inspector finds that the residential rental property complies with minimum housing code standards as outlined in the inspection checklist, the code enforcement officer shall issue a residential rental property license to the owner of that property or his/her agent.

(f) If the code inspector finds that a residential rental property has any life-threatening health and/or safety defects, he/she will immediately inform the code enforcement officer and present his/her findings to the owner or his/her agent by identifying all existing life-threatening defects relating to said property on the licensing inspection form, leaving a signed and dated copy of it with the owner or his/her agent before concluding said inspection. The residential rental license for that property will be denied or revoked, as appropriate, and the code enforcement officer may relocate the tenant(s) directly affected by the life-threatening defect(s) at the city's expense. The residential rental property unit(s) directly affected by any life-threatening defect shall not be reoccupied unless and until it is repaired, and the code enforcement officer issues or reinstates the license in writing. The residential rental property owner will be liable to the city for the tenants' relocation costs, including those relating to shelter, moving and

storage, and must pay all such costs before the license to operate/rent the residential rental property is issued or reinstated. Any residential rental property owner who fails to reimburse the city for these costs may be penalized pursuant to section 17-13.14 of this Article.

(g) If the code inspector finds that a residential rental property has any non-life-threatening health and/or safety defects, he/she will immediately present his/her findings to the owner or his/her agent by identifying all existing defects on the licensing inspection form, leaving a signed and dated copy of it with the owner or his/her agent before concluding said inspection. The residential property owner will be given thirty (30) days to have all the defects repaired, unless the code enforcement officer deems that a shorter or longer period of time is needed to effectuate the repairs. Once the time allowed for repairs expires, the code inspector will re-inspect the residential rental property. If any defect remains, the code enforcement officer will have discretion to provide the owner or his/her agent with additional time to repair it, or order alternative measure(s), including penalizing said owner pursuant to section 17-13.14 of this Article.

(h) Each tenant shall be responsible for maintaining his/her respective rental unit in a clean and sanitary condition, and abide by all duties imposed on him/her by all applicable federal, state and local laws and regulations including the city's housing code. A tenant will be liable for all damages that he/she causes to the residential rental property. If the code inspector finds that a tenant is responsible for damages that are detected during the inspection of the residential rental property, the inspector may issue a citation and proceed to collect the associated fine as determined by a court proceeding.

(i) If repairs are not made within the designated time limit, a fine may be retroactively applied to the date that the residential rental property owner or his/her agent received the completed licensing inspection form identifying the existing defect(s) up to a period of thirty (30) days.

(j) No residential rental property license will be issued to a residential rental property owner unless and until the code inspector finds that all defects concerning that property have been repaired.

(k) The Livable City Initiative shall keep all inspection and reinspection findings, checklists, reports and license records on file for public inspection.

Sec. 17-13.8 CONSENT

Before a code inspector can inspect a residential rental property unit, the tenant(s) of such unit must consent to its inspection. If such tenant(s) object to such inspection, the code enforcement officer must obtain an administrative warrant before the code inspector can conduct an inspection of that unit.

Sec. 17-13.9 LICENSE EFFECT

The code inspector will use a checklist of specific housing criteria when inspecting the residential rental property. That criteria is outlined in the city's regulations developed pursuant to section 17-13.11 of this article. The issuance or reinstatement of a residential rental property license shall constitute proof that the inspected property meets the minimum housing code standards contained in that criteria.

Sec. 17-13.10 TERM OF LICENSE

The residential rental property license term shall be effective for two (2) years commencing from the license issuance date unless otherwise voided as a result of a subsequently discovered defect, a property transfer or other just cause as determined by the code enforcement officer. Once the license term expires, the property title is transferred, or a license is otherwise voided, the license must be renewed or reinstated, as appropriate, in order to be effective.

Sec. 17-13.11 REGULATIONS

The code enforcement officer shall develop regulations for the licensing and inspection of residential rental property. The regulations may be amended from time to time with the approval of the city's board of aldermen. The license issuer shall have copies of the regulations available for the public.

Sec. 17-13.12 TRANSFER OF LICENSE

Licenses are not transferable. If the ownership of a licensed residential rental property changes, the new owner(s) of such property must apply for a new license, and the residential rental property must be re-inspected.

Sec. 17- 13.13 ENFORCEMENT

The director of the Livable City Initiative is empowered to enforce the provisions of this article.

Sec. 17-13.14 PENALTIES

(a) A violation of any of the provisions of this article may result in a civil fine of one hundred dollars (\$100.00) per day per unit for each day that such violation continues up to thirty (30) days, or the maximum amount allowed under Connecticut General Statute sect 7-148(c)(10)(A), whichever is greater.

(b) The city may file a lien against residential rental property if the owner of such property or his/her agent fails to pay a fine within thirty (30) days of the date in which it was imposed. The amount of the lien may be calculated on the basis of the existing fine plus associated costs including legal fees incurred in connection with this action.

(c) Nothing herein shall prevent the city from seeking any other means available at law or in equity in order to enforce this article's provisions.

Sec. 17-13.15 CONCILIATION BOARD

The mayor or his/her designee shall appoint a conciliation board, subject to confirmation by the Board of Aldermen, to resolve disputes arising from the application of this article before formal appeal or court involvement. The board will meet on an as needed basis, and function as an impartial and informal hearing tribunal that deals with minor issues voluntarily brought before it, including but not limited to, a tenant's refusal to provide access to his/her dwelling unit, and decisions negatively affecting a residential property owner (i.e. the code enforcement officer's refusal to issue a license to such owner because of defect(s) discovered with respect to his/her property dispute). Any interested person may seek relief from this board as an alternative resolution mechanism. The request for relief must be written and filed with the conciliation board within ten (10) days of the challenged dispute. The committee shall be comprised of five (5) persons: one (1) city employee associated with the city's Livable City Initiative, one (1) representative from New Haven Legal Assistance Association, one (1) property owner, one (1) tenant and one (1) alderman appointed by the president of the board of aldermen. No conciliation proceeding shall extend beyond thirty (30) days. Board decisions are not binding, and may be appealed in accordance with this article's appeals section.

Sec. 17-13.16 APPEALS

(a) Any person aggrieved by a denial of a residential rental property license, or by the license's terms or conditions, or by the suspension, cancellation or revocation of such license, may appeal such action by filing a written notice of intent to appeal within ten (10) calendar days of receipt of the written notice of the disputed action. The appeal must be taken in accordance with the requirements set forth in Section 17-1.16 of this chapter.

(b) The board of code appeals shall have authority to hear such appeals.

Sec. 17-13.16 REPORT REQUIRED

The director of the Livable City Initiative shall submit a report to the Board of Aldermen no later than three (3) months after the 2-year anniversary of the enactment date of this ordinance. This report shall include the total cost of administration of this ordinance, as well as an accounting of all revenues collected in association with it. Said report shall also contain data regarding units found to be in compliance and out of compliance during the 2-year period, data regarding results of reinspections and compliance by landlords and tenants with this ordinance, and its general impact, if any, on the city's rental housing stock.

THE FOLLOWING RELATED CHANGES TO CHAPTER 17 ARE ALSO TO BE MADE:

Chapter 17: Licenses and Permits

Article I: Licenses and Permits In General

Section 17-1: Applicability

The provisions of this article apply to articles II through XIII of this chapter, and to any other articles or sections of the city code that incorporate them by reference.

Chapter 17: Licenses and Permits

Article XX: Fees and Charges

Section 17-20 (20.1): (New) Residential Rental Property License Fees (based on the number of dwelling units within dwelling:)

Two and Three Units:.....	\$75.00 per structure
Four to Ten Units:.....	\$150.00 per structure
Eleven to Twenty Units:.....	\$250.00 per structure
Over Twenty Units:.....	\$375.00 per structure

-----Original Message-----

From: Ruth B Moynihan [mailto:ruthmoyn@charter.net]

Sent: Monday, November 03, 2014 1:53 AM

To: Town Clerk; Letters@thechronicle.com

Subject: ice hockey rink

Dear Editor, and Mansfield Town Council members: I am writing to express my strong disapproval of the idea of building a parking garage and ice hockey rink at the corner of Rte 195 and No. Eagleville Rd.

Please, please, do not allow it to happen. Here are my reasons:

1) The potential traffic problems created by this possibility are truly enormous and outrageous. Already the Town Center has caused far more serious traffic issues than we have ever had before. But a large rink and another parking garage would be disastrous for all the surrounding areas. And everyone I know agrees with this likelihood.

2) Tearing down the Mansfield Apartments would be a big waste of money. They were all just rehabbed not many years ago, and they serve a useful purpose right where they are. They are also quite attractive next to the Albert E. Moss Forest, Wildflower and Wildlife Sanctuary, with its beautiful woods and trail.

3) Putting up a parking garage and huge rink building right next to those woods and trail would destroy that environment in addition to the traffic problems it would cause.

4) Why not simply expand the university's current ice hockey facility?

5) Or why not build such a facility on the Depot campus? Or tear down Northwood Apartments and build it there on No. Eagleville Rd.? Or build it up near the Four Corners area after the water and sewage lines are completed?

It really seems as if the university does not have any regard for the quality of the surrounding environment or for the quality of life of Mansfield residents. But I hope our Council members do, and will oppose this idea and refuse to be bamboozled into approval.

Ruth B Moynihan, 37 Farrell Rd., Storrs, CT 06268-2216. Tel. 860 429-2733.

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TOWN of MANSFIELD CODE
CHAPTER 76 PURCHASING

Section 76-4 Solicitation and award procedures

D. Award of Contract. Contracts shall be awarded, by the Purchasing Agent to the vendor who offers the best value to the Town. The Finance Committee shall be advised in the next quarterly financial report, or sooner when appropriate, when the Purchasing Agent awards a contract for goods or services (but not professional services as defined in Subsection I) other than by competitive sealed bid in accordance with Article V, § C506B(1)(c), of the Town Charter. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Purchasing Agent:

(1)

The quality, availability, adaptability, and efficiency of use of the products and service to the particular use required.

(2)

The degree to which the provided products and services meet the specified needs of the Town, including consideration, when appropriate, of the compatibility with and ease of integration with existing products, services or systems.

(3)

The number, scope, and significance of conditions or exceptions attached or contained in the bid and the terms of warranties, guarantees, return policies, and insurance provisions.

(4)

Whether the vendor can supply the product or service promptly, or within the specified time, without delay or additional conditions.

(5)

The competitiveness and reasonableness of the total cost or price, including consideration of the total life-cycle cost and any operational costs that are incurred if accepted.

(6)

A cost analysis or a price analysis including the specific elements of costs, the appropriate verification of cost or pricing data, the necessity of certain costs, the reasonableness of amounts estimated for the necessary costs, the reasonableness of allowances for contingencies, the basis used for allocation of indirect costs, and the appropriateness of allocations of particular indirect costs to the proposed contract.

(7)

A price analysis involving an evaluation of prices for the same or similar products or services. Price analysis criteria include, but are not limited to: price submissions of prospective vendors in the current procurement, prior price quotations and contract prices charged by the vendor, prices published in catalogs or price lists, prices available on the open market, and in-house estimates of cost.

(8)

Submitted by Arthur Smith 10/27/14

Whether or not the vendor can supply the product or perform the service at the price offered.

(9)

The ability, capacity, experience, skill, and judgment of the vendor to perform the contract.

(10)

The reputation, character and integrity of the vendor.

(11)

The quality of performance on previous contracts or services to the Town or others.

(12)

The previous and existing compliance by the vendor with laws and ordinances or previous performance relating to the contract or service, or on other contracts with the Town or other entities.

(13)

The sufficiency, stability, and future solvency of the financial resources of the vendor.

(14)

The ability of the vendor to provide future maintenance and service for the use of the products or services subject to the contract.

I.

Professional services. As the procurement of professional services is generally exempt from the requirements of competitive sealed bidding, all contracts for professional services, including legal services, shall be obtained in accordance with the following guidelines, with the exception of the Town Attorney who shall be chosen in accordance with Article III, § C305, of the Town Charter. The Town Manager shall execute an agreement for professional services with the appointed Town Attorney.

(1)

A request for proposal (RFP) or request for qualifications (RFQ) shall be written for all requests for professional services [except as described in Subsection I(3) below] in excess of \$10,000. The RFP or RFQ shall be written in such a manner as to describe the requirement to be met, without having the effect of exclusively requiring a proprietary product or service, or procurement from a sole source, unless approved in accordance with the requirements of this section.

(2)

When the scope of work is less precise, the preferred method of obtaining professional services shall be through the use of competitive negotiation. The process used for the solicitation of proposals shall assure that a reasonable and representative number of vendors are given an opportunity to compete. The Town Manager may limit the number of qualified vendors considered and may approve solicitation by invitation or public notice.

(3)

In accordance with Article III, § C305C, of the Town Charter, the Town Manager, with the approval of the Town Council, may obtain special legal services other than the Town Attorney. In obtaining those services, the Town Manager may consider, in addition to hourly rate, the reputation, character and integrity of the firm, the quality of performance on previous contracts and services to the Town, the ability of the firm to provide these services over an extended period, and the ability, capacity, experience, skill and judgment of the attorneys performing the service.

(4)

The award of a professional services contract shall be done in a manner designed to obtain the best possible value to the Town and with consideration of the factors listed in Subsection D of this section, titled "Award of contract."

(5)

Professional services defined.

(a)

Professional services are defined as:

[1]

Work requiring knowledge of an advanced type in a field of study and which frequently requires special credentialing, certification or licensure. Such areas include but are not limited to engineers, architects, appraisers, medical service providers, consultants, actuaries, banking services, and legal; or

[2]

Work that is original and creative in character in a recognized field or artistic endeavor or requires special abilities and depends primarily on a person's invention, imagination, or creative talent. Such fields or artistic endeavors include but are not limited to the following: health and fitness, cultural arts, crafts, ice skating, and specialty area instructors; and

[3]

Work that requires consistent exercise of independent discretion and judgment to perform according to a provider's own methods and without being subject to the control of the Town except as to the result of the work.

(b)

Professional service providers shall not be dependent on the Town as their sole client, and must be clearly considered an independent contractor as opposed to an employee as defined by state and federal laws, regulations, and court decisions.

(6)

On behalf of the Town, the Town Manager shall have the authority and responsibility to execute professional service contracts in excess of \$10,000

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 29, 2014

Mr. David Sawicki
Executive Director
Office of the State Traffic Administration
2800 Berlin Turnpike
P.O. Box 317546
Newington, Connecticut 06131-7546

Re: University of Connecticut STEM Residence Hall

Dear Mr. Sawicki:

At its meeting on October 28, 2014, the Mansfield Traffic Authority reviewed the proposed STEM Residence Hall Major Traffic Generator Administrative Decision Request. Based on the application materials provided, the Traffic Authority has determined that the proposed construction of the residence hall would not have a significant impact on the operation of state roads. However, the committee also noted that the following comments, provided to the University as part of the Environmental Impact Evaluation (EIE), should be reiterated:

- We strongly encourage the University to implement the mitigation measures identified in the EIE report prior to opening the building. Transportation Demand Management, expansion of public transportation options and decreasing resident students demand for cars can all serve to mitigate traffic as the University expands. Additionally, the University should periodically evaluate and reassess the effectiveness of these approaches and provide the Town with a report detailing the results.
- The University should instruct its construction contractors to use state roads, not local roads, to access the site to minimize the potential for disturbance in neighborhoods adjacent to campus.

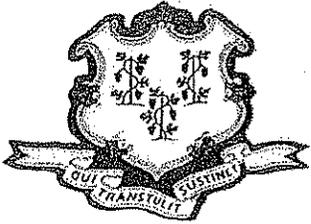
Please contact Linda Painter, Director of Planning and Development (860.429.3330), or John Carrington, Director of Public Works (860.429.3332), if you have any questions regarding these comments.

Sincerely,

Matthew W. Hart
Town Manager/Local Traffic Authority

C: Planning and Zoning Commission
Town Council
Traffic Authority

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STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION



Dannel P. Malloy
Governor

OFFICE OF THE COMMISSIONER

Scott Semple
Interim Commissioner

November 3, 2014

The Honorable Matthew W. Hart
Town of Mansfield
Audrey P. Peck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

Dear Town Manager Hart:

Pursuant to Section 18-81j of the Connecticut General Statutes, the Department of Correction is required to provide annual notification to each chief elected official of a municipality in which a correctional facility is located with the actual capacity and inmate population of the facility at that time. The purpose of this correspondence is to notify you of these population counts.

Although the Department does not utilize an overall capacity number, for purposes of meeting the notice requirement, the current number of fixed beds in the facility in your community is as follows:

Bergin Correctional Institution: 962 (There are currently no inmates housed at Bergin CI.)

The capacity of a correctional institution is a fluid number based upon the determined needs of the Department. These needs are dictated by security issues, population, court decrees, legal mandates, staffing and physical plant areas or facilities that are currently serving other purposes. As such, the actual capacity of a facility is always subject to change.

The Public Safety Committees continue to do an outstanding job in addressing the issues and concerns at the local level. I am committed to maintaining a 'good neighbors' relationship and look forward to a continued open dialogue between the Department of Correction and the Public Safety Committee in your community.

Please feel free to contact me directly if I can be of assistance to you.

Sincerely,

Scott Semple
Interim Commissioner

Phone: 860.692.7482 ♦ Fax: 860.692.7483
24 Wolcott Hill Road ♦ Wethersfield, Connecticut 06109
Website: www.ct.gov/doc

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click

*commercially licensed
co-operative kitchen, inc.*

Our goals:

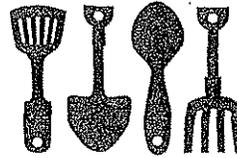
Have a kitchen available for local caterers and farmers to rent

Create a community center focused on food

Provide job training skills to low-income residents

Teach residents about food preparation and healthy eating

Build a community garden where local schoolchildren can learn more about where food comes from and make products



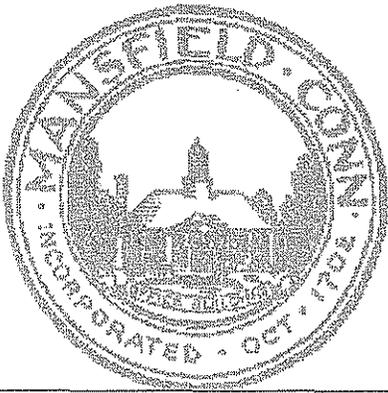
grow / cook / share

CLiCK aims to develop community relationships.

Contact us to learn more about how you can contribute and help us grow.

clickwillimantic@gmail.com
clickwillimantic.com
860.455.8395

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THE MANSFIELD

MINUTE

NOVEMBER 2014

www.mansfieldct.org

Item #12

- *Town Hall will be closed on Tuesday, November 11 for Veterans Day.*
- *Town Hall will be closed November 27 & 28 in observance of Thanksgiving.*
- *Channel 191 is our local government access station. Local info and certain public meetings are broadcast there.*



*Annual Veterans Day Tribute and Luncheon
Monday, November 10,
at the Community Center.
Social hour at 10 AM.
Ceremony at 11 AM.*

Luncheon follows. Veterans of all wars are invited.

**November 4 is
Election Day.**

Polls are open 6 AM to 8 PM.

Mansfield residents vote in the following locations:

- District 1 – Mansfield Community Center, 10 South Eagleville Road
- District 2 – Mansfield Fire Dept. Station 107 Eagleville, 889 Stafford Rd.
- District 3 – Buchanan Auditorium, 54 Warrenville Road
- District 4 – Annie Vinton School, 306 Stafford Road.

TOWN OF MANSFIELD

Explanatory Text – November 4, 2014 Referendum

Prepared by Mary L. Stanton, Mansfield Town Clerk
in accordance with C.G.S. § 9-369b

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

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

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

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

Storrs Center Update

The final phases of Storrs Center are underway with completion of the mixed-use development on Wilbur Cross Way and Royce Circle scheduled for August 2015.

Wilbur Cross Way Development

Work began on the Wilbur Cross Way development in spring 2014. This phase includes 204 studio, one, two, and three bedroom apartments along with 34,000 square feet of commercial development. There will be five buildings: two on each side of Wilbur Cross Way and one bordering Storrs Road and Royce Circle. Similar to the previous phases, most of the residential units will be located on upper floors, with commercial development on the first floor.

The Oaks on the Square will move its leasing office to the Royce Circle building from 9 Dog Lane. Leasing has begun for the apartments in the new buildings as well as in the current buildings. If you are interested in leasing an apartment, contact the Oaks at 860.756.0330 or salesstorrs@edrtrust.com. If you are interested in leasing commercial space, contact Dan Zelson

with Charter Realty at 203.227.2922. The plans for this entire phase are available on the Partnership website at www.mansfieldct.gov/scplanningdocs.

Parking Garage Yields Income

The Storrs Center Alliance (SCA) is responsible for operating the Storrs Center parking garage (which is owned by the Town). SCA and the Town are pleased to report that the Storrs Center parking garage yielded a net income of \$180,120.94 during FY 2013/14. Of this amount, the Town received \$50,000 to cover the cost of its annual contribution to the repair & maintenance account for the garage. SCA will also contribute the balance of \$130,120.94 to the Town as a first installment of a \$770,000 payment towards the construction of the parking garage. (Due to unforeseen sub-surface conditions, the construction of the parking garage cost \$1.34M more than anticipated. SCA, the Town and architect Desman Associates are collectively funding the deficit, with SCA assuming the most significant share.)

SCA contracts out the operation of the garage to a professional parking operator, and plans to transfer the management and operation of the parking garage and SCA's Dog Lane Lot from Standard Parking to LAZ Parking, a national parking management company headquartered in Hartford, CT. This

change will be effective November 1, 2014. The Town and SCA expect the transition to be seamless for our parking garage customers.

Main Street Homes

The final piece of Storrs Center is "Main Street Homes," which are the planned condominium and town home units. This for-sale housing will include approximately 40 units. Amenities will include a resident community room, professionally landscaped pocket parks, and one- or two-car garage parking for each home. Advertising for the homes was announced this past spring by Storrs Center master developer LeylandAlliance with the establishment of a Founding Resident program.

Over the last several months, Leyland hosted a visit to its property in Warwick Grove, NY, which includes similar town home layouts; finalized the site master plan; and put together purchase agreements and homeowners association documentation. It is expected that purchase agreements will be offered to the prospective Founding Residents in November.

If you are interested in learning more about purchasing a home in Storrs Center, contact LeylandAlliance at 860.351.2900, ext. 400 or info@storrscenter.com. You may also contact Peter Millman or Rich Maurouski at Weichert Realtors, which is serving as the local broker for the homes, at 860.429.9700.

The zoning approval process is expected to begin in early 2015, with construction to follow in the spring, and homes opening in 2016.

Town Hall Hours:	
Monday	8:15-4:30
Tuesday	8:15-4:30
Wednesday	8:15-4:30
Thursday	8:15-6:30
Friday	8-12

Health District Monitors Ebola Virus

The Eastern Highlands Health District (EHHD) is monitoring the Ebola virus situation under the guidance and direction of the Connecticut Department of Public Health. The EHHD is providing information and support to the municipal governments, communities, and public school districts it serves. Those communities include the towns of Andover, Ashford, Bolton, Chaplin, Columbia, Coventry, Mansfield, Tolland, Willington, and Scotland. The EHHD is also in close communication with Student Health Services at the University of Connecticut.



For links to information regarding the Ebola virus, please visit the Eastern Highlands Health District website at www.ehhd.org. Residents may also contact EHHD at (860) 429-3325 or ehhd@ehhd.org for more information.

Swap Shop Volunteers Needed

Volunteers are needed to help keep the Swap Shop organized. The Swap Shop, located at the Mansfield transfer station, is open to the public during transfer station hours: Tuesdays, 8:30 AM to 4 PM, Thursdays, 12 to 4 PM and Saturdays, 8:30 AM to 4 PM. Swap Shop volunteers sort through incoming boxes and bags of donated items and place them out on the tables and shelves; maintain organization of the shop; rotate out items that have not moved after a month and keep the shop tidy. If you are interested in helping, please contact the Mansfield Recycling Coordinator, Virginia Walton at 860-429-3333 or waltonvd@mansfieldct.org.

Transfer Station Recycling

Vegetable Oil: The transfer station is accepting used vegetable oil. The vegetable oil is collected by Newport Biodiesel, out of Rhode Island. They convert the vegetable oil into biodiesel and distribute it locally to homes and businesses that are looking for a clean-burning and sustainable fuel. For more information visit www.newportbiodiesel.com.

It may seem a little early, but keep in mind...

Christmas Lights: Recycle your strings of lights that no longer work by bringing them to the Mansfield transfer station. They will be recycled with other wire products.

Gift Wrapping: Recycle non-metallic wrapping paper, tissue paper and gift boxes. They can go with other household recyclables, such as cans, bottles, paper, etc.

Spotlight on Human Services

Youth Services

Youth Services offers assistance to young people and their families. Resources include clinical services such as individual and family therapy, psychiatric service, referrals, in-school counseling and grief counseling, and parent and grandparent support groups. Youth development is supported through mentoring and in-school programs, leadership development, volunteer opportunities and youth work employment. Assistance programs include summer camp, pre-school, the Holiday program, the Special Needs Fund, the food pantry, Food Share and arts and athletics. For more information contact Pat Michalak, Youth Services Coordinator, at 860-429-3319, ysb@mansfieldct.org.



Adult and Senior Services and Resources

The Adult Services Social Worker (Kathy Ann Easley, 860-487-9873) and the Outreach Social Worker (Carolyn McAuliffe, 860-487-9875) are available to assist residents by connecting individuals with services and programs that are available within the community. This free service promotes independence and self-sufficiency by providing needs assessment, follow up services, advocacy, benefits counseling, as well as information and referral.

Mobile Foodshare takes place every other Thursday from 11:30 to 12:15 in the Wrights Way parking lot. The November date is the 13th. Anyone who needs food is eligible. Bring your own shopping bags.

Sharing the Holiday Spirit!

Human Services has two programs designed to help those in need this holiday season. The Adopt-A-Family program provides gifts for family members and gift cards for food. The Mansfield Holiday Program provides supplemental items for the family and gift cards for specific needs. There are opportunities to sponsor a family or make a monetary donation. Call Kathy Ann Easley at 860-487-9873.

Can leaves be collected curbside?

No. But you can take them to the transfer station, for no charge. They will be composted, and the finished compost is available to residents.

The transfer station is open on Tuesdays & Saturdays 8:30 AM to 4 PM, and Thursdays Noon to 4 PM. It is located at 221 Warrenville Rd. (Rt. 89).





November Events and Activities in Mansfield



Parks and Recreation

Fall Family Fun Night

Saturday, Nov. 8, 4:30 -7:30 PM
Friday, Nov. 28, 6:30 - 9:30 PM
No fee for members,
non-members pay the daily fee.

Recreation Rescue

Monday, Nov. 10, 7:30 - 5:30
Open to grades K—8 at the
Mansfield Middle School.
Games, crafts and free play plus
a Field Trip to be announced.

Free Mansfield Days

Friday, Nov. 28, 6:30—9:30 PM
Come and enjoy all the
Community Center has to offer.
Swim, shoot hoops, walk on the
track. FREE for residents.

Pajama Party

Sat., Nov. 15, 3:30—7:30 PM
Make a craft, play a game, and
maybe take over the Teen
Center! Pizza will be served.
For kids in grades K-5.

Senior Van Trips

Call 860-429-0262 ext. 0
for more information and to
register for these popular trips.

Friday, Nov. 7

Gem & Jewelry Show in
Marlborough, MA

Tuesday, Nov. 11

Salute to the Armed Forces
Aqua Turf with lunch & music

Thursday, Nov. 13

Lunch at the "Steaming Tender"
in Palmer, MA

Friday, Nov. 21

New England Carousel & Lunch
in Bristol, CT.

Mansfield Public Library

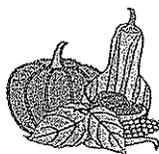
Tellebration!

Saturday, Nov. 8, 10:30– 11:30 AM
Join us for a celebration of
storytelling sponsored by the CT
Storytelling Center. Storyteller
Ellie Toy will present a lively,
multicultural program of stories,
songs, rhymes and fun.
All ages welcome.

Fall Crafts for Kids

Monday, Nov. 10
1:30-3 PM

Fall crafts for kids!
No school today;
make a fall wreath
and centerpiece for your table.



The Truth about Carbohydrates, Fats, and Proteins

Thursday, Nov. 13, 6:30—8 PM
We all know that there are good
and bad carbs, fats, and proteins,
but how do we know which is
which or how much of each we
should consume? Let's take a
journey to demystify these
important macronutrients.

Real, Whole Foods

Saturday, Nov. 1, 3 – 4 PM

 Our modern food
supply has been altered
and "improved" with
processed foods with
long shelf lives and fast prep times
to accommodate our busy lifestyles.
Our bodies don't recognize many
of these substances as food and we
eat more in our bodies' attempts to
obtain complete nutrition. Learn
how to reconnect with real, whole
foods to bring more energy, focus,
and vitality to your daily life.

Mansfield Senior Center

Blood Pressure Clinic

Wednesday, Nov. 5, 11:30 AM
The Herrmman Blood Pressure
Clinic is available to those 55+ on
a first come first serve basis.
No cost and no pre-registration
required.

Afternoon at the Movies

Friday, Nov. 7, 1 PM
Take a journey around the world
with *Eat, Pray, Love!*
Popcorn provided!

FoodShare Distribution

Thursday, Nov. 13, 11:30–12:15
If you have a need for food,
stop by. Thanksgiving Turkey
applications available, call
860-487-9873 by Nov. 5.

Thanksgiving "3rd Wednesday"

Wednesday, Nov. 19, 12 PM
Traditional Thanksgiving Dinner
with music by The Diminutive
Duo. \$5 fee. 860-429-0262 ext 4.

Shingles and Pneumonia Clinic

Thursday, Nov. 20, 9-11 AM
Provided by Price Chopper Phar-
macy, bring your insurance card!

Thankful Gathering

Wednesday, Nov. 26, 10 AM
Wonderful opportunity to share
poetry, writing, art and memories
of past Thanksgivings.

Diner's Delights

The MCSA Cookbook will be out
just in time for the Holidays!
They make wonderful gifts!



Town of Mansfield, Connecticut
Audrey P. Beck Municipal Building
4 South Eagleville Road, Mansfield, CT 06268
mansfieldct.gov 860.429.3336

SENIOR SPARKS

Mansfield Senior Center Newsletter

~ NOVEMBER 2014 ~

Give Thanks!

Join us this month as we remember & and reflect on everyone & everything we're so very thankful for!



Annual Veterans Day Tribute and Luncheon

The event will begin with at 10:00am with a social hour, followed by the ceremony at 11:00am. We cordially invite you to stay after the ceremony for a luncheon provided with the support of local business owners. Our intent is to honor Veterans of all wars in a manner that requires only their presence, and we sincerely hope that you'll join us for this special event! Please register at the reception desk by October 31st.

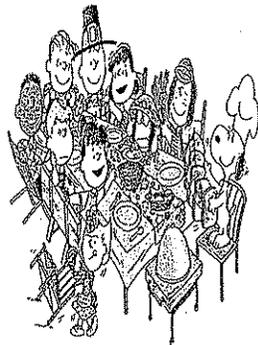
Monday, November 10th at the Mansfield Community Center

Join us for our Thanksgiving "Third Wednesday" on November 19th!

Sponsored by the MSCA, we'll enjoy a traditional Thanksgiving Dinner with all the fixings! After the meal, we'll treat our ears to the music of The Diminutive Duo. Jane Frogley and John Bova make up this fantastic duo ~ Jane plays the piano and sings old-time Broadway favorites, and John is a veteran trumpeter of big bands, orchestras and Broadway. Together, they will take us on a musical trip down memory lane! Please invite your friends and join us for this festive party!

The cost for the meal is \$5.00/person

Please register & pay at the reception desk by November 10th



Thankful Gathering

Join us for this wonderful opportunity to sit and share with friends! Bring along your favorite works of poetry, writing & art, your memories of Thanksgivings past and your open heart to welcome in the holiday season together. Light hors d'oeuvres will be served. Please register at the reception desk by November 21st.

Wednesday, November 26th at 10:00am



Mansfield Senior & Wellness Center
303 Maple Road, Mansfield, CT 06268 Tel: 860-429-0262 Fax: 860-429-3208
www.SeniorCntr4@mansfieldct.org



**A NOTE FROM CINDY DAINTON,
SENIOR CENTER SUPERVISOR**

"GRATITUDE IS THE SIGN OF NOBLE SOULS." AESOP

The Mansfield Senior & Wellness Center is the host to the noblest of souls. I would like to express my deepest thanks to the staff, volunteers, and participants at the center who assist in carrying out the programs at the senior center. It would not all be possible without everyone's hard work. At this time of year when we are looking at all we have to be thankful for -- THANK YOU ALL SO MUCH!

Fall has brought a flurry of activity at the senior center and now we are in full force. The senior center has a myriad of activities taking place each week -- new activities, special events and regular programming. I cannot emphasize enough that you really need to read through the entire newsletter so that nothing is missed. There are also updates on the bulletin board at the senior center.

Open enrollment for Medicare Part D is taking place from October 15th until December 7th. Four considerations to keep in mind when making choices include: cost, coverage, convenience, and customer service. If you need assistance with making any Medicare decisions, please contact Kathy Ann Easley or Carol McAuliffe for assistance.

"Less is more"—I believe that is the saying. I will end this note here. Please feel free to stop by and say hello!

**MANSFIELD SENIOR &
WELLNESS CENTER**

**HOURS: MONDAY TO FRIDAY
8:30 AM TO 4:30 PM**

**TEL: 860-429-0262
FAX: 860-429-3208**

**E-MAIL: SENIORCNTR@MANSFIELDCT.ORG
TOWN WEBSITE: WWW.MANSFIELDCT.ORG**

SENIOR CENTER SUPERVISOR:

**CINDY DAINTON
860-487-9872**

PROGRAM COORDINATOR:

**SARAH TAYLOR
860-487-9874**

VOLUNTEER TRANSPORTATION MANAGER:

**GIANNA STEBBINS
860-487-9877**

RECEPTIONIST:

**KATHY YAFFEE
860-487-9870**

SITE SERVER:

**SHARON CARON
860-487-9876**

ADULT SERVICES SOCIAL WORKER:

**KATHY ANN EASLEY
860-487-9873**

OUTREACH WORKER:

**CAROLYN MCAULIFFE
860-487-9875**

♥ **THANK YOU, THANK YOU,
THANK YOU** ♥

**TO ALL THE SENIORS WHO HELPED
PRODUCE, EDIT, COLLATE AND MAIL
THE OCTOBER SPARKS!**

Estelle Elliott	June Curtis
Rita Braswell	Lida Bilokur
Jean Ann Kenny	Sue Kwastel
Alice Jansen	Kay Warren
Dick Sallee	Mike Beschler
Carol Higgins	

**AND TO KATHY RULE FOR HER EXPERTISE AND
HELP AT THIS YEAR'S FLU CLINIC!**

**AND TO BEV GOTCH FOR DISPLAYING HER
FABULOUS COLLECTION OF GNOMES
IN OUR LOBBY!**

**SPARKS CAN ALWAYS BE FOUND ONLINE AT:
WWW.MANSFIELDCT.GOV/FILESTORAGE/1904/2767/201409_SPARKS.PDF**

MANSFIELD SENIOR CENTER ASSOCIATION, INC.
Greetings from Estelle Elliott, MSCA President

Friends,

There are always so many things going on that it becomes fun choosing which one I should talk about. This month we have our Thanksgiving Dinner with all the trimmings! It will be a catered meal with the Diminutive Duo providing the entertainment after lunch. This duo has been here before and they are very good.

I'm pleased to say that we have several fundraisers going on and coming up. We're selling MSCA T-shirts & Cookbooks, as well as holding a bazaar in December. Please consider supporting us by purchasing one of our great products or volunteering to help. Our fundraisers help us out so that in turn we can do our part contributing to the upkeep of the Center.

Estelle

**THE MSCA IS SELLING
 T-SHIRTS & SWEATSHIRTS!**

T-shirts are available in both navy and maroon in sizes small through 3x. Short-sleeved and long-sleeved polos, a crewneck sweatshirt and a cozy zippered sweatshirt (hoodless) are available by order.

Please stop by the reception desk to see the different varieties and pick up your order form!



HOT OFF THE PRESSES!

**THE MSCA COOKBOOK
 DINERS' DELIGHTS
 ARE IN!**

THE COOKBOOKS ARE \$10/EACH
 AND WILL MAKE WONDERFUL GIFTS!
 BUY YOURS AT THE RECEPTION DESK TODAY!

THE MSCA IS SPONSORING A
HOLIDAY BAZAAR
 SATURDAY, DECEMBER 6TH
 FROM 9AM-1PM



We're collecting gently used items for our White Elephant table and appreciate anything you can donate. Please drop items off on Tuesdays between 9:00am-4:00pm. If Tuesdays don't work for you, call Estelle or Kathy at 860-429-0262, ext. 5 and we'll be happy to work out an alternate day & time.

Please also consider baking for the Bazaar!
 We need cookies, brownies, scones, pies, cakes and more! Please bring individually wrapped items in ready for sale!

**Thank you for your help and support!
 We're looking forward to a great Bazaar!**



**MANSFIELD SENIOR CENTER
 EXECUTIVE BOARD MEMBERS**

- President:** Estelle Elliott
- Vice President:** Jean Ann Kenny
- Immediate Past President:** Rita Braswell
- Secretary:** Bev Gotch
- Finance Officer:** vacancy
- Treasurer:** Mike Beschler
- Assistant Treasurer & Subscription Manager:** Kathy Rule
- Member at Large:** Sam Gordon
- Computer Committee Chair:** Rotating
- Program Committee Chair:** Joan Terry
- Sparks Committee Chair:** Rita Braswell
- Travel Committee Chair:** Kay Warren

To reach the Association President,
 please call 860-429-0262, ext. 5.

**MSCA Executive Board & Association
 Meeting Schedule**

Executive Board	November 12 th at 1:00pm
Association Mtg	December 10 th at 12:45pm
Executive Board	December 10 th at 1:30pm

Fitness & Healthy Living

Walking DVD



Do you have 40 minutes to devote to your health? That's all it takes to walk two miles with our morning walking group!

Mondays 9:00-9:40am
Wednesdays 9:00-9:40am
Fridays 9:00-9:40am

There is no need to pre-register and no fee for this class.

Strength & Stability



This is a cardio and toning class that utilizes weights, bands and stability discs. The class is designed to work your body at whatever level you're comfortable.

Tuesdays & Thursdays 8:30-9:30am
\$5.00R/\$6.00NR per class
This class will be billed monthly based on attendance.

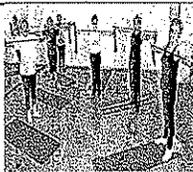
Fundamentals of Tap



This is a tap dancing class for beginners or those that need a refresher from previous lessons. The class will focus on steps and footwork. Pre-registration is required.

Wednesdays 1:00-2:00pm
4 Classes—\$20.00R/\$24.00NR

Senior Aerobics



This high energy class provides a complete cardio workout with a combination of standing exercises and mat work. Pre-registration is required.

Mondays at 9:00-10:00am
4 Classes—\$20.00R/\$24.00NR

Thursdays 3:15-4:15pm
3 Classes—\$15.00R/\$18.00NR

*** NEW ***
Tai Chi Cooperative Group

Join us for an opportunity to practice Tai Chi in this cooperative, self-led group! We plan to practice various forms and routines with the help of DVDs and cooperative learning. All levels welcome.

Wednesdays 10:00-11:00am
There is no need to pre-register and no fee for this class.

Power of Aging

This weight bearing exercise program is designed for those who want to improve their muscle power, strength, balance and endurance. Class begins with a warm-up and continues with a variety of exercises designed to increase muscular strength, range of movement, flexibility, balance and core strength.

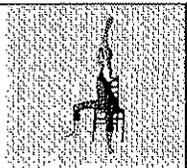
Tuesdays 11:00am-12:00pm
Thursdays 12:30-1:30pm
\$5.00R/\$6.00NR per class
This class will be billed monthly based on attendance.

*** NEW ***
Gentle Yoga

Experience the many health benefits of this gentle restorative practice, including improved strength, flexibility, range of motion & relaxation. This class is open to students of all levels, and no previous yoga experience is required. Students with chronic conditions, injuries or arthritis will also benefit from this class. Pre-registration is required.

Wednesdays 11:00am-12:00pm
3 Classes—\$15.00R/\$18.00NR
****Free 1st Class on Nov 5th****

Sit & Get Fit



Sit & Get Fit is a seated exercise class that combines stretching, resistance, chair aerobics and strength building movements to increase flexibility, range of motion and body awareness. Pre-registration is required.

Fridays 10:30-11:30am
3 Classes—\$15.00R/\$18.00NR

Sparkettes Class

This class is for those tap dancers who have previous experience and are interested in performing at a variety of local settings. The class will focus on footwork, precision, speed and performance skills. Pre-registration is required.

Mondays 10:15-11:45am
4 Classes—\$30.00R/36.00NR

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*** PRICES LISTED ARE FOR THE MONTH OF NOVEMBER ***

*** PLEASE REGISTER AT THE SENIOR CENTER OR CALL KATHY YAFFEE FOR MORE INFORMATION ***

CREATIVE ARTS**Wood Carving**

Try your hand at this ancient art with members of the Mystic Carvers Club! There is no fee for this class, and beginners do not need to bring any supplies—come try it out first; the group leaders will then recommend beginner tools and local suppliers. For more information visit www.mysticcarvers.com.

Wednesdays at 9:30am

Quilting with Pat

This session will feature “Projects of Your Choice.” Use this time to begin new projects or complete projects that need a finishing touch. This is a great opportunity to get some holiday gift items made. Whether it’s a project that has you stumped, a quilt that just needs a border or a new project that needs a jump start, bring it in and get some encouragement and class motivations with Pat Ferguson as your “Quilting Coach.” Pre-registration is required.

Thursdays from 10:00am-12:30pm

**New Session: 10/30, 11/13, 12/4, 12/11 & 12/18
\$30.00R/\$35.00NR**

All-day Quilting Retreat with Pat

Quilt all day on projects of your choice with Pat Ferguson as your “Quilting Coach.” For more information, call Pat at 860-429-6999. Pre-registration is required.

**Monday, November 17th from 10am-4pm
\$30.00R/\$35.00NR**

Jewelry

If you’ve passed by the Craft Room on a Thursday afternoon, you’ve probably heard laughter and chatter as the “beaders” create beautiful necklaces, earrings, bracelets and more! New members are always welcome!

Thursdays at 1:00pm

Knitting & Crocheting

Come enjoy an opportunity to knit or crochet with friends!

Fridays at 10:00am

Art Studio

Our expansive craft room is available for you to come in and work independently on your own project...with the company of some great artists!

Fridays at 1:00pm

WELLNESS PROGRAMS**SHINGLES & PNEUMONIA CLINIC**

Thursday, November 20th

9:00-11:00am

Provided by Price Chopper Pharmacy
Please register with Kathy Yaffee
by November 13th and remember
to bring your insurance card!

Herrmman Blood Pressure Clinic

The Herrmman Blood Pressure Clinic is available to those 55 years of age and older on a first-come first-served basis. There is no cost and no pre-registration required.

November 5th from 11:30am-12:00pm

Reiki

Reiki Master Teacher Bette Giordano offers this stress reduction and relaxation therapy for Seniors. The cost for a one-hour session is \$30.00.

November 6th from 9:00-11:00am

Mini Spa

Treat yourself! Manicures, Pedicures and Haircuts available at a reduced cost for Seniors. Please call Kathy Yaffee to make an appointment.

November 10th from 9:00am-12:00pm

Podiatrist

Dr. Walter provides complete foot care & podiatric evaluations. Medicare will be billed if you are eligible, so please bring your insurance card.

November 4th & 25th from 9:00am-12:00pm

VNA East Adult Health Screenings

Blood Pressure, Cholesterol, Blood Glucose, Foot Care and Ear Flushing for a nominal fee.

December 3rd from 1:00-3:00pm

**Please call Kathy Yaffee at 860-487-9870
for more information or to make
your appointment.**

NEW IN NOVEMBER

~ The Art of Elderhood ~

How do we become true elders?

Not 'olders' fading into invisibility, with a litany of aches and operations, but a vital and respected part of the network of families and others that surround us.

Helen Armstrong and Judy Hyde, among other roles they play in their seventies, are staff elders in the Art of Mentoring community. For eight years they have been learning the ropes of effective elderhood as an important aspect of our cultural repair.

They invite you to attend this free four-part workshop. It will focus on moving into elderhood as the crowning time of life—despite diminishing energies. Through interactive methods, we will learn practices that earn admiration, attention and affection and give us a sense of belonging to this time-honored role.

Mondays 3:15-4:15 in the Wellness Center

- Nov 3rd:** What are elders? Who was an elder for you in your childhood?
- Nov 10th:** Overcoming internal and external challenges to becoming an elder.
- Nov 17th:** What are the contributions you can make? Naming your gifts.
- Nov 24th:** Promoting true conversations in families; identifying and reinforcing the gifts of teenagers and twenty-somethings.

From Wheeze to Breeze



Join us for this informative & interactive presentation on living with Asthma!

Presented by students from the UConn Medical, Nursing & Pharmacy Schools, this interdisciplinary seminar will focus on preventing and avoiding triggers, using inhalers properly and taking care of oneself or a loved one who has asthma.

**Tuesday, November 18th
11:00am-12:00pm**

Stamping

MAKE YOUR OWN HOLIDAY CARDS, STATIONARY, BOOKMARKS AND MORE!

STAMPS, INK, CARD STOCK & PAPER WILL BE SUPPLIED.

PLEASE REGISTER WITH KATHY YAFFEE.

\$2.00/CLASS

TUESDAY, NOVEMBER 25TH & TUESDAY, DECEMBER 2ND

YOGA IS BACK!

We're thrilled to introduce our new Yoga Instructor **Bill Goodale!**

Bill has been practicing yoga for 12 years. He became more serious about yoga after severing his Achilles tendon and needing to increase his flexibility and strength. About the same time, Bill was introduced to Reiki.

Realizing the importance of each, he decided to deepen his practice and become a Yoga instructor and Reiki practitioner. Yoga has, in fact, increased Bill's strength and flexibility, but he also believes that it has brought a greater sense of calm to his life. His mantra is *Breathe, Relax, Feel, Watch and Allow.*

For an opportunity to meet Bill and try his class, please join us for a free class on Wednesday, November 5th at 11:00am.

Regular Classes will begin the following week. Please see the Fitness page for more information.



KEEP

CALM

AND

DO

YOGA

GROUPS & CLUBS

Genealogy Group

Led by Helen Collins, this group meets to share their progress in searching for their ancestors. Helen keeps the group updated with new web sites and information, and plans trips to libraries and other facilities where members can research their genealogy. All levels of expertise are welcome! Just beginning? The group will give you suggestions to get you started! This month, they'll meet on **Monday, November 10th at 10:00am.**

Book Club

Bring along your love of reading to this literary group! This group meets on the **2nd & 4th Wednesday of each month at 2:00pm.**

Conversations with Betty

Everyone is welcome to join us for this friendly, lively discussion group! For more information, please call Betty at 860-429-6324. This group meets on the **1st Thursday of each month at 11:00am.**

Photo Club

This group meets on the **1st & 3rd Friday of each month at 10:00am.** Please call Dan Gebben at (860) 576-1122 for more information.

Chorus

If you like to sing, come and join us! You don't have to be an accomplished singer - there will be music to satisfy both the novice and experienced. We perform at local nursing homes, senior housing and rehabilitation facilities. For more information, contact Stu Sidney at (860) 429-7271. **Mondays from 1:30-3:00pm**

Writing Group

Come tell your secrets with pad and pen, discuss your life from way back when. A good friend found, now in the "loop," come and join our writing group! We hope to see you there! **Wednesdays at 10:00am.**

Causeries en Français

Parlez-vous Français? Bring along a bag lunch and join us or an hour of great conversation en français! **Wednesdays at 12:00pm**

AFTERNOON AT THE MOVIES

Take a journey around the world with *Eat, Pray, Love!*

This is the inspiring story of one woman's quest to rediscover herself while traveling to Italy, India and Bali. Of course, popcorn will be provided!

~ Friday, November 7th at 1:00pm ~

~ CARDS & GAMES ~

WII BOWLING

**TUESDAYS AT 10:00AM
THURSDAYS AT 10:00AM
THURSDAYS AT 2:30PM**

BRIDGE

THURSDAYS AT 1:00PM

DUPLICATE BRIDGE

**3RD FRIDAY AT 1:00PM
(11/21, 12/19)**

SCRABBLE

**TUESDAYS AT 10:00AM
FRIDAYS AT 10:00AM**

MAHJONGG

MONDAYS AT 1:00PM

BINGO

TUESDAYS AT 1:00PM

Wii Bowling League!



The Mansfield Senior Center Wii

Bowlers are hitting the road! Once a month, we'll travel to or host a different Senior Center for some friendly competition and a chance to meet new friends. The league will run from October to April with an end of the season tournament in May. We're still looking for a few folks to round out our roster, so if you'd like to join this fun bunch, please call Sarah at 860-487-9874. No previous play necessary!

DAY TRIPS

Day Trips fill up quickly, so make sure you call the Senior Center to register early!

Gem & Jewelry Show in Marlborough, MA.
Van will depart Center at 10:30am and return at 4:00pm. Admission is free.

Friday, November 7th

Registration deadline is November 4th

Lunch at the "Steaming Tender" in Palmer, MA.
The Steaming Tender Restaurant is situated in a 19th century Romanesque style train station and offers a vast menu selection (copy at front desk). Train passes by building each afternoon! Van will depart Center at 11:00am and return at 3:30pm.

Thursday, November 13th

Registration deadline is November 10th

Cost: Lunch on your own

New England Carousel & Lunch in Bristol, CT.
Come and see the amazing carousel memorabilia at this one of a kind museum and enjoy a carousel ride, too! Van will depart Center 10:30am and return at approximately 2:30pm.

Friday, November 21st

Registration deadline is November 14th.

Cost: \$15.50 (includes lunch)

Upcoming December Trips

Tour the Governor's Holiday Mansion
on Friday, December 5th!

Enjoy the Sturbridge Holiday Show & Luncheon
on Tuesday, December 9th.

*Please see the Transportation Bulletin Board
for more details!*

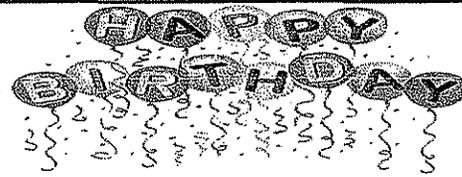
DIAL-A-RIDE TRANSPORTATION

IS ALSO AVAILABLE FOR MANSFIELD RESIDENTS.
PLEASE CALL (860) 456-1462 **48 HOURS** IN ADVANCE.
THIS SERVICE IS PROVIDED BY THE WINDHAM REGIONAL
TRANSPORTATION DISTRICT.

**Please extend a warm welcome to our
newest Senior Center Members!**



Helen Chapman
Pauline Frey
Frederick Frey



- 1 Elizabeth Lan, Robert Lester, Robert Homans
- 3 Kay Warren, Donald DeBella
- 5 Karin Richards, Joan Cole, Laura Sprague
- 6 Herbert Perkins, Catherine Strauch, Eileen Curron
- 7 Robert Marrotte, Richard Hobby, Mary Elizabeth Long, Katherine Richards, Raymond Chaput
- 8 Mary Hussey, Roy Campbell
- 9 Carolyn Alfand, Nelson Orringer
- 10 Donald Hoyle
- 11 Rose Morton, James Leta, David Limberger, Hazel Rubins
- 12 Linda Lee Hill, Edward Wong
- 13 Edith Taylor, Elizabeth Lacouture, Bobbie Palmer, Nell Mulkern, Stanley Bevin, Sandra Pelc
- 14 Eleanor Costello, Priscilla Bakke, Joe Chasin
- 15 Sherman Clebnik, Marilyn Smith, Judith Marcus
- 16 Edwin Hodgkins, Uenda Hicking, Eleanor Peters, Helen Armstrong
- 17 Virginia Todd, Evelyn Vegiard, Richard Warren, Roger Crossgrove
- 18 Carol Ames, Lillian Lawrence, Anita Satriano
- 19 Shirley Malinowski, Pascal Prignano
- 20 Gina Mastrangelo, Nora Stevens, Barry Juhasz, Michael Gerald
- 21 Alice Jansen, Kenneth Tremblay, Walter Carr, Linda Doubleday, Annie Raynor
- 23 Peter Rich, Linda Miles
- 24 Kendall Rhee, Linda Dos Santos, Beverly Elwood, Ravi Jain, Virginia Field, Tom Gorin, Virginia Gorin
- 25 Carole Hall, Donald Wetherell, Brenda Chase, Elaine Russo, Tina Fu
- 26 Karna Secker, Ann Smith, Evelyn Drouin
- 27 Christy Raffa, David Palmer, Susan Gill, Cheryl McClain
- 28 Scott Lehmann, Yuan-Gen Yin
- 29 Richard Long, George Campbell
- 30 Bill Coughlin, George Danks, Andrew Horila

JORGENSEN
CENTER FOR THE PERFORMING ARTS



MOSCOW STATE SYMPHONY
November 14th
8:00pm

*Please call Kathy Yaffee to add your name to the
participant list or for more information.*

TRIPS & TRAVEL



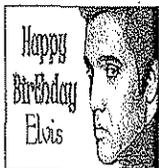
A Salute to the Armed Forces Tuesday, November 11th

Celebrate and honor our Veterans at the Aqua Turf with a delicious family style luncheon and entertainment provided by Times Square Band and the Moxie Vocal Group. The cost for this trip is **\$77.00/person**, which includes coffee & donuts on arrival, full-course luncheon with a glass of beer or wine and an afternoon of all-American music.



A Victorian Holiday at the Williams Inn Tuesday, December 9th

Travel back in time for a holiday celebration at the Williams Inn in Williamstown, Massachusetts! We'll be welcomed by Beefeater Guards and enjoy a one-of-a-kind Boar's Head feast. After lunch, we'll be serenaded with songs of the season, as well as tunes from the 30's, 40's & 50's. The cost for this trip is **\$86.00/person**, which includes the gourmet buffet feast, cabaret style Holiday Show and a cup of hot wassail to toast good luck, good health, and good cheer.



"Happy 80th Birthday Elvis"

Sunday, January 11, 2015 (Snow date is January 12, 2015)

Don't miss Elvis impersonator Jeff Krick performing at the Hu Ke Lau in honor of Elvis' 80th Birthday! The cost for this trip is **\$76.00/person**, which includes a fantastic lunch with a choice of Prime Rib or Baked Scrod.



Voices of the Legends in Atlantic City February 18-20, 2015

Don't miss this spectacular 3-day trip! Package includes motor coach, 2 nights at the Taj Mahal Hotel Casino, 1 breakfast buffet, 2 buffet dinners, 1 ticket to the *Voices of the Legends* show, **\$90.00 in slot bonus**, taxes, baggage handling and driver gratuity—all for **\$190.00/person!**

NOW TAKING DEPOSITS

Enjoy a 9-day cruise to the Caribbean April 15-24, 2015. Cruise will depart from New York City pier and make stops in San Juan, St. Thomas, St. Maarten & Tortola. Price includes all meals aboard ship, entertainment, all taxes and port charges and a FREE cocktail party from the Travel Group. Please call Kay for different cabin prices. Deposit due at sign-up.



SAVE THESE DATES!

Join us for a presentation by Collette Vacations on **November 3rd at 1:00 pm**. We'll learn all about the upcoming 15-day trip in October 2015 to explore England, Ireland, Scotland and Wales!

Be sure to join us for our **Travel Fair on November 14th at 1:00pm** at the Senior Center! Find out all about our **2015 Trips** and enjoy a fun afternoon with giveaways and light refreshments!

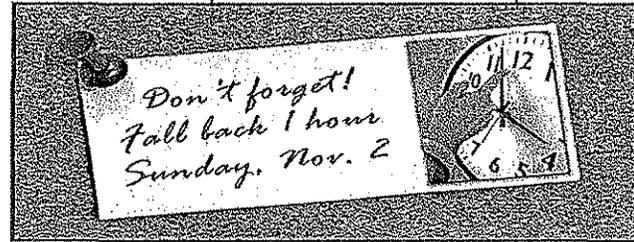
To RSVP or for more information on trips & travel, please contact
Kay Warren at 860-429-0262, ext. 6.

VCCA SENIOR CAFE

November 2014

Lunch is served Monday through Friday for individuals aged 60 and over and their spouses. Suggested voluntary donation is \$3.00, payable the day of the meal; the price for those under 60 is \$9.97. Please remember to make your reservation at least 24 hours in advance by 10:00am!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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<p>3</p> <p>OPPY JOE W/BUNCE PILAF AS & CARROTS FRESH ORANGE</p>	<p>4</p> <p>CHICKEN MARSALA MASHED POTATOES BROCCOLI CRANBERRY JUICE OATMEAL COOKIE</p>	<p>5</p> <p>EGGPLANT ROLETTE PENNE W/MARINARA ITALIAN VEG MEDLEY PINEAPPLE CUP</p>	<p>6</p> <p>SPANISH BEEF STEW CUMIN & GARLIC ROASTED POTATOES LONG BEAN MEDLEY APPLESAUCE</p>	<p>7</p> <p>PINEAPPLE GLAZED HAM MASHED SWEET POTATOES MIXED VEGGIES FRUIT COCKTAIL</p>
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<p>10</p> <p>VETERANS DAY TRIBUTE & LUNCHEON AT THE MANSFIELD COMMUNITY CENTER LUNCH SERVED AT THE SENIOR CENTER*</p>	<p>11 CLOSED</p>	<p>12</p> <p>MONTIE CRISTO SANDWICH: EGG PATTY, TURKEY SAUSAGE & AMERICAN CHEESE ON FRENCH TOAST CHUCK WAGON VEG MEDLEY APPLESAUCE</p>	<p>13</p> <p>BAKED COD W/TOMATO GARLIC COMPOTE MACARONI & CHEESE STEWED TOMATOES FRUIT COCKTAIL</p>	<p>14</p> <p>CHICKEN SAUSAGE, PEPPERS & ONIONS W/HOT DOG BUN RICE PILAF GREEN BEANS & WAX BEANS FRESH FRUIT</p>
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<p>17</p> <p>WILSBURY STEAK BATTERED NOODLES PORK VEG MEDLEY CARROTS & MANDARIN ORANGE CUP</p>	<p>18</p> <p>CHICKEN CACCIATORE SEASONED RICE ITALIAN VEG MEDLEY FRUIT COCKTAIL</p>	<p>19</p> <p>MSCA THIRD WEDNESDAY & SPECIAL LUNCHEON \$5.00 PER PERSON PLEASE REGISTER AT FRONT DESK</p>	<p>20</p> <p>BBQ CHICKEN LEG BAKED BEANS CHUCK WAGON VEG MEDLEY PEACH CUP</p>	<p>21</p> <p>MEATLOAF W/ GRAVY MASHED POTATOES MIXED VEGGIES GRAPE JUICE DANISH</p>
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<p>24</p> <p>OLD NEWBURG (CO SHRIMP) SEASONED RICE ITALIAN VEG MEDLEY APPLESAUCE</p>	<p>25</p> <p>WESTERN OMELET ROASTED POTATOES CHUCK WAGON VEG MEDLEY FRESH FRUIT</p>	<p>26</p> <p>BROCCOLI & CHEESE STUFFED CHICKEN BUTTERED NOODLES GRAPE JUICE CUPCAKE</p>	<p>27 CLOSED</p> <p>MAY YOUR GRATEFULNESS THIS YEAR BE CONSCIOUS, YOUR RELATIONSHIPS DEEPENED AND THE FOOD YOU EAT THE BEST EVER! HAPPY THANKSGIVING!</p>	<p>28 CLOSED</p>
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ADULT & SENIOR SERVICES AND RESOURCES

COMPUTERS

Kathy Ann Easley
Adult Services
Social Worker
860-487-9873

Carolyn McAuliffe
Outreach Worker
860-487-9875

The Renter's Rebate Program for 2014 ended October 1st.

Extension requests only thru Dec. 15, 2014 may be available. Call Kathy Ann

The Social Workers are available to assist Mansfield residents connect to individuals with services and programs that are available within the community.

Caring for a parent, spouse or disabled adult child? Join our **Caregiver's Group** for support and confidential conversation with peer caregivers.

November 19th from

Mobile Food Share will be at Wright's Village on **November 13th 11:30am-12:15pm**

FoodShare Thanksgiving Turkey Applications available thru November 5th.

Please call Kathy Ann Easley for details.

OPEN ENROLLMENT FOR ACCESS HEALTH CT WILL BEGIN NOVEMBER 15, 2013

The ACCESS Community Action Agency is now making appointments for **Energy Assistance**

Contact ACCESS at 860-450-7400
 1315 Main Street, Suite 2, Willimantic, CT 06226

It is time to review your **Medicare Part D prescription drug plan or Part C Advantage Plan** for 2015.

Open Enrollment is October 15th through December 7th.
 Call Carolyn McAuliffe

Dealing with Low Vision? Join our **Low Vision Group** for support, friendship and helpful tips.

November 12th from 11:00am-12:00pm

Computer Classes are taught by members of the MSCA Computer Council.

Participants must pre-register for classes at the Reception desk at the Senior Center before classes begin.

For more information on the Computer Council or any of their classes, please contact them at (860) 429-0262, ext. 7

Stay tuned for some terrific classes coming soon!

~ PC Help ~

Every Monday at 10:00am

Free computer and/or digital camera help is available by **Dan Gebben**, one of the Computer Council's talented consultants.



IN ORDER TO DELIVER MORE EFFICIENT & EFFECTIVE SERVICES, OUR ELDERCARE ATTORNEY JOELEN GATES IS AVAILABLE BY PHONE AT 860-786-6372 OR BY APPOINTMENT IN HER WILLIMANTIC OFFICE.



FOR MORE INFORMATION ON CONNECTICUT LEGAL SERVICES, VISIT WWW.CTELDERLAW.ORG

*Looking to make a child smile this holiday season? Please consider making a monetary donation to **The Mansfield Holiday Program!** Contact the Human Services Department at 860-429-3315 for more information.*

~ NOVEMBER ~

MONDAY

Sr. AEROBICS
WALKING DVD
PC HELP
SPARKETTES
LUNCH
COLLETTE
TRAVEL FAIR
MAHJONGG
CHORUS
ELDERHOOD
DISCUSSION GRP

TUESDAY

4.
8:30 STRENGTH & STABILITY
9:00 DR. WALTER
10:00 SCRABBLE
10:00 WII BOWLING
11:00 PWR. OF AGING
12:00 LUNCH
1:00 BINGO
2:30 COMPUTER COMMITTEE MTG

WEDNESDAY

5.
9:00 WALKING DVD
9:30 WOOD CARVING
10:00 TAI CHI
10:00 WRITING GROUP
11:00 YOGA
11:30 HERRMMAN B/P
12:00 LUNCH
12:00 CAUSERIES
12:00 B-DAY LUNCH
1:00 PRESENTATION: FALL PREVENTION
1:00 FUND. OF TAP

THURSDAY

6.
8:30 STRENGTH & STABILITY
9:00 REIKI
10:00 WII BOWLING
10:15 SPARKETTES
11:00 CONVERSATIONS WITH BETTY
12:00 LUNCH
12:30 PWR. OF AGING
1:00 BRIDGE
1:00 JEWELRY
2:30 WII BOWLING
3:15 SR. AEROBICS

FRIDAY

7.
9:00 WALKING DVD
10:00 SCRABBLE
10:00 KNITTING & CROCHETING
10:00 PHOTO CLUB
10:30 JEWELRY SHOW TRIP
10:30 SIT & GET FIT
11:15 BRAIN AEROBICS
12:00 LUNCH
1:00 ART STUDIO
1:00 AFTERNOON AT THE MOVIES

Sr. AEROBICS
WALKING DVD
MINI SPA DAY
VETERANS DAY
LUNCHEON
(COMMUNITY CENTER)
PC HELP
GENEALOGY
SPARKETTES
MAHJONGG
CHORUS
ELDERHOOD
DISCUSSION GRP

11. VETERANS DAY



SENIOR CENTER IS CLOSED

PLEASE NOTE:
THE MS SUPPORT GROUP
WILL MEET AT THE
COMMUNITY CENTER

12. 9:00 AARP SAFE DRIVING COURSE
9:00 WALKING DVD
9:30 WOOD CARVING
10:00 TAI CHI
10:00 WRITING GROUP
11:00 YOGA
11:00 LOW VISION
12:00 LUNCH
12:00 CAUSERIES
1:00 MSCA EXEC. BOARD MTG.
1:00 FUND. OF TAP
2:00 BOOK CLUB
7:00 TNT QUILTERS

13.
8:30 STRENGTH & STABILITY
10:00 WII BOWLING
10:00 QUILTING
10:15 SPARKETTES
11:00 LUNCH BUNCH TRIP
11:30 FOOD SHARE
12:00 LUNCH
12:30 PWR. OF AGING
1:00 BRIDGE
1:00 JEWELRY
2:30 WII BOWLING
3:15 SR. AEROBICS

14.
9:00 WALKING DVD
10:00 SCRABBLE
10:00 KNITTING & CROCHETING
10:30 SIT & GET FIT
11:15 BRAIN AEROBICS
12:00 LUNCH
1:00 TRAVEL FAIR
1:00 ART STUDIO

Sr. AEROBICS
WALKING DVD
COA MTG
PC HELP
QUILTING
RETREAT
SPARKETTES
LUNCH
MAHJONGG
CHORUS
ELDERHOOD
DISCUSSION GRP

18.
8:30 STRENGTH & STABILITY
10:00 SCRABBLE
10:00 WII BOWLING
11:00 PWR. OF AGING
11:00 PRESENTATION: FROM WHEEZE TO BREEZE
12:00 LUNCH
1:00 BINGO
1:00 CREATIVE STAMPING

19.
9:00 WALKING DVD
9:30 WOOD CARVING
10:00 TAI CHI
10:00 WRITING GROUP
11:00 YOGA
12:00 CAUSERIES
12:00 MSCA THIRD WEDNESDAY
1:00 FUND. OF TAP
3:00 CAREGIVER'S GROUP

20.
8:30 STRENGTH & STABILITY
9:00 SHINGLES & PNEUMONIA CLINIC
10:00 WII BOWLING
10:15 SPARKETTES
12:00 LUNCH
12:30 PWR. OF AGING
1:00 BRIDGE
1:00 JEWELRY
2:30 WII BOWLING
3:15 SR. AEROBICS

21.
9:00 WALKING DVD
10:00 SCRABBLE
10:00 PHOTO CLUB
10:00 KNITTING & CROCHETING
10:30 CAROUSEL TRIP
10:30 SIT & GET FIT
11:15 BRAIN AEROBICS
12:00 LUNCH
1:00 ART STUDIO
1:00 DUPLICATE BRIDGE

****INCLEMENT WEATHER****

It's officially that time of year again!

Please remember that when Mansfield Public Schools are closed or delayed due to inclement weather, the Mansfield Senior and Wellness Center will also be closed or delayed accordingly.

Listen to WTIC (1080 AM) or WILI (1400 AM), watch Channel 3 news or call the Center at 860-429-0262 for announcements.

Please use caution and put your own safety first!

I WANT TO BUY A SPARKS SUBSCRIPTION FROM JULY 1, 2014 TO JUNE 30 2015.
(PLEASE PRINT)

NAME: _____

MAILING ADDRESS: _____

TOWN: _____ ZIP: _____

PHONE: _____

NEW SUBSCRIPTION _____ OR RENEWAL _____

BULK RATE @ \$8.00 _____ OR FIRST CLASS @ \$12.00 _____

AMOUNT ENCLOSED: _____
(CHECK MADE TO M.S.C.A.)

LEAVE AT FRONT DESK FOR KATHY RULE OR MAIL IT TO HER AT:

MANSFIELD SENIOR & WELLNESS CENTER
303 MAPLE ROAD
STORRS MANSFIELD, CT 06268

SENIOR SPARKS

Mansfield Senior Center
303 Maple Road
Mansfield, Connecticut 06268
(860) 429-0262

POSTMASTER: DATED MATERIAL
PLEASE DELIVER PROMPTLY

CURRENT RESIDENT OR

PUT LABEL
IN THIS BLOCK