



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Monday, December 8, 2014
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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CALL TO ORDER	
ROLL CALL	
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EXECUTIVE SESSION

- 13. Sale or purchase of real property, in accordance with CGS §1-200(6)(D)**
- 14. Strategy and Negotiations with Respect to Pending Claims or Litigation, in accordance with CGS §1-200(6)(B)**

ADJOURNMENT

REGULAR MEETING – MANSFIELD TOWN COUNCIL
November 24, 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, Marcellino, Moran, Paterson, Raymond, Ryan, Wassmundt
Excused: Kochenburger, Shapiro

II. APPROVAL OF MINUTES

Mr. Ryan moved and Ms. Raymond seconded to approve the minutes of the November 11, 2014 as presented. The motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

George Rawitcher, Codfish Falls Road, and his wife Joyce are concerned about the effects of climate change and proposed the formation of a Climate Change Committee. He asked the Council to consider the establishment of this advisory committee. (Proposed committee charge attached).

Margaret Ferron, Gurlleyville Road and General Coordinator of the Playground Committee, stated the proposed playground will serve all members of the community and she is pleased to be part of a Town which values this type of project. Ms. Ferron thanked both staff and Council members for their support.

Ellen Tulman, Ball Hill Road, serves on the Playground Committee. She noted that the area will be fenced in and will provide sensory and other opportunities for children. It will be a place for families to enjoy together. Ms. Tulman submitted comments and drawings from her children. (Statements attached)

David Freudmann, Eastwood Road, expressed concern regarding recent information on medical claims; stated that there is no need for an additional playground in Town; and supports the application of the Town's Ethic Code to all Board of Education employees.

Brian Coleman, Centre Street, reported that the production quality of the last Town Council meeting was poor and that the jury is still out on the success of Storrs Center as there are still unattended consequences which need to be evaluated. Mr. Coleman stated that, in response to projected State deficits, the Town should stop spending money.

Toivo Kask, Agronomy Road and Storrs Road, commented on the collateral damage on homes and residents' quality of life due to construction and other large trucks engine braking as they travel Rte. 195. He asked that "no engine breaking" signs be placed in affected areas.

Ric Hossack, Middle Turnpike, agrees that climate change should be studied and warned of a fiscal calamity coming to the Town. Mr. Hossack commented on the Town Manager's proposed raise and the State deficit.

Arthur Smith, Mulberry Road, remarked on the trend, he sees, to limit public comments and posed a number of questions.

November 24, 2014

IV. REPORT OF THE TOWN MANAGER

In addition to his written remarks, Mr. Hart reported that, although the Health Insurance Fund has experienced a number of large claims, the fund is still healthy and significantly above the recommended 125% of expected claims.

In response to questions asked during the public comment sections, the Town Manager offered the following comments:

- The Town/School of Fine Arts agreement has recently been executed. Going forward the plan is to request an Attorney General review at an earlier point in the process in order to identify any potential issues
- Any criminal investigation into the Superintendent's travel reimbursements is a Board of Education matter
- As stated previously, the pump station was funded by state and federal grants which were approved by the Town Council
- The Town did not purchase any rifles, the shotguns purchased with grant money are still in the possession of Town.

The Town Manager will keep the Council informed on discussions concerning municipal aid. Mr. Hart also announced the Superintendent of Public Works Mark Kiefer has accepted the Director of Public Works position in Coventry. Mr. Hart wished him the best and thanked him for his work.

The ownership history of the Eagleville School House will be researched.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Paterson noted the passing of longtime resident and outdoor activist Betty Robinson and commented on the impact she left on the community. The Mayor also reported that former town clerk Joan Gerdson is in the hospital and asked people to send positive thoughts her way.

Ms. Wassmundt reminded members of Roberts Rules of Order's regulations regarding interrupting speakers.

VI. OLD BUSINESS

1. Storrs Center Update

Bids for additional elements including lights and enhancements to the stage pavilion are being solicited.

The second annual Winter Welcome will take place on December 13, 2014.

The lights on Rte. 195 are regulated by the DOT. The Town Manager will bring the expressed concerns regarding the movement of traffic on Rte. 195 to the Traffic Authority and report back to the Council.

2. Community/Campus Relations, UCONN Campus Master Plan

Mr. Marcellino moved and Mr. Ryan seconded, to refer the draft UCONN Master Plan to the Planning and Zoning Commission, the Conservation Commission, the Economic Development Commission, the Agriculture Committee, the Open Space Preservation Committee, the Sustainability Advisory Committee and the Traffic Authority, for review and comment with a deadline of reporting back to the Town Council for its January 26, 2015 meeting.

The motion passed with Marcellino, Moran, Paterson, Raymond, Ryan and Wassmundt in favor.

3. Impact Analysis of Next Generation Connecticut Initiative

Mr. Ryan moved and Ms. Moran seconded, effective November 24, 2014, to authorize the Town Manager to execute the proposed Agreement between the Town of Mansfield and the University of Connecticut concerning the Impact Analysis of Next Generation Connecticut Initiative.

November 24, 2014

Mr. Ryan moved and Ms. Moran seconded, effective November 24, 2014, to increase the FY2014/15 General Fund Transfer to Capital/CNR by \$25,000, to fund the Town's share of the Impact Analysis of Next Generation Connecticut Initiative.

Mr. Ryan moved and Ms. Moran seconded, effective November 24, 2014, to amend the Capital Non-recurring Fund and the Capital Improvement Program Fund budgets to establish the Impact Analysis of Next Generation Connecticut Initiative for \$100,000, to be funded by \$25,000 from the Town and \$75,000 from the University of Connecticut.

The motions passed unanimously.

VII. NEW BUSINESS

4. Presentation: Department of Public Works

Director of Public Works John Carrington and Assistant Town Engineer Derek Dilaj outlined departmental tasks, challenges and possible solutions to those challenges.

5. Personal Services Agreement between the Town of Mansfield and the State of Connecticut for Community Playground Project

Mr. Marcellino moved and Ms. Moran seconded to approve the following resolution: Resolved, that Matthew W. Hart, Town Manager of Mansfield, be and hereby is authorized to execute on behalf of this municipal corporation a Personal Services Agreement with the State of Connecticut for financial assistance to construct a community playground (CPAP 2015-03). In addition, that Matthew W. Hart, Town Manager, is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

Council members discussed the cost and location of the proposed project.

Ms. Moran raised a point of order during the discussion stating that the question in front of the Council is whether or not to approve the grant and not to authorize the spending of Town funds

Mayor Paterson upheld the point of order.

The motion passed with all in favor except Ms. Wassmundt.

6. Small Town Economic Assistance Program (STEAP) Application for Community Playground Project

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

RESOLVED, That the Town Council of the Town of Mansfield, Connecticut, authorizes Town Manager Matthew W. Hart to submit a FY 2015 STEAP grant application in the amount of \$500,000 to the Connecticut Office of Policy and Management for the Community Playground Project, and, if awarded, to enter into an agreement with the State of Connecticut to receive such funds on a reimbursement basis.

Curt Vincente, Director of Parks and Recreation and Sara Anderson, Parent Education and Early Childhood Coordinator, responded to budget, siting and lease questions.

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

7. Small Town Economic Assistance Program (STEAP) Application for Four Corners Sanitary Sewer Project

Mr. Marcellino moved and Ms. Raymond seconded to approve the following resolution:

RESOLVED, That the Town Council of the Town of Mansfield, Connecticut, authorizes Town Manager Matthew W. Hart to submit a FY 2015 STEAP grant application in the amount of \$500,000 to the Connecticut Office of Policy and Management for the Four Corners Sanitary Sewer Project, and, if awarded, to enter

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into an agreement with the State of Connecticut to receive such funds on a reimbursement basis.

The motion passed unanimously.

8. Department of Homeland Security (DHS), Assistance to Firefighters Grant
Mr. Ryan moved and Ms. Raymond seconded, to authorize Town Manager Matthew W. Hart to execute the proposed Fiscal Year 2014 Assistance to Firefighters Grant application, which purpose is to support the provision of fire protection and emergency services within the Town of Mansfield.
The motion passed unanimously.

9. Registrar Compensation for 2015-2016 Term
Ms. Moran, chair of the Personnel Committee, moved effective January 1, 2015, to change the Registrars compensation to \$22.32 per hour and the Deputy Registrars compensation to \$16.74 per hour.
Motion passed unanimously.

10. Successor Collective Bargaining Agreement with Local 2001, CSEA, SEIU Professional & Technical Employees
Mr. Kegler recused himself from discussion and voting on this issue.

Ms. Moran moved and Mr. Ryan seconded, effective November 24, 2014, to authorize the Town Manager to execute the proposed successor Collective Bargaining Agreement between the Town of Mansfield and Local 2001, CSEA, SEIU – Professional & Technical employees, which agreement shall enter into effect on July 1, 2013 and expire on June 30, 2016.
Motion passed by all voting.

11. Town Manager's Compensation for 2014/2015
Ms. Moran, chair of the Personnel Committee moved, to increase the Town Manager's annual salary by two-percent to an annual salary of \$143,291, retroactive to July 1, 2014, and to endorse the Town Manager's application to ICMA's Senior Executive Institute and to approve an expenditure not to exceed \$5,200 to cover the cost of his participation in the program.

Ms. Wassmundt moved to divide the motion into two separate motions. The motion to divide failed with Kegler, Raymond and Wassmundt in favor and Marcellino, Moran, Paterson opposed.

The original motion passed with Kegler, Marcellino, Moran, Paterson, Raymond and Ryan voting in favor. Ms. Wassmundt voted in opposition.

VIII. QUARTERLY REPORTS

The Quarterly Reports were posted today, therefore this item will appear on the next agenda.

IX. REPORTS OF COUNCIL COMMITTEES

Acting for the Committee on Committees, Mr. Kegler offered the following Committee recommendations:

The appointment of Jennifer Mary Hoskins (representing the Commission on Aging) to the Human Service Advisory Committee

The appointment of Martina Wharton to the Commission on Aging for a term ending 9/1/2018

November 24, 2014

The reappointment of Lisa Dahn to the Mansfield Advocates for Children for a term ending 10/14/2016

The appointment of Shawn Santasiere (representing the Sustainability Committee) to Connecticut Water Company Advisory Committee.

The motion to approve all recommendations passed unanimously.

X. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

XI. PETITIONS, REQUESTS AND COMMUNICATONS

12. J. Sgro (11/20/14)

13. Community School of the Arts Memorandum of Agreement

14. Mansfield Historical Society Newsletter – November 2014

15. UConn Community Update – Fall 2014

16. Connecticut Water: In Your Community – October 2014

XII. FUTURE AGENDA

Members requested that the proposal to form a Climate Change Committee be added to a future agenda and that the membership include representatives from existing pertinent advisory committees.

Ms. Moran moved and Mr. Ryan seconded to move into executive session to discuss sale or purchase of real property, in accordance with CGS§1-200(6)(D) and to include the Town Manager in the discussion.

Motion passed unanimously.

XIII. EXECUTIVE SESSION

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

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

Also included: Matt Hart, Town Manager

XIV ADJOURNMENT

The council reconvened in regular session. Mr. Ryan moved and Mr. Marcellino seconded to adjourn the meeting.

Motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

November 24, 2014

Proposal to establish a Mansfield Climate Change Committee:

The primary purpose of this Climate Change Committee would be to alert members of appropriate Mansfield Town Committees to the mitigating and adaptive measures that need to be considered in order to protect citizens from future and potentially harmful consequences of climate change. This will enable Mansfield to develop a Climate Action Plan, an initiative highly supported by the DEEP of Connecticut for all the state's towns. According to DEEP's Jeff Howard, who heads the department's Climate Change Desk, only two towns have thus far developed such a plan: Bridgeport and Groton-New London.

The new committee would:

- a) Advise other committees on whether their proposed projects take into account the effects of climate change on a sufficiently long time scale (more than 20 years).
- b) Be aware of funding availability from the State or the Fed. Gov't to enable Mansfield to implement appropriate measures concerning adaptation to - and mitigation of-Climate Change.
- c) Keep well informed about advances in renewable energy technologies, green house gas reduction and sequestration methods, and new sustainable methods in agriculture. Included would be advances in solar or wind energy production and storage. Also important would be to track prospective and current legislation that regulates the harmonious co- existence between private and commercial production of energy.
- d) Work with the new Institute for Community Resiliency and Climate Adaptation, recently established by the Governor of Connecticut at the Regional UCONN campus at Avery Point, and be informed of other legislative changes taking place in the State of Connecticut and in neighboring states concerning climate change and its ramifications.
- e) Be informed of construction plans at UCONN in order to avoid town-gown conflicts.
- f) Organize regularly held public meetings with recognized experts on topics concerning the future of Mansfield and its adaptation to the various manifestations of Climate Change.

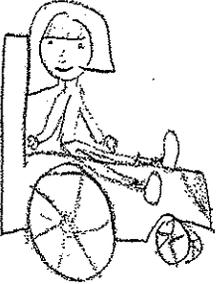
Examples appropriate to our inland location

1. Flooding

According to predictions of the USA National Climate Assessment (2014), the incidence of very heavy rain episodes will occur much more frequently in the Northeast than heretofore. In order to protect communities such as Mansfield from flash-floods, large amounts of water will need to be deflected from highways and towns in a short amount of time. Examination of the capacity of presently existing storm sewers would be required. Probably a good way of complementing the storm sewers would be to examine the topography of surrounding land in order to set aside areas appropriate to store the water in the form of flood-lakes. The people in the Netherlands are now doing this. A possible alternative would be to examine river beds and find places where large lakes with dikes could be built, through which the

2011 OJL Claire / KLM man

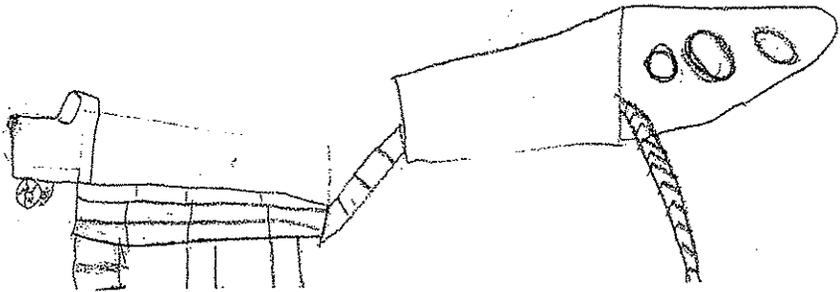
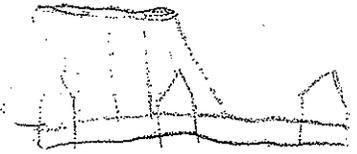
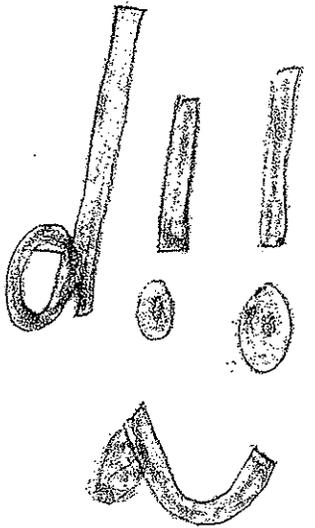
The



ncw

Play

g r o u n d



I think that you ^{8 years} should
build the new playground
because I don't think
there are any playgrounds
in Mansfield that are
wheelchair accessible



SPECIAL MEETING – MANSFIELD TOWN COUNCIL
November 24, 2014

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:00 p.m. in the Conference Room C of the Audrey P. Beck Building.

ROLL CALL

Present: Marcellino, Moran, Paterson, Raymond, Ryan

WORK SESSION

Director of Planning Linda Painter and Natural Resources and Sustainability Coordinator Jennifer Kaufman reviewed the primary components and proposed changes to the draft Mansfield Tomorrow Plan of Conservation and Development.

ADJOURNMENT

Ms. Raymond moved and Mr. Ryan seconded to adjourn the meeting at 7:14 p.m.
The motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

October 27, 2014

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager
Date: December 8, 2014
Re: Community/Campus Relations

Subject Matter/Background

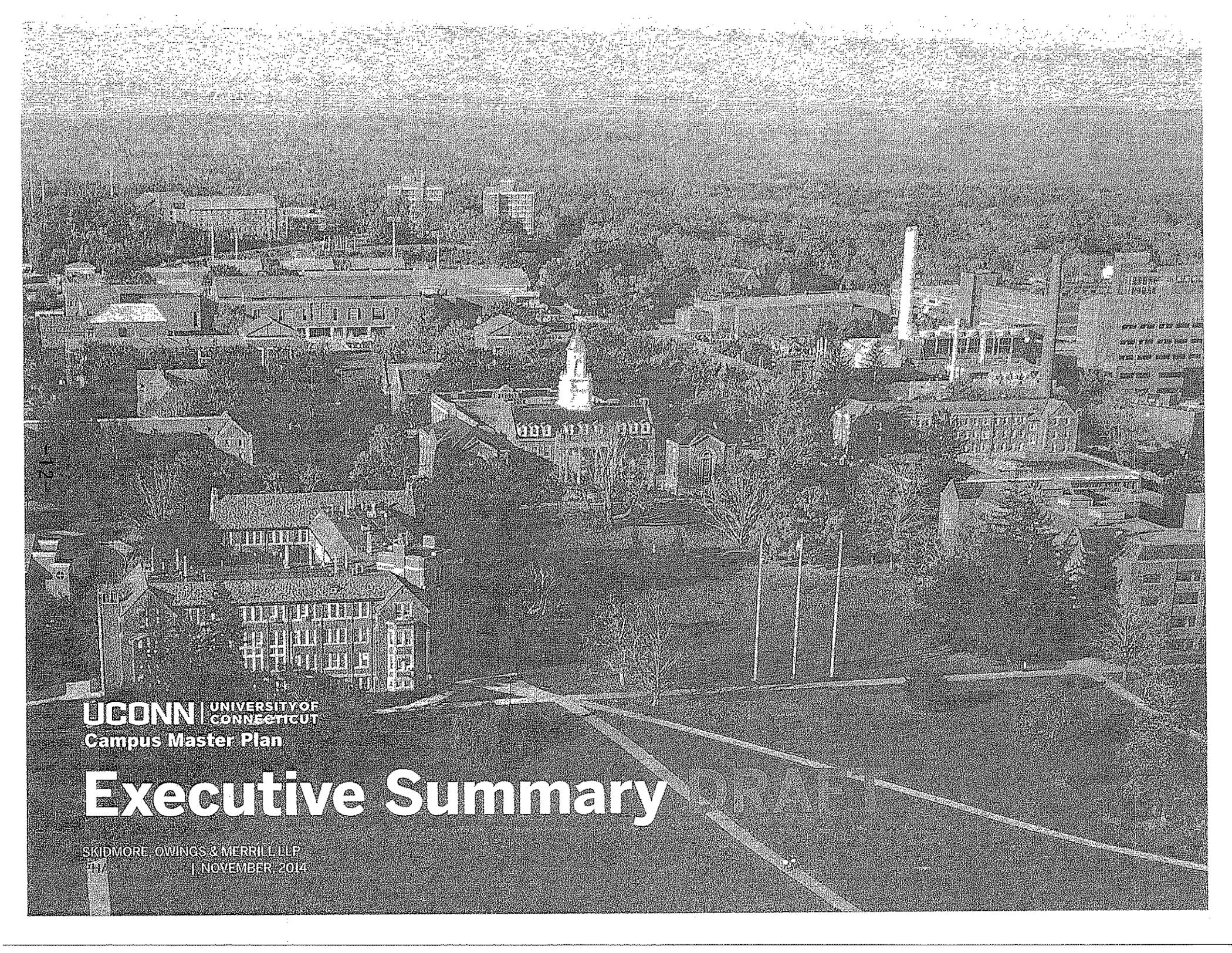
For Monday's meeting there are two main subjects which we plan to review under this recurring agenda item.

The first item will be an update from UCONN planning staff concerning the status of the draft UConn Campus Master Plan. As the council is well aware, you have referred the master plan to various commissions and advisory committees for review. Our goal is to prepare a set of comments to be jointly endorsed by the Town Council and Planning and Zoning Commission by the council's January 26, 2015 meeting. The session on December 8th should provide you with a good opportunity to ask questions of UCONN staff. For your reference, I have attached a copy of the executive summary of the master plan – the full document can be found online at www.masterplan.uconn.edu, uploaded to the "documents" tab under the Storrs campus.

The second item will consist of a discussion with town and university public safety, code enforcement and off-campus services staff to review enforcement activities from this past fall semester. Among other topics, this discussion will include a report on key Resident Trooper and UCONN Police statistics and the number of conversions of single-family homes to rental units, as specifically requested by the Town Council. The conversation will also help demonstrate the interdisciplinary and comprehensive approach we take to protect public safety and quality of life. This interdisciplinary strategy has yielded some success, with municipal and university law enforcement, fire/EMS, code enforcement (housing, fire prevention and zoning) and UCONN's Off-Campus Services all working together to address these issues. I have also attached some key documents for this discussion and staff will provide additional information at Monday's meeting.

Attachments

- 1) Executive Summary, UCONN Campus Master Plan
- 2) Resident Trooper's Office re: Fall Weekends 2014
- 3) UCONN Off-Campus Services



UConn | UNIVERSITY OF
CONNECTICUT
Campus Master Plan

Executive Summary

SKIDMORE OWINGS & MERRILL LLP
| NOVEMBER 2014



Executive Summary

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Volume 1: Campus Master Plan

Volume 2: University Design Guidelines

Volume 3: Capital Improvement Program

Appendix: Sustainability Plan

Appendix: Landscape Plan

Appendix: Transportation, Circulation, and Parking Plan

Appendix: Utilities Plan

Appendix: Historic Preservation and Adaptive Reuse Plan

Appendix: Space Needs Analysis

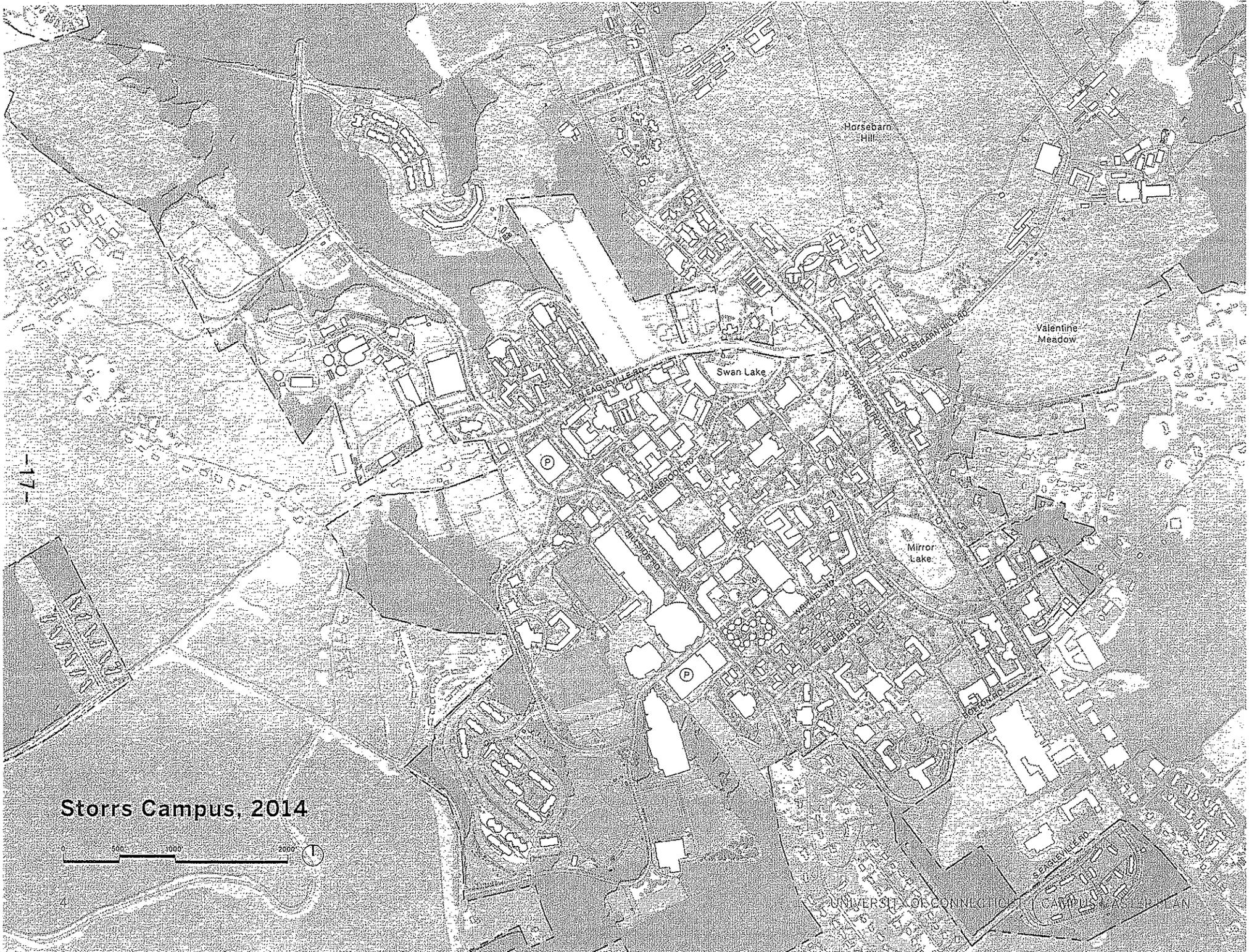
Appendix: Planning Alternatives

Advancing the Path Toward Excellence

The UConn Master Plan 2015

In early 2014, the University of Connecticut embarked on updating its campus master plan to drive transformative change. The plan looks to the buildings, land, open space, and infrastructure systems to provide the framework for advancing the aspirations and development goals of the institution. This comes at a critical moment when a comprehensive and integrated plan can optimize this opportunity, and create an environment where ideas, imagination, and creativity can flourish. Through a focus on supporting STEM education and growing the research enterprise at UConn, the state of Connecticut is investing more than \$1.54 billion in campus development over the next 10 years. This investment will transform the campus in every aspect of academic and student life, and advance the environmental sustainability of the campus. The new Campus Master Plan is the vehicle that will drive this transformative change with an emphasis on excellence, community, inspiration, and innovation.





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Storrs Campus, 2014



The Campus Today

“The University of Connecticut is dedicated to excellence demonstrated through national and international recognition. Through freedom of academic inquiry and expression, we create and disseminate knowledge by means of scholarly and creative achievements, graduate and professional education, and outreach.”

University of Connecticut Mission Statement (excerpt)

Strengths

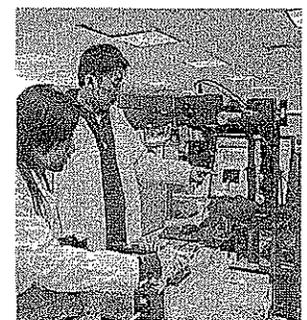
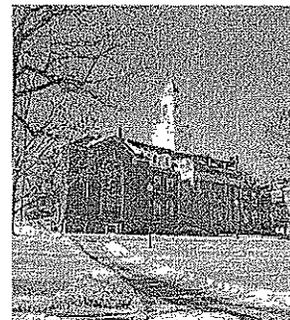
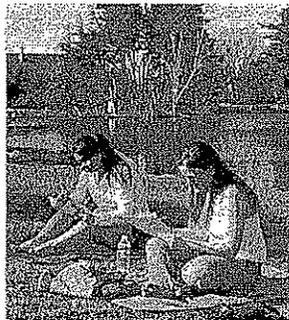
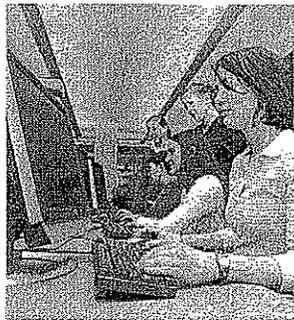
Ranked among the top 20 public universities in the nation, UConn boasts a strong set of academic programs, an athletics tradition second-to-none, and a beautiful, unique campus environment. As the State of Connecticut’s flagship institution, UConn is home to over 30,000 students at six different regional campuses – the largest of which, the Main Campus at Storrs, has enrollment nearing 26,000. Despite offering over 100 undergraduate majors on a campus with nearly 10 million GSF of space, UConn maintains its rural character, set atop a hill in the forests of northeastern Connecticut. This balance of old and new, of campus and natural setting, make it a uniquely desirable place to live and learn.

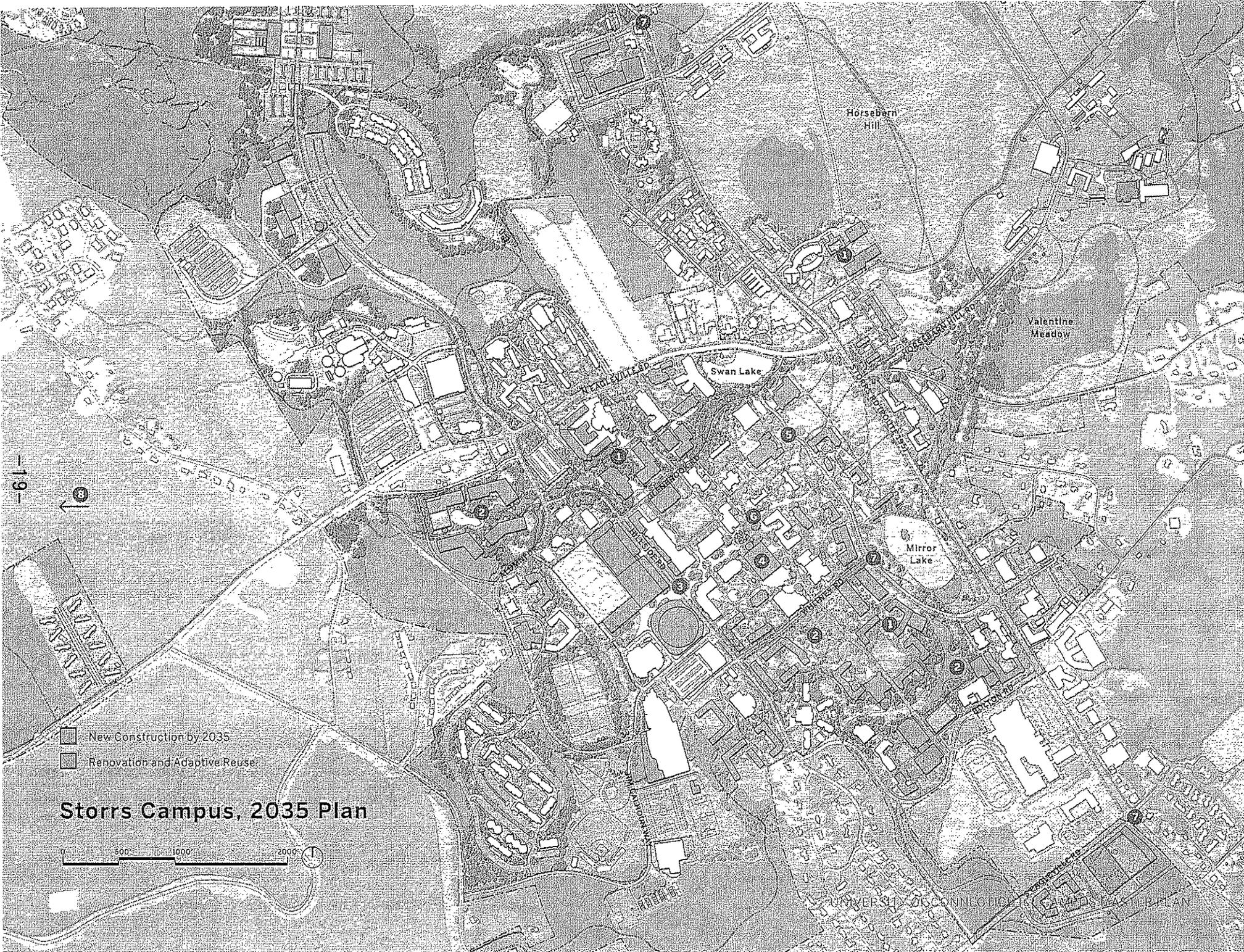
Today, building on its strengths in undergraduate education and faculty achievement, UConn is expanding educational opportunities, research activities, and interdisciplinary initiatives. It continues to invest in both the Storrs and Regional Campuses to add new, state-of-the-art facilities, improve the campus experience, and attract top talent to the University.

Challenges

UConn’s footprint has grown over the past 100 years to encompass a large portion of its 443-acre Main Campus. This growth has favored expansion outward instead of reinvestment in existing areas, resulting in a sprawling academic campus with residential and athletics clustered around the periphery. While early development of the campus capitalized on its unique natural and cultural setting, the development pattern over much of its subsequent history has tended to conceal the underlying physical structure of the campus and its intrinsic connection to larger ecological patterns.

The campus does, however, require significant new buildings to meet the demands of rising student enrollment and an increasing research footprint. This new growth – particularly through Next Generation Connecticut – should be focused on reinvestment and renewal of the Main Campus in order to maximize the potential benefits while conserving the remote land holdings for what they contribute to the sustainability and student life missions of the University.





- New Construction by 2035
- Renovation and Adaptive Reuse

Storrs Campus, 2035 Plan



A Framework to Guide Campus Growth

The campus planning framework is based on an understanding of the Academic Vision and collaboration with the University community and other stakeholders. These are manifest in the physical plan through a series of overarching organizational concepts – the “big ideas” – that guide the Master Plan.

1. Expanding Multi-Use Districts

The framework for UConn relies on investing in existing campus districts and creating new multi-use precincts, which bring together spaces for living, learning, and discovery into vibrant student and faculty areas. The plan anticipates expansion of sciences and residential areas in the north, south, and east districts of campus.

2. Enhancing a Unique and Distinctive Landscape

Landscape will become the fundamental structural component of the UConn campus over the next twenty years, offering clarity of place and many different experiential qualities while reconnecting the campus to its broader ecological context through a series of “woodland corridors.” A new South Campus Commons will be established with the removal of existing Faculty Row houses and preservation of historic trees; clear north-south and east-west axes will be clarified; and the “campus Arboretum” concept will be expanded to enliven the landscape in all seasons and enhance species diversity.

3. Creating a Vibrant Student Precinct along Hillside Road

Hillside Road will be re-envisioned to become the University community’s Main Street. Consolidation of student activities and services here will be a catalyst to transform Hillside Road into an interactive center for student life. Car traffic will be minimized and usable open space created, activated by a new Recreation Center, Student Health Center, and Student Union expansion. This will be the heart of undergraduate life and a nexus of campus activity – a true linear gathering place and campus “Main Street” that puts activity on display and supports a total mind and body focus on health and wellness.

4. Strengthening the Academic Core as an Interactive Knowledge Hub

Over time, the library will be reinvented to respond to the needs of the future. The plan will re-invent the library for the future of teaching and learning into a campus crossroads, a place of engagement, scholarship, and technology that people want to go to for studying, services, group projects and student/faculty interaction. This hub is strengthened by the recent additions of nearby Laurel and Oak Halls. These interdisciplinary spaces draw students and faculty from all parts of campus, and the plan will be structured around this movement.

5. Centralizing Administration in the Heritage District

Wilbur Cross, the historic heart of the campus, will be gradually renovated and repurposed as a central hub for University administration. In the long term, most – if not all – of the historic buildings in the district will be renovated or restored, and improvements will be made to the landscape of the Heritage District that will set this precinct apart as a distinct part of campus.

6. Prioritizing Pedestrians within the Campus Core

The plan seeks to establish pedestrian sovereignty in the core by pushing cars to a primary campus loop road, with access to distributed parking areas at the periphery. The campus walking environment will be improved through clear pedestrian corridors, enhanced trails, and upgraded crossings at major roads. Bicycle facilities throughout campus will be enhanced and expanded. Transit will be upgraded and simplified to limit the need to use a car, even in the winter.

7. Creating a Memorable Campus Gateway

A memorable gateway experience will be created on all campus approaches to take advantage of UConn’s unique setting and historic assets, beginning with the entry sequence at the peripheries of campus and extending to strategic points of arrival in the campus core. The North Gateway overlooking Horsebarn Hill will be clarified and celebrated. The South Gateway will focus on connections to the Town of Mansfield and nearby Storrs Center. An enhanced connection between Mirror Lake and Valentine Meadow will impact the ceremonial entry, amplifying the University’s commitment to sustainable, resilient landscapes. Improvements to Whitney Road will transform this roadway into the University’s new front door.

8. Creating a Sustainable Village at Depot Campus

At the Depot Campus, some historic buildings will be restored and repurposed, with renovations paired with the documentation and demolition of selected buildings as needed to make way for new development. Recreational Trail improvements will be made at Spring Manor Farm to enhance the Willimantic River Greenway. In the long term, a neighborhood of graduate student, family, and faculty housing will be developed as a part of a sustainable village, driven by public-private partnership or other funding sources. The exact details of this neighborhood remain to be defined.

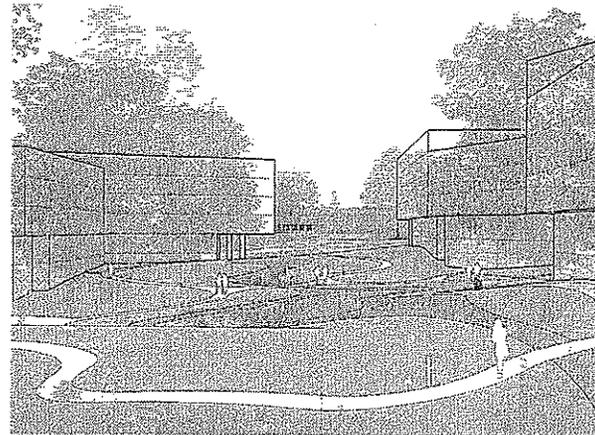
Building the Vision

To support the Academic Vision of the University while responding to the student life mission of the Storrs Campus, the Master Plan suggests a number of new ideas that come to fruition within the broader framework. Along with many other strategies outlined in the Plan, these will help advance UConn's "path toward excellence."

Support Interdisciplinary Research and Scholarship

Expand Research

As a result of major STEM investments through Next Generation Connecticut, this collection of mixed lab and office spaces will occupy the corner of North Eagleville Road and Hillside Road. The buildings will include space devoted to advanced research, teaching, and administration, as well as significant landscape improvements to mitigate local stormwater impacts. This new quad – in both its indoor and outdoor spaces – will create opportunities for socialization, foster collaboration, and facilitate interdisciplinary research.

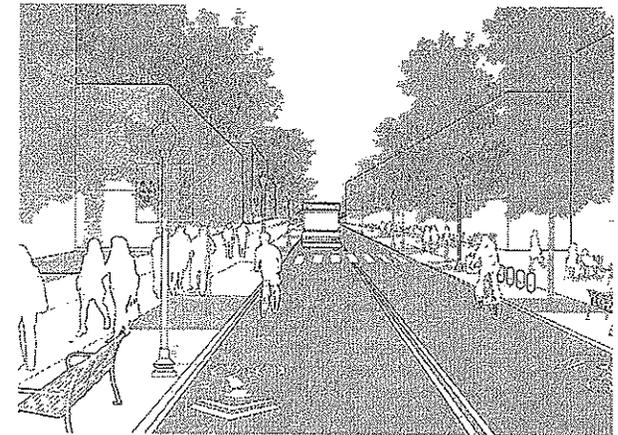


A new Science Quad, looking back towards Wilbur Cross

Create a Sustainable Foundation That Anticipates Change

Meet the Climate Action Commitments and Balance Campus Circulation

The University's commitments to reduce its carbon footprint and continue to operate as a leader in sustainable design and campus operations are reflected throughout the Master Plan. A key aspect to achieving these goals includes improvements to campus transportation and parking elements to limit and even reverse current congestion problems while encouraging alternate mode choices. The University can simultaneously address congestion issues, work towards its sustainability goals, and build a revitalized 21st-century campus by creating balanced, safe, and aesthetically pleasing streets and pathways through campus.

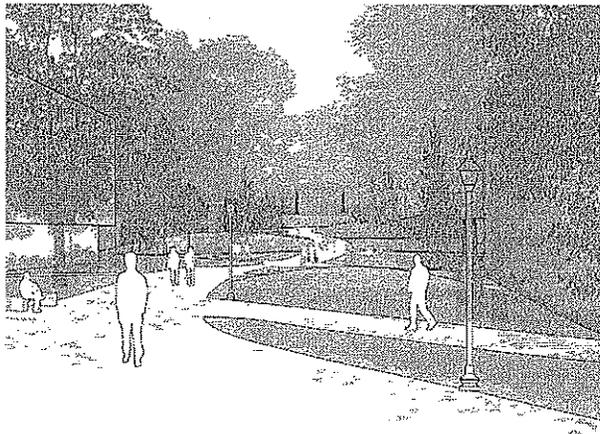


Hillside Road as a pedestrian-focused student "main street"

Expand a Vibrant Campus and Student Experience

Create Places of Interaction

Many areas of the UConn campus are extensively paved yet inadequately suited for pedestrian traffic. Academic Way, the main north/south pedestrian spine, will be transformed to become a true central artery of campus pedestrian movement. Within the larger mosaic of outdoor spaces, and in order to improve the day-to-day experience of moving through the campus, a series of woodland corridors are proposed. Larger stormwater management features would be embedded within these corridors – providing both ecological and experiential benefits and opportunities for outdoor learning, pedestrian circulation, and informal recreation spaces.

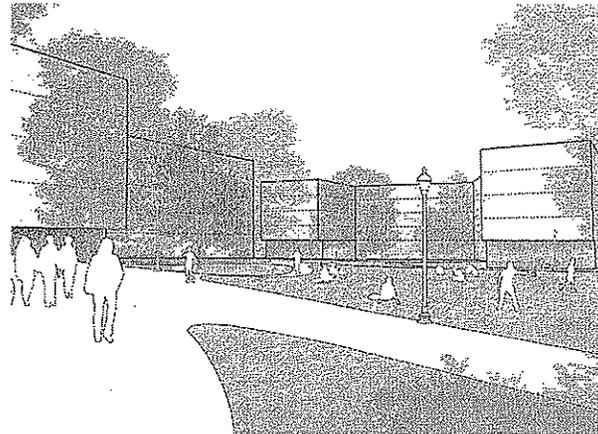


Improvements to the Academic Way as a north-south pedestrian spine

Support the Responsible Growth of the Campus

Expand Learning Communities

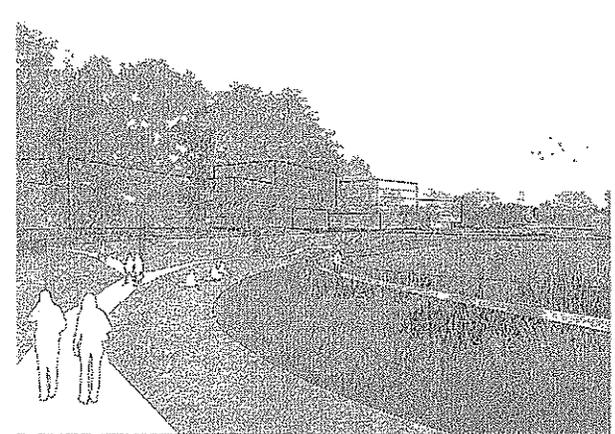
The University's goal to broaden the definition of Learning Communities to achieve a campus that promotes deep and meaningful student engagement – where active students experience the entire campus as a place of living, learning, and discovering – will be manifested in the physical plan. New districts will create an integrated live-learn-work-play environment. The physical plan will support future modes of teaching and learning. Most critically, on-campus housing options will expand significantly to support enrollment growth targets.



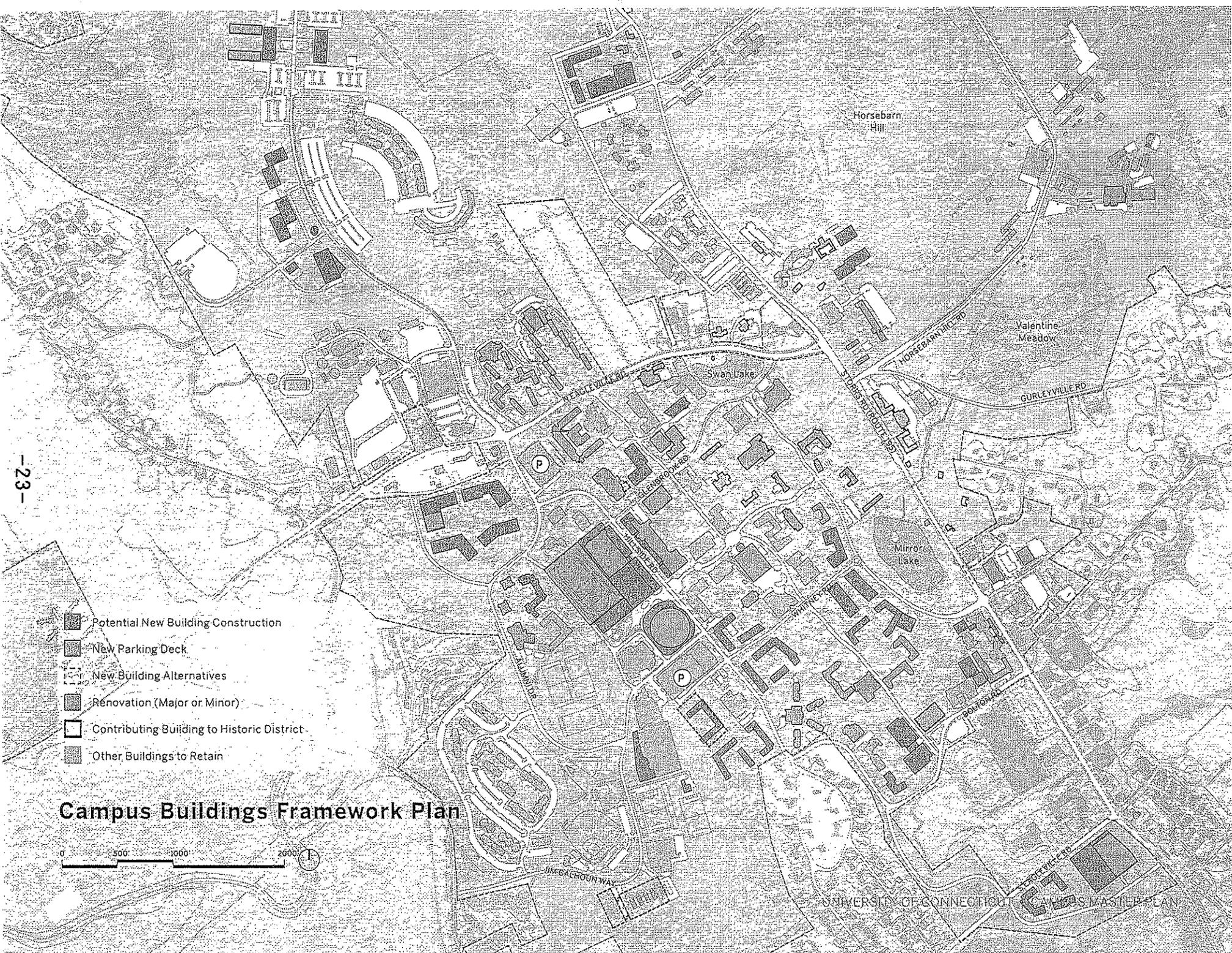
An improved South Quad and Honors Residence Hall

Improve Mirror Lake and a New Entry

Part of the original 1910 campus master plan, Mirror Lake today is an iconic part of UConn's image, creating the foreground to campus buildings from Storrs Road. Along its banks are lawns, sidewalks, and groves of trees – some even with swings – that are popular spots for rest, studying, or socializing. While improving the health of the lake, the University could take the opportunity to improve the overall hydrological performance of South Campus, better connect under Storrs Road to other storage areas, improve plantings, expand access to the water's edge, and celebrate the lake as a key component of a new visitor entry sequence.

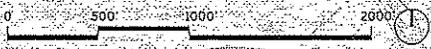


Future campus buildings along a restored Mirror Lake



-  Potential New Building Construction
-  New Parking Deck
-  New Building Alternatives
-  Renovation (Major or Minor)
-  Contributing Building to Historic District
-  Other Buildings to Retain

Campus Buildings Framework Plan



Campus Facilities

The Plan accommodates current space needs, priority projects, and projected space needs for the next 20 years. While the long-term vision for the campus calls for a significant amount of new construction, the Plan also proposes a strategy for maintaining and reusing existing buildings over this time frame – a critical piece of the overall campus facilities picture and broader approach to long-term sustainability.

Renovation + Adaptive Reuse

Many of the building blocks for the 2035 campus are already in place in the form of existing buildings. A large percentage of these buildings are, however, approaching the end of their useful life and in need of significant renovations and upgrades if they are to remain viable into the foreseeable future.

Legacy buildings within the Heritage District on campus are the physical manifestation of the University's history. These buildings are expected to be maintained, restored and adaptively reused well into the future.

New Building Projects

In the past 20 years, the University has made major investments in the Storrs Campus through the UConn 2000 and 21st Century UConn initiatives, nearly doubling the size of campus. In the next 20 years, this Plan will continue that growth trajectory, potentially adding almost 2.5 million square feet to campus in the next 10 years.

Although this represents significant growth, the Plan endeavors to densify and upgrade in-place where possible, avoiding campus expansion and limiting future maintenance needs. Committing to not increase the development footprint of campus represents a significant change in the historic growth patterns at UConn and is a major step towards long-term campus sustainability.



Reinvestment in Existing Buildings

Renovation of aging facilities and those in need of repairs or modernization

Densification of the Campus Core

New buildings are focused on adding vitality to the Main Campus, not expanding outwards

Campus Facilities

Extensive analysis of the University's physical plant revealed a number of themes that have helped to structure the Master Plan. Throughout the planning process, the campus has been studied with the active participation of University leadership, faculty, students, and representatives from the community, to explore a range of opportunities and priorities.

Designing for Flexibility and Adaptability to Change

A master planning framework is a culmination of ideas and goals for the future. It is a layering of concepts and ideas and a strategy for cohesive implementation. These layers include both physical plans – for things like transportation, parking, landscape, new buildings and development sites, utilities, land-use, and campus movement – and policy proposals related to sustainability, purchasing and movement of goods, building servicing, regional transportation strategies, and shared infrastructure agreements.

A framework plan also has flexibility: it can adapt to new conditions and needs, weighing them against the initial vision and layout. Through meetings so far with campus and community stakeholders, four primary issues have emerged as those requiring additional study:

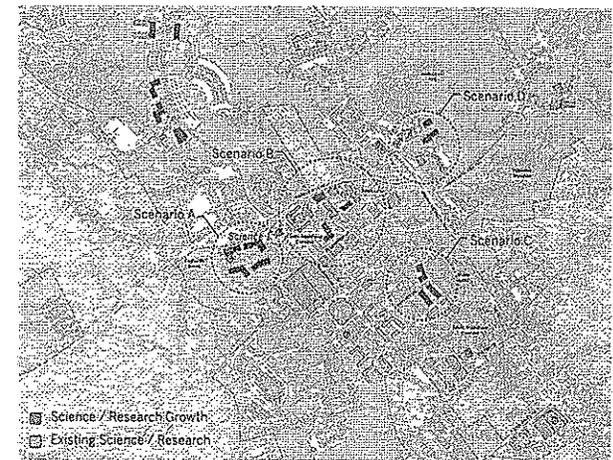
- Location and programming of near-term growth in science and research
- Location and timing of future residential buildings
- Location and key adjacencies of a new Student Recreation Center
- Location and impact of a new Hockey Arena

These pieces of the plan are still being evaluated to understand location, scale, and timing of growth, and will be refined along with other issues that arise during the review and comment phase.

Science + Research Growth

The near- and mid-term phases of the Master Plan are driven in large part by Next Generation Connecticut. Through this program, at least two new research facilities will be built and many others renovated. The first such building – "Science 1" – is planned for the X Lot, across from the North Garage at the southwest corner of N. Eagleville and Hillside Roads. Additional growth beyond this building could occur within any of the following scenarios, depending on the type of programming envisioned:

- Scenario A: additional near-term growth in the X Lot
- Scenario B: replacement of aging facilities in the existing science core – like Torrey and Atwater
- Scenario C: growth of cognitive science and related disciplines on the South Campus
- Scenario D: new or replacement facilities east of Storrs Road



Residential Growth

The need for quality, affordable campus housing to handle current and future enrollment makes strategies for housing expansion and modernization essential. At present, there are two new residence halls in the design phase: the STEM Residence Hall on West Hill and the Honors Residence Hall.

Additional sites for residence halls have been identified in the Master Plan or are currently being evaluated in terms of capacity and viability. The size and timing of these projects must be carefully coordinated with enrollment growth and a larger strategy for rehabilitation and modernization of existing residence halls.

Student Recreation Center

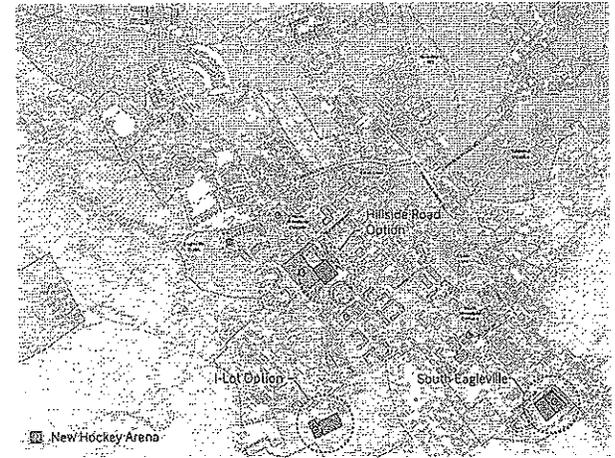
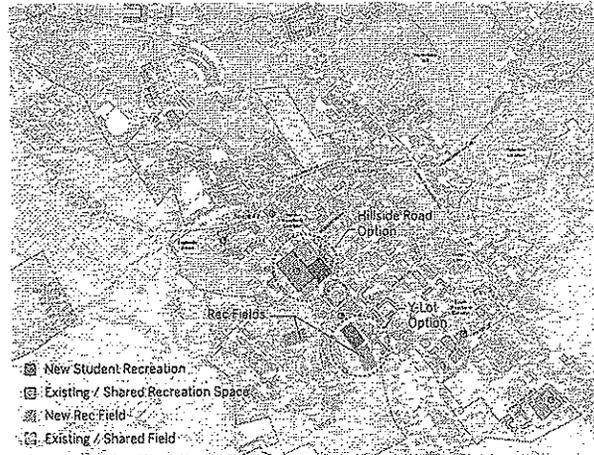
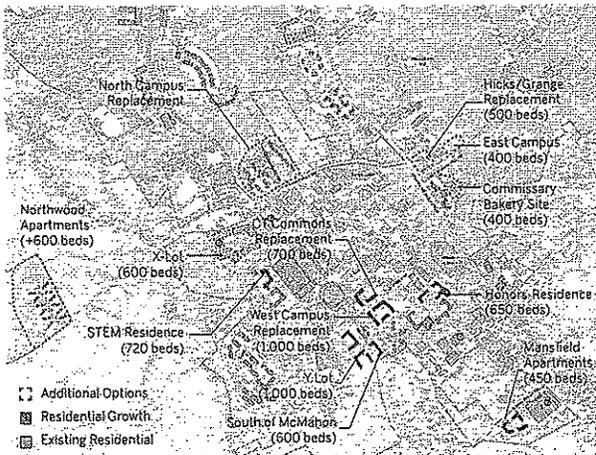
In 2013, the Board of Trustees approved up to \$100 million in funding for the building, which is planned to include 200,000 gross square feet (GSF) of cardiovascular and strength training facilities, multi-purpose sports areas, a gymnasium, a pool and aquatics center, indoor and outdoor space for club sports, a wellness center, and flexible space for events and activities, among others. At present, two locations for this recreation center are currently being considered:

- Hillside Road: this option would replace the existing Guyer Gym with a larger, multi-story complex positioned at the heart of campus along a vibrant corridor of student activity.
- Y Lot: this option would create a free-standing recreation center on the existing surface parking lot behind McMahon and adjacent to the South Garage.

Hockey Arena

In order to host home games as a new member of the Hockey East Conference, UConn has committed to building a new, 4,500-seat ice arena at the Storrs Campus, which is slated to begin construction by 2018. The new facility will also provide a shared amenity that could be used for a variety of community functions. Three locations are still being evaluated for their feasibility in terms of capacity, community impacts, accessibility, traffic, and environmental constraints:

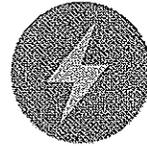
- South Eagleville Road, on the current site of the Mansfield Apartments
- I-Lot, adjacent to the existing Mark Edward Freitas Ice Forum
- Hillside Road, replacing the existing Guyer Gym next to Gampel Pavilion



Sustainable Design and the Environment

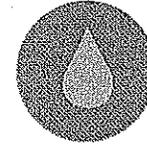
The University's commitment to leadership in campus sustainability has positioned UConn as an important member and inspiring leader of the college and university community across the nation.

This summary includes key recommendations from the Sustainability Framework Plan, grouped under five "areas of focus" for sustainability in the Master Plan. These areas of focus help structure the overall framework for sustainability at UConn, organizing diverse initiatives into broad categories which support its adoption and implementation. Holistic, system-wide environmental and energy performance can only be achieved if they become a focus at all levels of policy, planning, design, and construction, from landscape and utilities to buildings and interiors.



Energy

Achieve carbon neutrality by 2050



Water

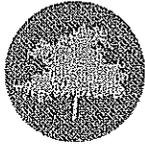
Minimize potable water consumption and optimize rainwater management

Current + Near Term Strategies

- Meter all buildings and track energy consumption and carbon impact
- Design new buildings to achieve Leadership in Energy and Environmental Design (LEED) Gold certification using the appropriate rating system
- Retrofit energy consuming systems in all existing buildings
- Establish appropriate energy use intensity targets for all building types
- Refer to the Renewable Energy Strategic Plan for near-term renewable and clean energy projects with proven viability
- Follow Climate Action Plan and associated acceleration proposals to remain on trajectory
- Establish appropriate water consumption targets for all building types
- Meter all buildings and track water consumption
- Upgrade to ultra low-flow fixtures in all existing buildings
- Implement landscape to minimize or avoid irrigation
- Engage student and faculty further in water conservation practices

Long Term Strategies

- Connect all buildings to central monitoring and control system
- Commission all new buildings to ensure proper energy usage and control
- Implement energy efficient systems in new construction projects
- Integrate appropriate renewable and clean energy technologies
- Implement more stringent benchmarking and building rating systems as they become available and applicable
- Review Climate Action Plan and accelerate as needed to maintain trajectories toward neutrality
- Detect and repair all system leaks
- Design new buildings to meet or exceed water savings target
- Capture and reuse rainwater and greywater to offset potable water usage
- Reduce process water use from food service, laundry, and cooling towers
- Optimize water reclamation facility to meet operational potential



Land

Preserve campus ecosystem and enhance landscapes and land holdings



Materials

Encourage environmentally preferable materials procurement, usage, and waste reduction



Movement

Incentivize transit and alternative modes of transportation to reduce related emissions

- Use the Sustainable Sites Initiative, independently or in conjunction with LEED, to develop landscape in a beneficial and measurable way
- Complete Hillside Environmental Education Park expansion
- Continue to participate in Arbor Day Foundation Tree Campus USA program
- Install pervious surfacing materials where appropriate
- Consider green roofs and high solar reflectance index (SRI) roofs for all new buildings
- Require low or zero irrigation landscaping for new developments
- Maintain and improve existing green space

- Develop procedures for evaluating demolition and redevelopment projects
- Review vendor code of conduct annually
- Strengthen the Sustainable Design Guidelines and other policies with regard to material procurement
- Continue to emphasize local, sustainably grown food and vegetarian options
- Buy local when the option is available
- Enhance existing recycling programs and begin to emphasize reductions in packaging to minimize the initial waste stream
- Adopt LEED Gold as standard practice
- Enrich ongoing waste management initiatives

- Assess the impact of future growth on transit needs
- Improve bus and shuttle services by providing more frequent service, better communication, and more accommodating infrastructure, such as sheltered waiting areas and enhanced user interface options.
- Continue to purchase alternatively fueled vehicles under the existing DOT grant
- Minimize footprint of all new parking structures
- Meet the criteria for a Bicycle Friendly University
- Streamline vendor delivery and distribution system
- Enact a strong bicycle sharing service on campus and begin to implement more bicycle infrastructure
- Develop an enhanced seasonal facilities plan to improve transit during winter months

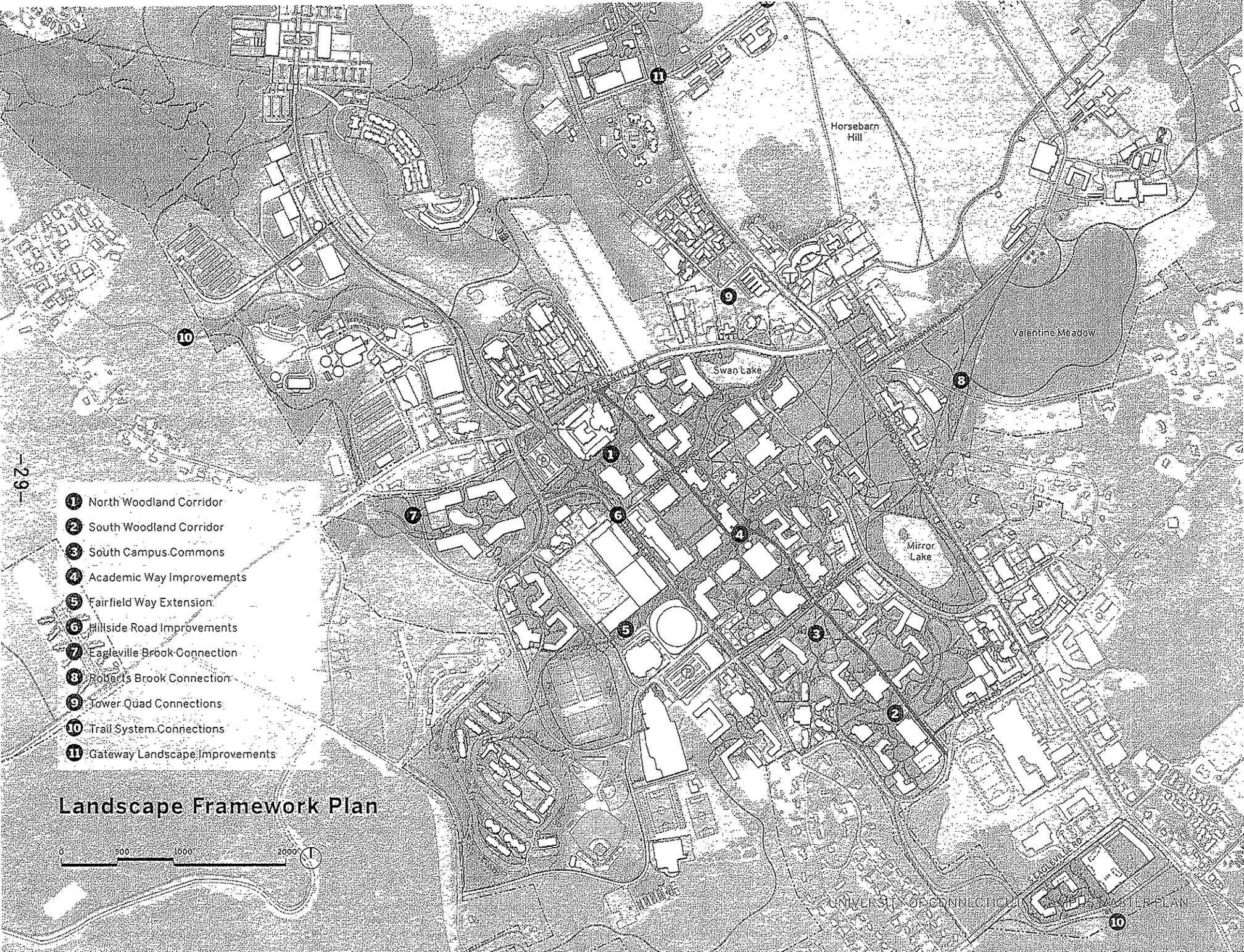
- Restore prime farmland deficits
- Expand and enhance campus forests
- Analyze the potential for underground utilities and implement as appropriate
- Develop Depot Campus as a remediated brownfield and sustainable community
- Experiment with alternative surfacing and landscaping techniques to reduce impervious cover
- Move to district and campus-wide approach to low-impact development (LID) and green infrastructure via woodland corridors, pervious paving, and others

- Identify opportunities to influence market change where UConn has purchasing power
- Develop procedures for standard lifecycle assessment on purchases
- Evaluate new composting practices and equipment
- Adopt building benchmarking systems which are stringent in the building materials category
- Leverage UConn's agricultural knowledge to enlarge the sustainable food program and increase on-campus sustainable farming

- Connect to the regional rail system
- Link to the larger local and regional bicycle network
- Decentralize parking and develop streamlined shuttle service to move people into campus core
- Implement intelligent system for vendor deliveries, warehousing, and campus distribution via small vehicles on campus
- Fully integrate bicycle transportation infrastructure into all aspects of campus
- Design and install renewable energy and green infrastructure on new parking lots and structures
- Move fully toward alternatively-fueled fleet
- Strategize and implement a campus lighting plan to address safety, energy use, and aesthetics

- 1 North Woodland Corridor
- 2 South Woodland Corridor
- 3 South Campus Commons
- 4 Academic Way Improvements
- 5 Fairfield Way Extension
- 6 Hillside Road Improvements
- 7 Eagleville Brook Connection
- 8 Roberts Brook Connection
- 9 Lower Quad Connections
- 10 Trail System Connections
- 11 Gateway Landscape Improvements

Landscape Framework Plan

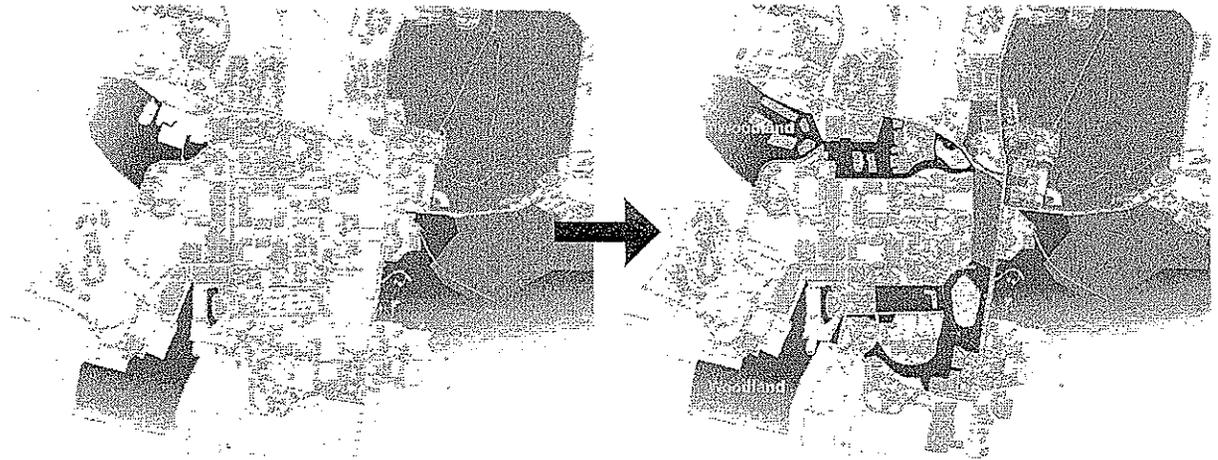


Landscape Systems

Capitalizing on UConn's unique setting, the landscape framework challenges the status quo by re-asserting the primacy of larger topographical, hydrological, and ecological patterns in shaping future development, linking existing open space assets with new landscapes that will enrich the experience of daily life on campus.

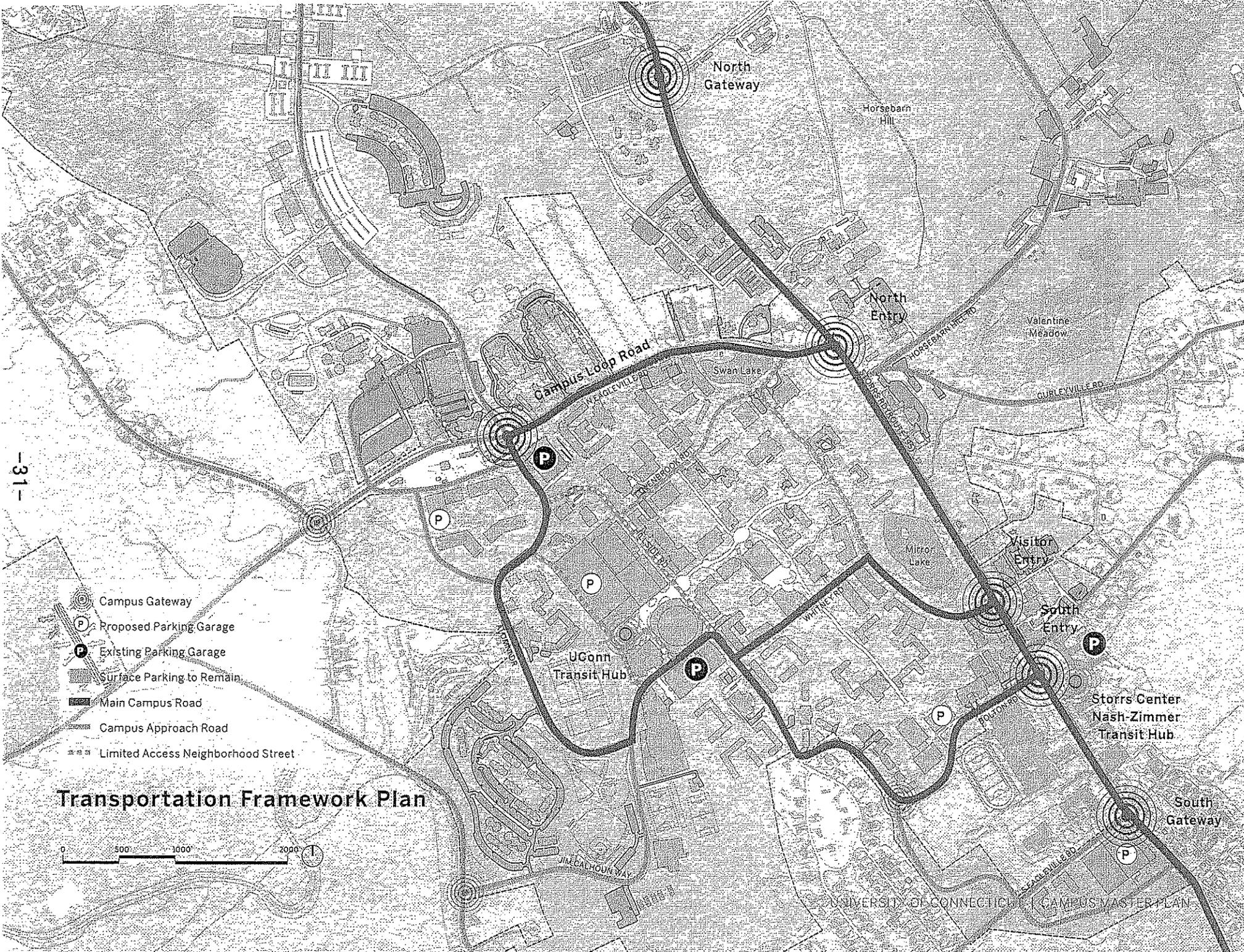
UConn is blessed with a series of landscape spaces and features that have become an integral part of its identity. Who can think of the Storrs campus without thinking of the Great Lawn, Horsebarn Hill, and Mirror Lake? Complementing these iconic landscapes are smaller gardens, groves, terraces and courtyards that provide the setting for meeting, gathering, play, and relaxation. In aggregate, however, the UConn campus lacks a critical mass of landscape spaces in which the felt experience takes precedence over utility, and where UConn's academic mission and values are manifest. Even the iconic spaces require updating. By making the creation of a unique and distinctive landscape one of the central ideas of the emerging framework vision, the opportunity exists to enhance UConn's existing open space assets and link them to one another with new landscapes that will enrich the experience of daily life on campus.

Corridors currently dominated by wide roadways and expansive parking lots are transformed into pedestrian-oriented spaces that evoke the natural landscape and allow stormwater runoff to be re-absorbed into the ground. The function and character of existing courtyards and quads is improved and new spaces for movement and gathering are created. Faculty Row is reimagined as an honorific landscape commons amongst a grove of mature canopy trees. A new system of walkways that better serve the way pedestrians and bicycles move through the campus is proposed in areas of the campus where the existing system is inadequate at best. These recommendations and others contained within the landscape framework all seek to transform the Storrs campus over the next two decades into a place that is uniquely Connecticut, embraces its history and its future, is adaptable to changing circumstances, and is a source of pride for the UConn community.



Existing Condition:
Campus Isolated from Its Surroundings

Proposed Condition:
Integrated Landscape Setting



Transportation Framework Plan

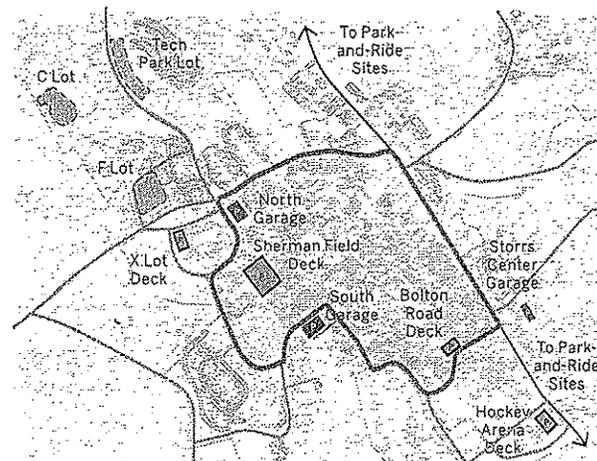


Transportation and Access

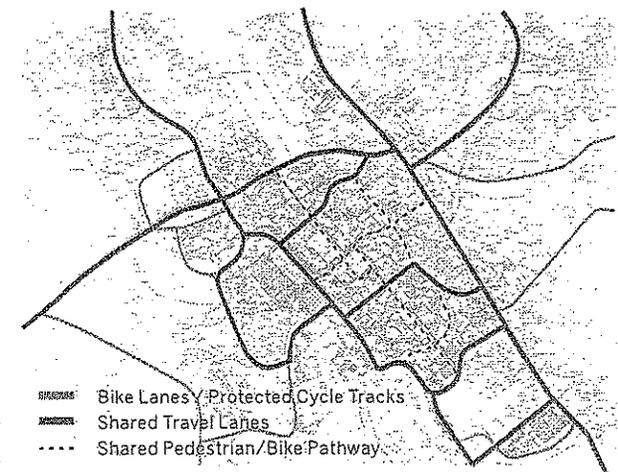
Through a comprehensive approach to transportation and movement, the campus transportation framework aims to limit and reverse current congestion problems while encouraging alternate mode choices, supporting the university's sustainability goals for a revitalized 21st century campus.

The framework suggests changes to the roadway network, especially streets within the campus core, to improve circulation while preparing for growth. It creates a memorable gateway experience on all campus approaches, beginning with access at the peripheries of campus and extending to formally marked strategic arrival points, such as a visitor entry along Mirror Lake and Whitney Road to the South Garage. Vehicular access will also be limited on certain core roadways, such as Hillside Road, to reduce vehicle/pedestrian conflicts and create a more walkable central campus. Meanwhile, investments in congestion relief through targeted upgrades – such as the Hillside Road Extension to Route 44 and a link from Bolton Road to South Eagleville Road – will improve regional links to the University. These upgrades will be accompanied by redesigns of problematic intersections and changes to signal timing to improve roadway network efficiency, particularly along N Eagleville and Storrs Roads.

Circulation improvements are accompanied by the promotion of alternate travel modes and Transportation Demand Management (TDM) measures such as a regional Park-and-Ride system and campus carshare. Parking strategies include adding capacity on the campus perimeter to reduce the number of vehicles entering the core and investment in a Smart Parking system to help evaluate current parking utilization, reduce congestion and idling, and plan for future needs. On-campus shuttle bus service routes can be simplified to guarantee headways of less than 10 minutes, and the University can partner with private developers in the vicinity of campus to offer new shuttle services. Walking and bicycling upgrades – from enhanced pedestrian crossings to an improved bike network and campus-wide bikeshare system – will support UConn's sustainability goals and reduce auto trips.



Access to Parking Areas Outside the Core

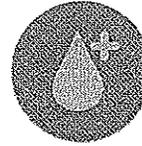


Clarified Campus Bike Network

Utilities and Infrastructure

The overall approach to utility infrastructure in the Master Plan is to provide the capacity for future development in conjunction with UConn's sustainability goals and commitment to climate neutrality by 2050, delivering benefits to the University and surrounding Mansfield community.

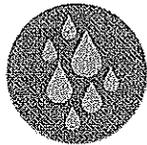
The proposed utility infrastructure will prioritize increases in efficiency – including energy, water consumption and reuse, and supplementing or replacing of aging infrastructure – to reduce overall demand before investing in new supply or generation capacity. To meet additional long-term capacity needs, the Plan recommends district-based supplemental utility plants that are interconnected via underground looped systems, providing redundancy and shared load distribution.



Potable Water

Increase supply and implement water conservation measures across campus to keep demand safely below supply

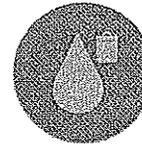
- *Existing: Two wellfields provide the potable water to the Storrs Campus and surrounding Mansfield. Much of the campus infrastructure system is aged and pipe conditions unknown. Supply and pressure problems persist in portions of campus.*
- Connect to Connecticut Water Company system to provide additional supply
- Evaluate existing infrastructure to determine required main replacement, storage, and pumping needs throughout campus.
- Complete looped system throughout main campus and all required upgrades determined in near-term evaluation, in conjunction with other utility work.



Storm Water

Implementation of low impact development across campus is required to offset development impacts to surrounding natural resources

- *Existing: UConn is subject to a Total Maximum Daily Load issued by the Connecticut Department of Energy & Environmental Protection (CTDEEP) for the Eagleville Brook Watershed*
- Finalize Memorandum of Agreement with CTDEEP to determine required stormwater goals and strategies within Eagleville Brook
- Incorporate low impact development strategies such as rain gardens, porous pavement, bio-swales, green roofs, and rainwater harvesting across campus



Waste Water / Sanitary

Implement inflow/infiltration and treatment plant improvements to treat current and future demand

- *Existing: Dating from the 1940s, the system is comprised of mostly clay pipes and brick manholes and has areas of combined storm and sanitary sewers. Conditions vary across campus. Necessary upgrades to the water pollution control facility (WPCF) are on-going to extend the life of the existing facility.*
- Complete repairs to critical items at the WPCF
- Implement repairs and replacements where identified in previous conditions assessments on the Main Campus. Perform additional conditions assessment on the Depot Campus
- Add to or replace the WPCF if flows exceed the current capacity



Electricity

Upgrade to a fully redundant N+1 electrical system that can support the entire campus, without load shedding, should one source fail

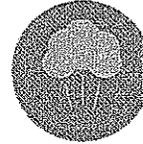
- Existing: The current Cogeneration plant at the Central Utility Plant (CUP) can support the electrical needs of the campus a majority of the time, backed up by UConn Substation 5P, which receives primary power from Connecticut Light & Power. CL&P imports power through Substation 5P when campus demand exceeds CUP capacity and when all or part of the CUP is unavailable. When CL&P primary power to Substation 5P is unavailable, load shedding schemes must be implemented.
- Upgrade Substation 5P and the CUP so that the entire system is a fully redundant N+1 system.
- Determine the feasibility of installing a second Cogeneration Plant, and implement if and when this additional capacity is required.



Gas

Decrease dependency on natural gas as Climate Action Plan goals are reached

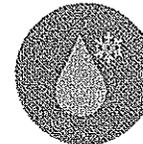
- Existing: Service owned and infrastructure maintained by Connecticut Natural Gas. There is currently adequate gas supply to support the Master Plan over the long term.
- Short-term increases in gas demand may occur until satellite utility plants are connected
- New development will be connected to the CUP and satellite plants
- No increase in gas service is expected in the long-term



Steam

Efficiently supply high pressure steam to, and return pumped condensate from, buildings via the CUP

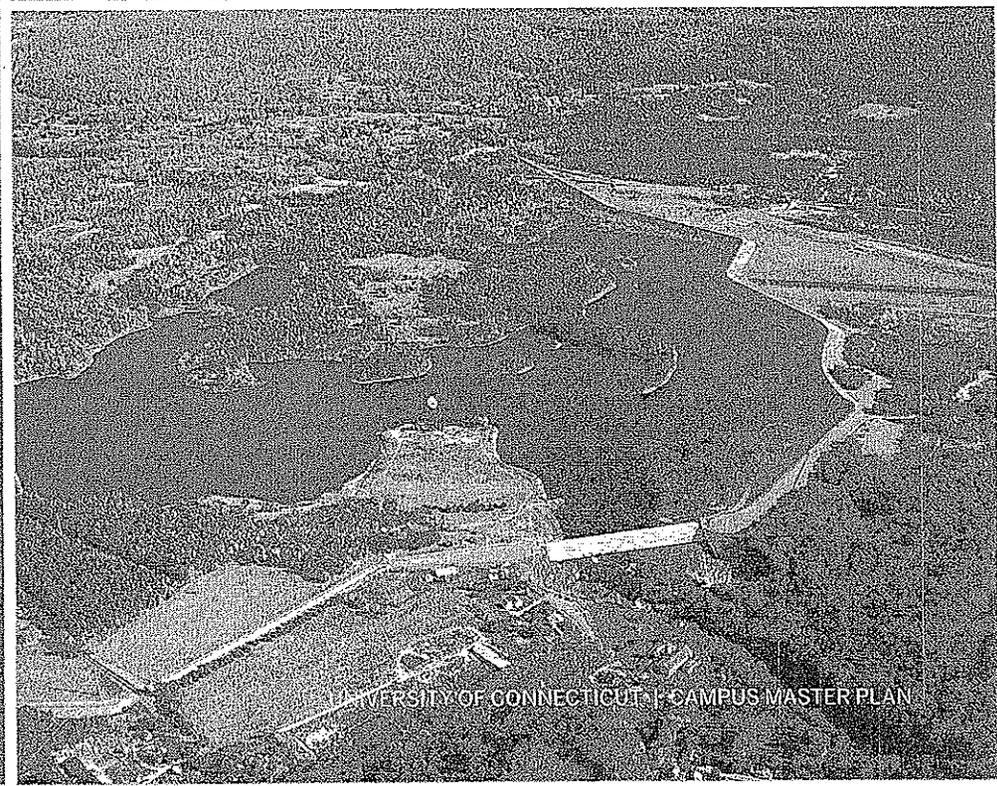
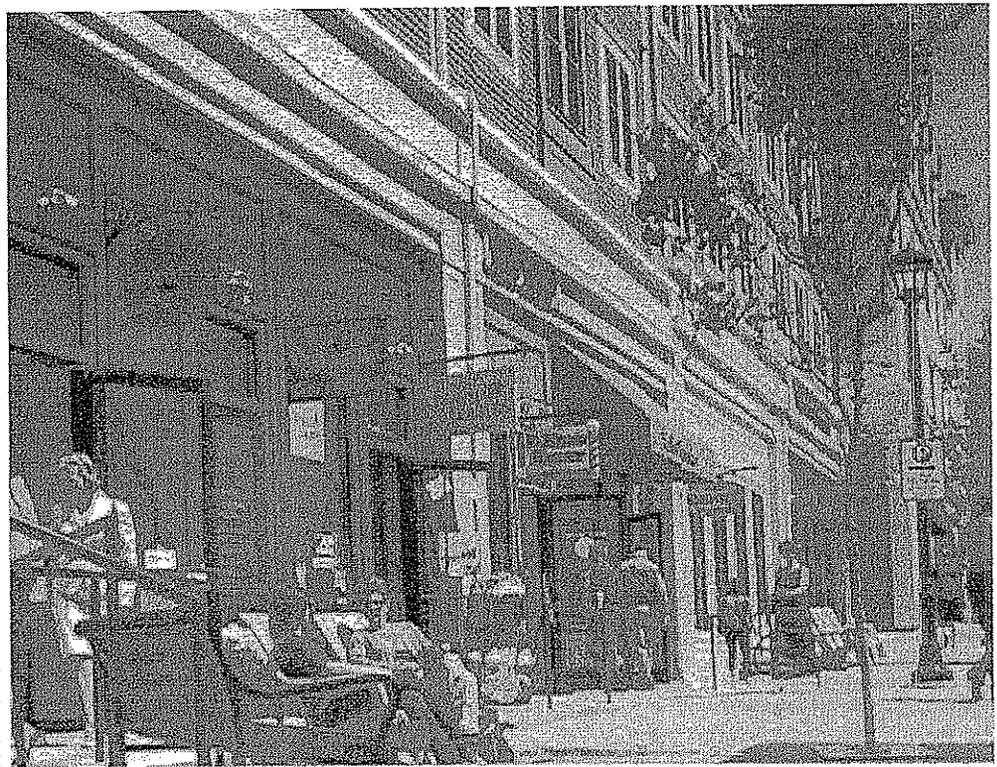
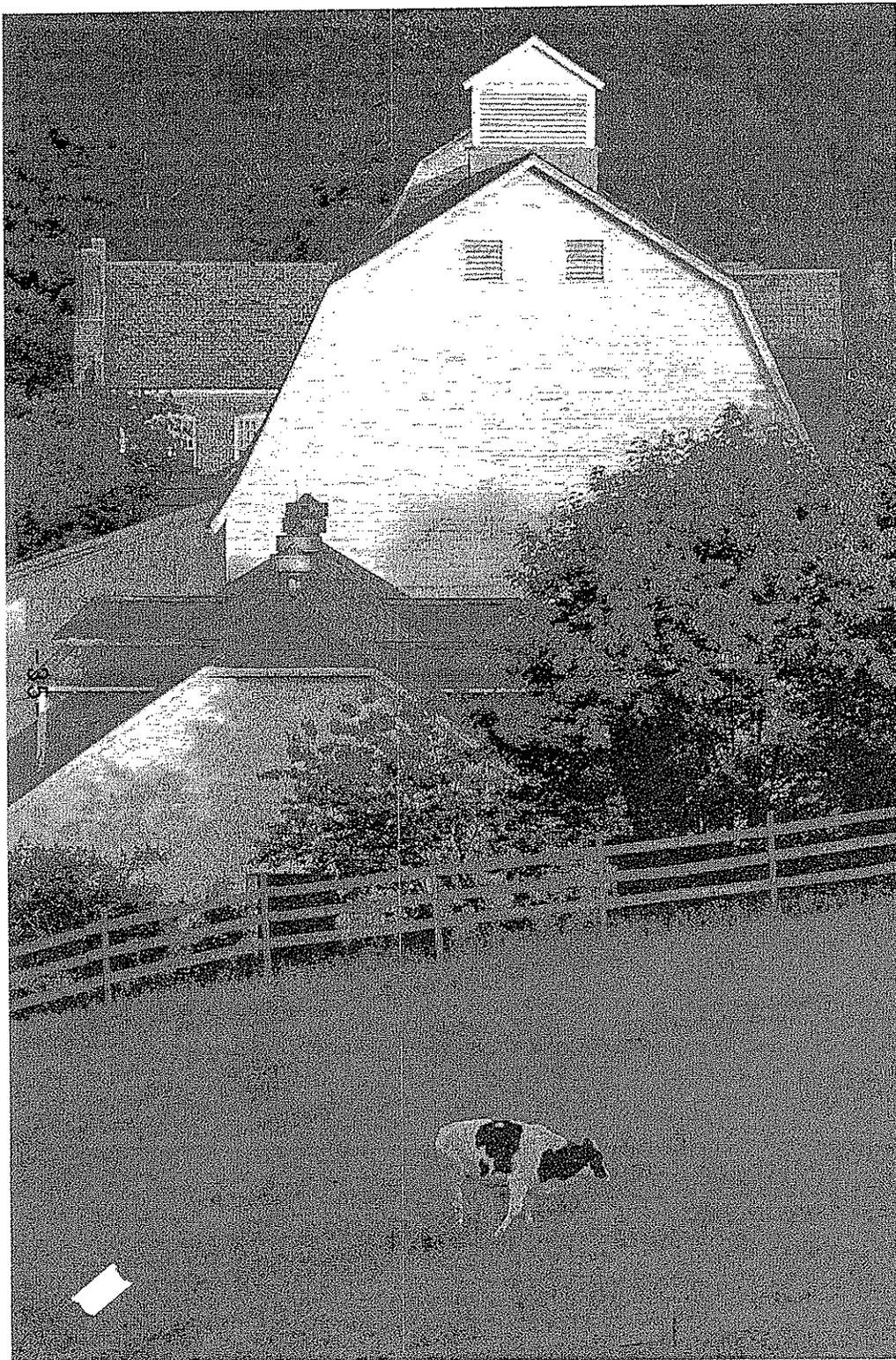
- Existing: The high pressure steam (hPS) and pumped condensate (PC) infrastructure on campus is comprised of the CUP and the Heating Plant on Glenbrook Road and underground radial distribution piping throughout campus. These two plants are connected and operate in tandem to provide flexibility and redundancy. Existing distribution piping is in very poor condition and beyond its useful life.
- Provide building-level hPs and PC meters at all existing, renovated and new building entries
- Remove and replace existing hPs and PC radial piping network.
- Provide piping bridges serving X Lot and the South District.
- Complete the North District distribution loop and provide a piping bridge (via utility tunnel) serving the north and south portions of the South District.



Chilled Water

Increase capacity and distribute throughout campus with enhanced efficiency and redundancy

- Existing: The existing chilled water (ChW) infrastructure on campus is comprised of the CUP and the South District supplemental Utility Plant (sUP). These two plants are not connected and operate independently of one another. Chilled water is currently supplied to the campus via an underground radial piping network.
- Remove existing ChW radial piping network
- Provide building-level ChW meters at all existing, renovated and new building entries
- Increase the capacity of the existing CUP and the South District sUP
- Provide two new sUPs: 1 serving development at X Lot and 1 serving the north district, and new piping bridges (via utility tunnel) between them and the CUP
- Complete three piping distribution loops: north, south, and east



Partnering with the Town of Mansfield

Next Generation Connecticut is designed to provide significant economic benefit to both the state and the town, creating jobs and bringing new investment to the community. The Master Plan is crafted to be sensitive to this local context. New buildings on campus should be understood in the context of other new investments in Mansfield, from the more urban Storrs Center to single-family residential neighborhoods, and be sensitive to their scale and pattern of development.

The Mansfield Tomorrow Plan provides a roadmap for the future of Mansfield by updating plans and policies to establish a framework for long-term economic and physical development. Working with the Housing and Urban Development's Office of Sustainable Housing and Communities, the plan is based on creating strong, sustainable communities.

The UConn Master Plan aligns with and supports the recommendations in Mansfield Tomorrow:

Plan Goals

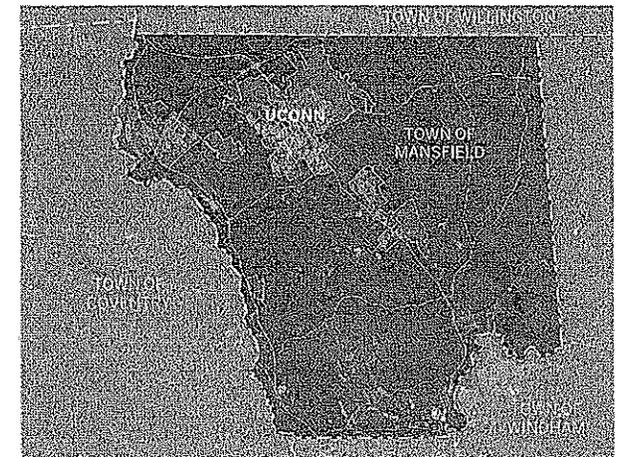
- Make Mansfield a Model for Sustainability: Environmentally, Economically, and Socially, Preserving Mansfield's High Quality of Life for Future Generations
- Preserve Mansfield's Natural, Rural and Historic Character
- Focus Growth in Designated Centers and Villages, and Promote Redevelopment of Existing Sites over "Greenfield" Development
- Support Economic Development in Appropriate Areas, Including Farm and Forest Enterprises
- Strengthen Mansfield as a Connected Community by Expanding Options for Traveling Around Town and to Community Destinations
- Partner With UConn to Ensure that Institutional Growth Benefits Both the Town and the University, and to Leverage the University as a Resource.

Livability Principles

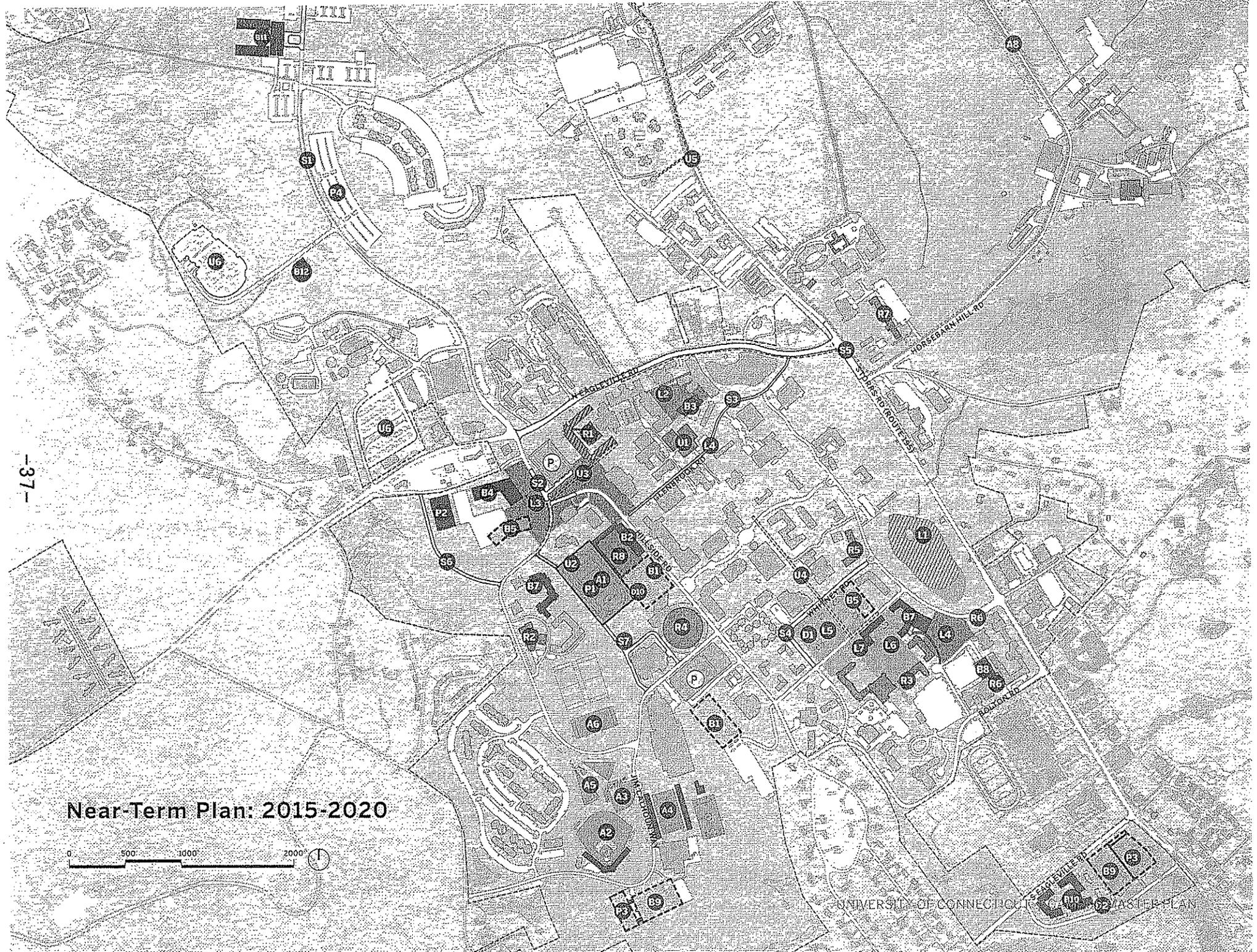
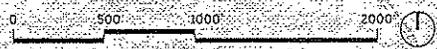
- Provide More Transportation Choices
- Promote Equitable, Affordable Housing
- Enhance Economic Competitiveness
- Support Existing Communities
- Coordinate / Leverage Federal Policies and Investment
- Value Communities and Neighborhood

Sustainability Principles

- Preserve Natural Systems and Resources
- Respect and Value Community Context
- Promote Resource Efficiency
- Adapt to Changing Climate Conditions
- Promote Connectivity
- Direct Development to Appropriate Areas in Compact and Efficient Patterns
- Encourage Sustainable Design Practices at All Scales of Development



Near-Term Plan: 2015-2020



Near-Term Plan: 2015-2020

In the next five years, growth in the campus will be focused on leveraging investments through Next Generation Connecticut, including two new science buildings, residence halls, parking, and utilities upgrades. The near-term plan will also address priority projects such as major renovations to aging buildings like Gant, removal of buildings that are well past useful life like Torrey, and expansion of athletics programs that need additional space for varsity, intramural, and recreational functions. Landscape and infrastructure upgrades in the near term will be focused on advancing and augmenting these priority projects, as well as taking steps towards a longer-term vision for a more sustainable UConn campus.

Total New Construction:	1,650,000 GSF
Total Demolition:	150,000 GSF
Net New Construction:	1,500,000 GSF
Total Renovation:	450,000 GSF

Building Projects¹

-  NextGen Buildings²
-  Other New Campus Buildings²
- B1 Student Recreation Center (Option)
- B2 Student Health Services
- B3 Engineering and Science Building
- B4 STEM Research Center 1
- B5 STEM Research Center 2 (Option)
- B6 STEM Residence Hall
- B7 Honors Residence Hall
- B8 Fine Arts Production Facility
- B9 4,500 Seat Hockey Arena (Option)
- B10 Mixed-Use Redevelopment
- B11 Tech Park IPB
- B12 Main Accumulation Area

-  Buildings Targeted for Renovation
- R1 Gant Complex
- R2 Putnam Refectory
- R3 South Campus Residences (Envelope)
- R4 Gampel Pavilion (Roof)
- R5 Monteith Building
- R6 Nafe Katter Theatre
- R7 Young Building (Envelope)
- R8 Field House (Interior)

-  Demolition
- D1 Faculty Row Houses
- D2 Mansfield Apartments (TBD)
- D10 Guyer Gym

-  New Parking Decks
-  New Parking Lots
- P1 Sherman Field Parking Deck
- P2 Science Quad Parking Deck
- P3 Hockey Parking Deck (Option)
- P4 Temporary Parking on Tech Park Sites

Athletic Facilities

-  Athletic Field Site Areas
- A1 Sherman Field Replacement (Over Parking Deck)
- A2 Baseball Stadium / Christian Field
- A3 Softball Stadium / Burrill Field
- A4 Morrone Stadium / Soccer Field
- A5 Hammer/Discus Area
- A6 New Rec Fields (D Lot)
- A8 Horsebarn Hill Fitness Loop

Landscape Projects

-  Major Pathways
-  Woodland Corridors
-  Landscape Improvement Areas
- L1 Mirror Lake Improvements
- L2 Pharmacy Quad
- L3 North Woodland Phase 1
- L4 South Woodland Phase 1
- L5 South Campus Commons
- L6 Honors Quad / Playfield
- L7 Academic Way Improvements

Infrastructure Projects

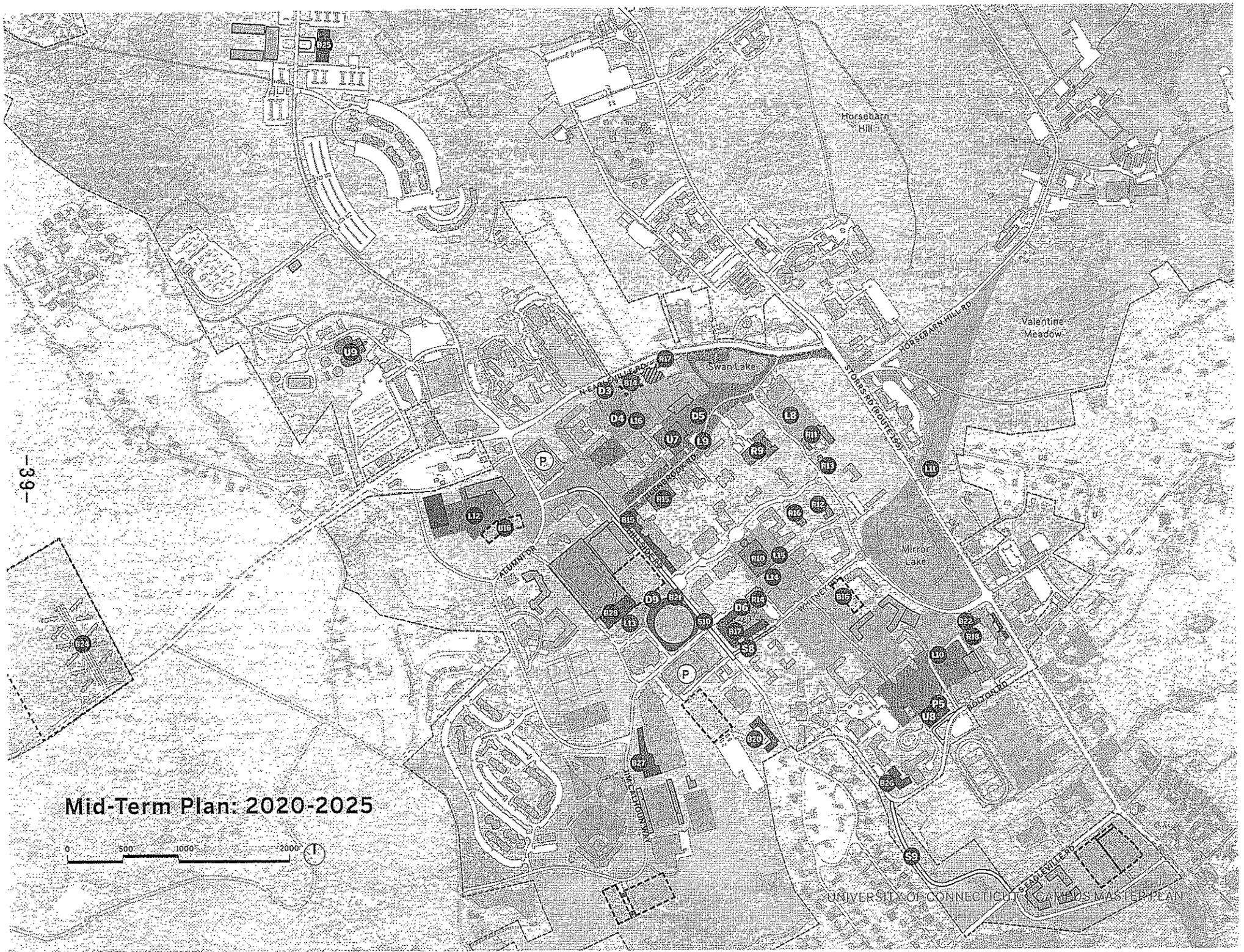
-  Street Improvements
- S1 North Hillside Road Extension
- S2 Hillside Road Realignment
- S3 Glenbrook Road Improvements
- S4 Whitney Road Improvements
- S5 North Eagleville Road Improvements
- S6 New Access Drive
- S7 Transit Hub / Covered Bus Drop-Off

-  Utilities
- U1 Central Plant Chilled Water Expansion
- U2 Supplemental Utility Plant
- U3 Utility Tunnel Extension: X Lot
- U4 Utility Tunnel Extension: South Campus
- U5 Water Line Extension (CT Water)
- U6 Solar Shade Deployment

¹ List of new and renovated buildings subject to funding. Projects in this list may move to 2020-2025 or beyond.

² Building projects shown as dashed lines indicate location alternatives which are still being explored.

Mid-Term Plan: 2020-2025



Mid-Term Plan: 2020-2025

Building off of near-term growth spurred by Next Generation Connecticut, the following five-year phase will focus on continued growth in all of the campus' mixed-use neighborhoods, with a particular emphasis on expanding the importance of Hillside and on the two new districts in the Northwest and South areas of campus. This phase will also begin to address the shortfall of on-campus housing with significant new and upgraded residential areas.

Total New Construction:	1,850,000 GSF
Total Demolition:	550,000 GSF
Net New Construction:	1,300,000 GSF
Total Renovation:	650,000 GSF

Building Projects¹

-  NextGen Buildings²
-  New Buildings in Previous Phase
-  Other New Campus Buildings²
- B14 Greenhouse Replacement (Option)
- B15 Student Union Expansion
- B16 STEM Research Center 3 (Option)
- B17 CT Commons Replacement
- B20 South Hillside Residence Hall
- B21 Gampel Pavilion Concourse
- B22 Fine Arts Recital Hall
- B24 Northwoods Expansion (Option)
- B25 Tech Park Phase 2
- B26 Public Safety Expansion
- B27 Burton Complex Expansion
- B28 Athletics Expansion

Buildings Targeted for Renovation

- R9 Wilbur Cross
- R10 Babbidge Library
- R11 Beach Hall
- R12 Budds Building
- R13 Gulley Hall
- R14 Whetten Graduate Center
- R15 Castleman Building
- R16 Hawley Armory
- R17 Atwater (Envelope)
- R18 Von der Mehden Recital Hall

Demolition

- D3 Torrey Life Sciences
- D4 Greenhouses
- D5 Infirmary
- D6 Connecticut Commons
- D9 Natatorium

-  New Parking Decks
- P5 South Parking Deck

Athletic Facilities

-  Athletic Field Site Areas

Landscape Projects

-  Major Pathways
-  Woodland Corridors
-  Landscape Improvement Areas
- L8 Founders Green Improvements
- L9 North Woodland Phase 2
- L10 South Woodland Phase 2
- L11 Mirror Lake / Valentine Meadow Link
- L12 NW Science Quad
- L13 Fairfield Way Extension
- L14 Library Terrace Improvements
- L15 Academic Way Improvements
- L16 Academic Way Improvements

Infrastructure Projects

-  Street Improvements
- S8 Whitney Road Extension
- S9 South Access Road
- S10 Hillside Road Improvements

Utilities

- U7 Central Plant Upgrades
- U8 South Chiller Plant Expansion
- U9 Sewage Treatment Plant Repairs

¹ List of new and renovated buildings subject to funding. Projects in this list may move to 2025-2035 or beyond.

² Building projects shown as dashed lines indicate location alternatives which are still being explored.

Resource Summary

Next Generation Connecticut

Next Generation Connecticut is a 10-year, \$1.54 billion state investment, plus \$235 million reallocated UConn funds, dedicated to capital projects focused on building new scientific laboratories, purchasing advanced equipment, constructing new classrooms, and expanding student housing at both the Storrs and Regional Campuses. Next Gen CT funds will also enable the hiring of new faculty and expand the student body in the science, technology, engineering, and mathematics (STEM) fields.

This Plan approaches Next Gen CT investments with a sense of urgency, understanding that the long-term impacts on research funding, job growth, and regional economic development are dependent on how quickly this funding is operationalized.

Other State Support

State funded projects are supported either by annual University budgets or one-off programs sponsored by the State of Connecticut. This category can include, but is not limited to, sources such as:

- UConn 2000
- Deferred Maintenance budget
- Residential Life budget
- Set-asides for preservation and cleanup
- Other legislative initiatives

Non-State Support

Non-state funded projects include all those not funded directly by the state via operational budgets or capital planning. Within this category, there are a number of different possible funding sources to consider. Those directly related to and overseen by the University include:

- Donor
- Federal Grant
- Student Fee Supported

Other sources that may involve outside partners for both funding and delivery of projects include:

- Public-private partnership
- Other third-party development

Measuring Progress

The campus is a constant work in progress. From its founding, UConn has been a University that looks to bold visions to define its future – starting with the 1910 General Plan by landscape architect Charles N. Lowrie and continuing today with ongoing planning efforts through UConn 2000 and its many follow-on studies.

This Master Plan fits into a legacy of over 100 years of planning at UConn. These plans have provided invaluable context for the goals and priorities of the University and their evolution over time. As other plans have done before it, this plan will serve as a living document and a basis for making strategic decisions about where, when, and how to grow.

Using the Plan

The Master Plan will serve as an evolving tool to which University Campus Planners will refer for years to come – allowing future campus projects to be developed with a common goal in mind.

Designers of these projects should reference the Plan as:

- The base document and background data for the planning and design of specific facilities and infrastructure improvements
- Guidance for landscape and building improvements within designated campus districts
- The mechanism for coordinating the installation of utilities and road improvements
- A means of communicating with both on-campus and off-campus constituents about the planned development of the campus

The plan should also be referenced annually to formulate and prioritize capital projects and renovation priorities in light of constantly changing conditions.

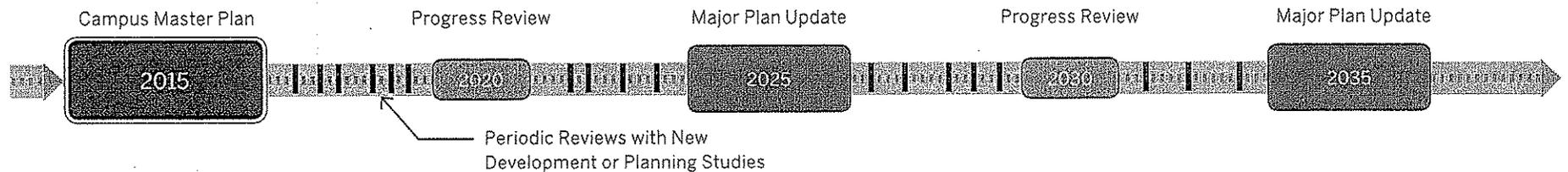
Updating the Plan

A framework plan has flexibility: it can adapt to new conditions and needs, weighing them against the initial vision and layout.

It is expected that this Plan will be reviewed, revised, and updated periodically to reflect changing conditions. This will occur in four primary ways:

- Periodic reviews to determine the outcomes of development as being consistent with the Master Plan and/or to identify changes that have resulted in inconsistencies
- A formal review of the progress on implementation every five years
- Major updates every ten years to keep the document current and relevant

These updates will also incorporate the information from future planning studies and capital projects to constantly reflect the evolving development pattern of the campus.





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Acknowledgements

The development of this Master Plan has involved a number of representatives of the University, a large team of consultants, a group of regular advisors, and other stakeholders from the school and the local community.

Executive Committee

Susan Herbst, President
Min Choi, Provost
Richard Gray, Finance and Administration
Jeff Seaman, Vice President of Research
Tysen Kenagy, Vice President for Communications
Michael Gilbert, Vice President for Student Affairs
Amy Donahue, Vice Provost for Facilities Operations
Sally Reis, Vice Provost for Academic Affairs
Josh Newton, UConn Foundation, President and CEO
Richard Orr, General Counsel
Ward Manuel, Athletics Director
Rachel Rubin, Chief of Staff to the President
Michael Kirk, Deputy Chief of Staff

Master Plan Advisory Committee

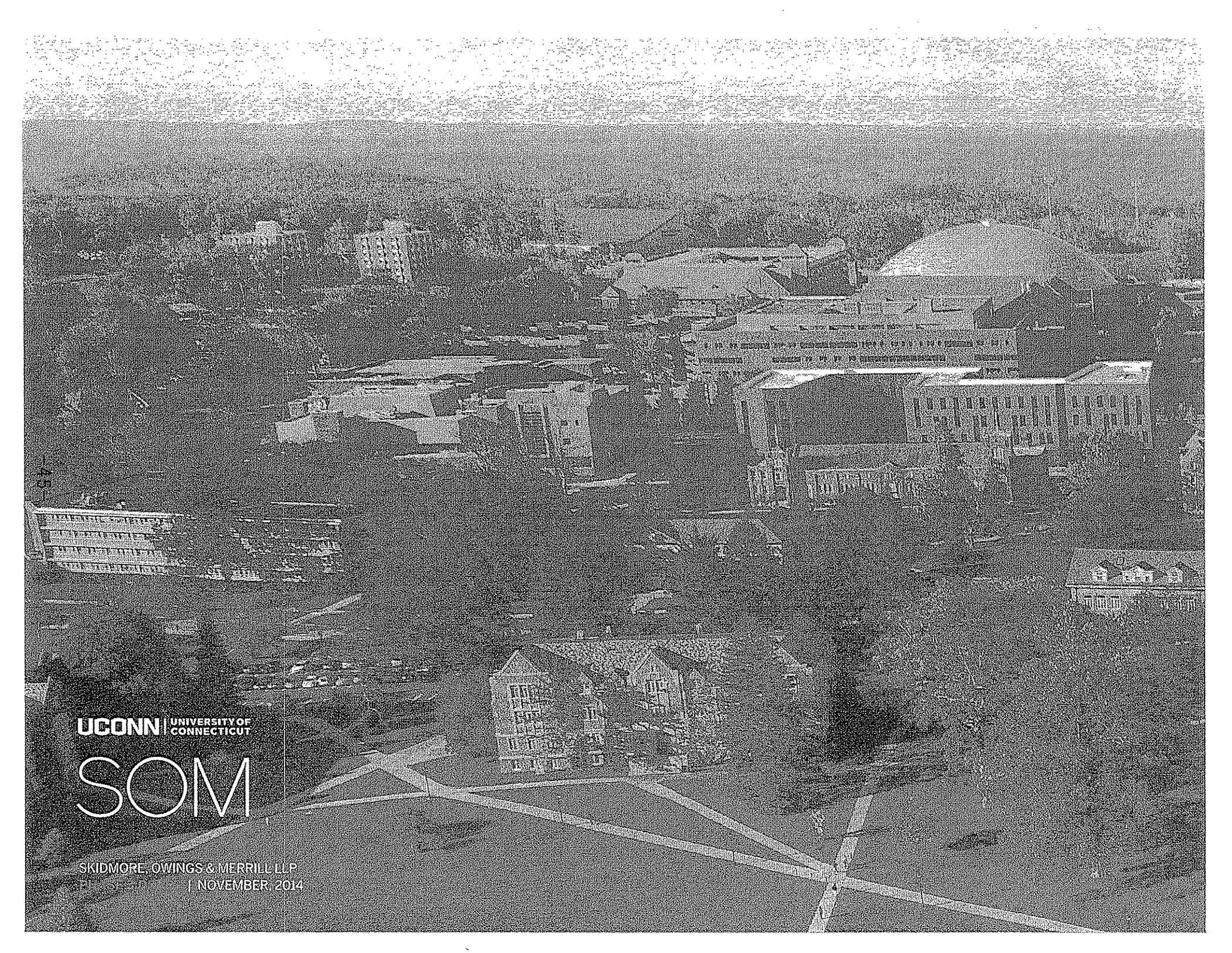
Tom Callahan, Sustainability of Infrastructures
Veronica Cook, Procurement Services
Christina D'Avicchio, Student Government/USG
Dan Doerr, Student Affairs
Terri Dominguez, Environmental Health and Safety
Matt Hart, Mansfield Town Manager
Mike Jedrak, Facilities Operations and Building Services
Paul McCarthy, Athletics and Recreation
Linda Painter, Mansfield Town Planner
Carol Poltronio, Nursing / Public Engagement
J. Larry Renfro, Physiology & Neurobiology
Larry Silbarth, Provost's Office, Academic Affairs
Lyssa Teal, Finance and Administration
Carilyn Tschke, Molecular & Cell Biology
John Volk, Natural Resources and the Environment
Xubang Wang, Economics, Chinese Students and Scholars
Bill Wendt, Transportation and Logistics

Core Team

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George Kraus, Director of Design, Engineering and Technical Support
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Heather Schlink, Administrative Assistant

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Newman Architects, Historic Preservation + Adaptive Reuse
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Electrical + Plumbing
Glenn USA, Cost Estimating
Ricker Associates Inc., Academic Programming
Jacobs Consultancy, Inc., Lab Programming

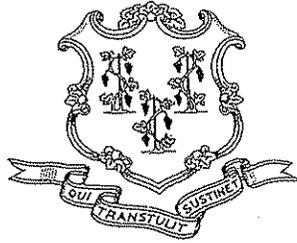


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CONNECTICUT

SOM

SKIDMORE, OWINGS & MERRILL LLP
| NOVEMBER, 2014

STATE OF CONNECTICUT



Accredited Since 1988

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION DIVISION OF STATE POLICE TROOP C

Lt. Scott Smith
Commanding Officer

M/Sgt. Charles York
Executive Officer

Mansfield Resident Trooper's Office: Fall Weekends 2014

The Mansfield Resident Trooper's Office began planning for the Fall Weekends in July of this year. Meetings with UCONN off Campus Director John Armstrong in conjunction with UCONN PD, Town Officials from our Building and Code Enforcement as well as the Fire Services personnel to include Fire Marshals Office were very productive. Together we prepared an educational program to be delivered to as many off campus students living within the Town of Mansfield as possible. We then met with property owners of large complexes and as many single family home owners as we could. These meetings were, by design, to educate and set expectations as it pertained to behavioral and quality of life issues amongst other very important topics. The programming included the welcoming of students to the community and advising of the many services that were available to them through the town.

In early August Members of the Resident Trooper's Office, UCONN Officials, UCONN PD and Town Officials began formal meetings with students that had already moved into the area. Once the school semester began we went to the larger complexes to include Carriage House, Hunting Lodge Apartments, Celeron etc. to present our educational program. These meetings were highly attended and were very interactive. The students were engaged and genuinely appreciative of all the information that was offered. This began the building block of our partnership that we share in the area. I encouraged and continue to encourage the students to become more involved in the community as they are such a big part of our everyday lives.

Statistically speaking the beginning of each school year shows very heavy foot and vehicle traffic in the Hunting Lodge, North Eagleville Rd area. Based upon this past history I asked for and received additional support from the Connecticut State Police. Major Darcy, Commanding Officer of Eastern District, committed four additional troopers for each Friday and Saturday night for the first four weekends of the semester. He then authorized additional troopers for the Halloween weekend. The additional troopers were paid for by the Connecticut State Police at no additional cost to the Town of Mansfield. These extra patrols proved to be invaluable as the fall season showed to be an extremely busy time. The University of Connecticut Police Department also allotted for a special task force dedicated to patrolling the Hunting Lodge, North Eagleville Rd area. The Connecticut State Police along with the UCONN PD worked side by side and did so seamlessly keeping the community safe.

Overall the season was very busy with a higher than normal number of calls for service; however no major incidents were cited. We did have some very long tiring evenings as we dealt with several hundred students in a variety of locations. We did see that the students moved around and did not utilize any one spot as a common party area. We did find some uncommon areas that became concerns this year. Non traditional areas such as Renwood Apartments and Hunting Lodge Apartments were newer venues of concern. We worked quickly with management to curb these issues and we will continue to work with them for the future seasons ahead of us. The large parties that did occur showed a common theme. All large parties were related back to a larger organization. We found two parties to be hosted by athletic teams and all others were fraternity parties. We worked closely with the University coaches and with Greek Life.

Halloween was possibly the heaviest foot traffic night in years. Students walked along Hunting Lodge Rd from one end to the other crowds growing in the thousands. Hunting Lodge Apartments showed approximately one thousand students within their complex by 9:00 pm Halloween night. With several underage drinkers observed the party was quickly dispersed. The inability to assemble in large groups did help tremendously as no major incidents occurred. The students continued to walk up and down the road for the next several hours with no real landing spot. The large numbers caused us to close Hunting Lodge Rd for approximately two hours to all non-emergency vehicular traffic. This was done so to protect the students walking in the area. Recently we have deployed a change in our policing philosophy as we now intervene as soon as violations are uncovered as opposed to sitting back watching and only acting when trouble begins. This pro-active approach has allowed us to maintain control and has reduced the number of crimes committed.

I am very proud of the collaborative effort between the different departments. We utilized the University, UCONN PD, Building and Code Enforcement and the Fire Marshal's office. This effort requires direct communication and cooperation between each agency, which we were very fortunate to have.

2013:

DWI arrests = 54

Simple Trespass = 3

Creating a public disturbance = 10

Assaults = 4

Sexual assault complaints = 1

Town ordinances = (open container, possession of alcohol by minor and nuisance) = 265

2014:

DWI arrests = 65

Simple Trespass = 67

Creating a public disturbance = 15

Assaults = 5

Sexual assault complaints = 3

Town ordinances = (open container, possession of alcohol by minor and nuisance) = 271

Sergeant Richard Courmoyer
Sergeant Richard Courmoyer # 168

Phone: (860) 429-6024 FAX: (860) 429-4090
1320 Tolland Stage Road Tolland, CT 06084-3111
An Equal Opportunity Employer

Summer/Fall 2014 Ordinance Citations
Total # of Citations Written #163

<u>LOCATION</u>	<u>VIOLATION</u>	<u>DATE</u>
143 Seperatist	Nuisance	7/11/2014
74 Meadowood	Nuisance	7/14/2014
74 Meadowood	Nuisance	7/14/2014
122 Thornbush	Nuisance	8/18/2014
32 Riverview	Nuisance	8/19/2014
Hunting Lodge	OC	8/22/2014
Hunting Lodge Rd.	OC	8/22/2014
Hunting Lodge Rd.	POABM	8/22/2014
Hunting Lodge	OC	8/22/2014
97 Hunting Lodge Rd.	Nuisance	8/22/2014
Carriage House Drive	OC	8/22/2014
125 Hunting Lodge	OC	8/22/2014
125 Hunting Lodge Rd.	POABM	8/22/2014
125 Hunting Lodge Rd.	POABM	8/22/2014
105 Hunting Lodge Rd.	OC/POABM	8/22/2014
125 Hunting Lodge Rd.	POABM	8/22/2014
N. Eagleville Rd.	POABM	8/22/2014
N. Eagleville Rd.	POABM	8/22/2014
N. Eagleville Rd.	POABM	8/22/2014
N. Eagleville Rd.	POABM	8/22/2014
N. Eagleville Rd.	POABM	8/22/2014
97 Hunting Lodge Rd.	Nuisance	8/22/2014
97 Hunting Lodge Rd.	Nuisance	8/22/2014
Hunting Lodge Rd.	OC	8/22/2014
Hunting Lodge Rd.	OC	8/22/2014
Birch Rd/ Hunting Lodge Rd.	OC	8/22/2014
N. Eagleville Rd.	OC/POABM	8/22/2014
N Eagleville Rd	POABM	8/22/2014
N Eagleville Rd	POABM	8/22/2014
N Eagleville Rd	POABM	8/22/2014
N Eagleville Rd	POABM	8/22/2014
N Eagleville Rd	POABM	8/22/2014
N Eagleville Rd	POABM	8/22/2014
Carriage House and Hunting Lodge	OC	8/23/2014
Hunting Lodge Rd.	OC/POABM	8/23/2014
Hunting Lodge Rd.	OC	8/23/2014
Hunting Lodge Rd.	POABM	8/23/2014
Seperatist Rd.	OC/POABM	8/23/2014
Carriage House Drive	OC	8/23/2014
Hunting Lodge Rd.	OC	8/23/2014
Hunting Lodge Rd.	POABM	8/23/2014
74 Meadowood	Nuisance	8/23/2014
Seperatist Rd.	OC/POABM	8/23/2014
Hunting Lodge Rd.	POABM	8/23/2014
Hunting Lodge Rd.	POABM	8/23/2014
Hunting Lodge Rd.	OC/POABM	8/23/2014
Hunting Lodge Rd.	POABM	8/23/2014
Huting Lodge Rd.	POABM	8/23/2014
Hunting Lodge at Carriage House	OC/POABM	8/24/2014
164 S. Eagleville Rd.	Nuisance	8/28/2014
164 S. Eagleville Rd.	Nuisance	8/28/2014
164 S. Eagleville Rd.	Nuisance	8/28/2014

Summer/Fall 2014 Ordinance Citations
 Total # of Citations Written #163

164 S. Eagleville Rd.	Nuisance	8/28/2014
Hunting Lodge Rd.	POABM	8/28/2014
Hunting Lodge Rd.	POABM	8/28/2014
Hunting Lodge Rd.	POABM	8/28/2014
Hunting Lodge Rd.	POABM	8/28/2014
Hunting Lodge Rd	POABM	8/28/2014
Hunting Lodge Rd	POABM	8/28/2014
Hunting Lodge Rd	POABM	8/28/2014
Hunting Lodge Rd	POABM	8/28/2014
125 Hunting Lodge	OC	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
125 Hunting Lodge Rd.	OC	8/29/2014
125 Hunting Lodge Rd.	POABM	8/29/2014
125 Hunting Lodge Rd.	OC	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
Hunting Lodge Rd.	OC	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
Hunting Lodge Rd.	POABM	8/29/2014
196 Hunting Lodge Rd.	POABM	8/29/2014
Hunting Lodge Rd.	OC	8/29/2014
Carriage House #20	OC	8/29/2014
Hunting Lodge Rd.	POABM	8/30/2014
125 Hunting Lodge Rd.	OC	8/30/2014
Hunting Lodge Rd.	OC	8/30/2014
Rte. 275 Knollwood Apts.	POABM	8/30/2014
97 Hunting Lodge Rd.	POABM/OC	8/30/2014
Hunting Lodge Rd.	OC	8/31/2014
Hunting Lodge Rd	OC	8/31/2014
Hunting Lodge Rd.	OC	9/5/2014
Hunting Lodge Rd.	POABM	9/5/2014
Hunting Lodge Rd.	POABM	9/5/2014
Hunting Lodge Rd.	POABM/OC	9/5/2014
Hunting Lodge Rd.	POABM	9/5/2014
Hunting Lodge Rd.	POABM	9/5/2014
Hunting Lodge Rd.	POABM	9/5/2014
Hunting Lodge Rd.	POABM	9/5/2014
Hunting Lodge Rd.	POABM.OC	9/5/2014
137 Separatist Rd.	Nuisance	9/6/2014
137 Separatist Rd.	Nuisance	9/6/2014
137 Separatist Rd.	Nuisance	9/6/2014
Hunting Lodge Rd.	POABM	9/6/2014
Hunting Lodge	POABM	9/6/2014
Hunting Lodge	POABM	9/6/2014
N. Eagleville Rd.	OC	9/6/2014
211 Hunting Lodge	Nuisance	9/6/2014
211 Hunting Lodge	Nuisance	9/6/2014
211 Hunting Lodge	Nuisance	9/6/2014
211 Hunting Lodge	Nuisance	9/6/2014
211 Hunting Lodge	POABM	9/6/2014
N. Eagleville Rd.	OC	9/6/2014
Hunting Lodge Rd.	OC	9/6/2014
N. Eagleville Rd	POABM	9/6/2014

Summer/Fall 2014 Ordinance Citations
 Total # of Citations Written #163

N Eagleville Rd /Hunting L	POABM	9/6/2014
205 Hunting Lodge Rd.	OC	9/6/2014
Huting Lodge/N. Eagleville Rd.	OC	9/6/2014
Hunting Lodge/Carriage	OC	9/6/2014
Hunting Lodge Rd.	POABM	9/12/2014
Hunting Lodge Rd.	OC	9/12/2014
Hunting Lodge Rd.	OC	9/12/2014
Carriage House	Nuisance	9/12/2014
Carriage House #12	Nuisance	9/12/2014
Carriage House	POABM.OC	9/12/2014
Carriage House	POABM/OC	9/12/2014
Huting Lodge Rd.	POABM	9/12/2014
Hunting Lodge Rd.	POABM	9/12/2014
Hunting Lodge Rd.	POABM	9/12/2014
Hunting Lodge Rd.	POABM	9/12/2014
12C Carriage House Drive	Nuisance	9/12/2014
12B Carriage House Dr.	Nuisance	9/12/2014
Hunting Lodge	POABM	9/12/2014
Hunting Lodge Rd.	POABM	9/12/2014
Hunting Lodge	POABM	9/12/2014
Hunting Lodge Rd.	POABM	9/12/2014
12 Carriage House Drive	Nuisance	9/12/2014
12 Carriage House Drive	Nuisance	9/12/2014
Hunting Lodge Rd.	OC	9/12/2014
Hunting Lodge Rd.	POABM	9/12/2014
Hunting Lodge Rd.	POABM	9/19/2014
Hunting Lodge Rd.	POABM	9/19/2014
S. Eagleville Rd.	POABM	9/19/2014
1 Eastwood Rd.	Nuisance	9/28/2014
15C Carriage House	Nuisance	9/28/2014
15C Carriage House	Nuisance	9/28/2014
15C Carriage House	Nuisance	9/28/2014
Carriage House Apts.	POABM	10/3/2014
46 Clover Mill Rd.	Nuisance	10/4/2014
46 Clover Mill Rd.	Nuisance	10/4/2014
137 Seperalist	Nuisance	10/4/2014
52 Flaherty Rd.	Nuisance	10/11/2014
1096 Storrs Rd.	Nuisance	10/12/2014
1096 Storrs Rd.	Nuisance	10/12/2014
14 Derek Dr.	POABM	10/12/2014
Carriage House Apt.	POABM	10/13/2014
202 N. Eagleville	Nuisance	10/18/2014
202 N. Eagleville	Nuisance	10/18/2014
202 N. Eagleville	Nuisance	10/18/2014
202 N. Eaglei	Nuisance	10/18/2014
#3D Carriage House	Nuisance	10/25/2014
#3D Carriage House	Nuisance	10/25/2014
#3D Carriage House	Nuisance	10/25/2014
#3D Carriage House	Nuisance	10/25/2014
Hunting Heights	Nuisance	10/31/2014
84 Baxter Rd.	Nuisance	11/9/2014
84 Baxter Rd.	OC	11/9/2014
84 Baxter Rd.	Nuisance	11/9/2014
143 Separatist	Nuisance	11/14/2014

Summer/Fall 2014 Ordinance Citations
Total # of Citations Written #163

N. Eagleville Rd.

POABM

Off-Campus Student Services Mission Statement: Off-Campus Student Services(OCSS) advances the mission of the University of Connecticut and Division of Student Affairs by enhancing the experience and supporting the success of off-campus and commuter students. OCSS serves as an advocate for students and a centralized resource for off-campus living. Furthermore, OCSS strives to intentionally design opportunities to improve the quality of community life, foster maturation of independent life skills, promote development of responsible community members and cultivate involvement in the University, Storrs/Mansfield and surrounding communities.

1. **Welcome Visits to Off-Campus Residences:** Welcome Visits to UConn students living Off Campus has been ongoing since Fall 2008. The goals of the welcome visits are to educate UConn students living off-campus about their increased rights and responsibilities as a student, tenant and community member. While attending UConn, students are representing the University and have the responsibility to ensure to conduct themselves and their guests in a manner consistent with The Student Code.
2. ***New Initiative:** Welcome Visits to Single Family House rentals was done this fall via the OCSS Student Leaders. Our student leaders went door to door to meet and greet students living off-campus and provide each house with a welcome bag. The welcome bags contain resources on how to be successful community members, good neighbors and a positive member of the community. This peer to peer engagement is a new model and was received well by students.
3. **Off-Campus Community Leaders and Ambassador Program:** The Off-Campus Community Leader & Ambassador Program is a network of students who live off-campus and assist with executing the mission of Off-Campus Student Services. In their role, the Off-Campus Community Leaders serve as a resource to build community and enhance communication with off-campus students.
4. **Off-Campus Housing Resource Guide:** All Students living off-campus receive a copy of the Off-Campus Housing Guide at the Welcome Visits and throughout the academic year. This Guide provides resources for students living off-campus and highlights the following areas related to behavior off campus:
 - Being a Good Neighbor
 - UConn Expectations
 - Mansfield Town Ordinances
 - Responsible Party Hosting

The Guide is also available on our website. www.offcampus.uconn.edu

Division of Student Affairs
Dean of Students Office
Off-Campus Student Services
233 GLENBROOK ROAD, UNIT 4062
WILBUR CROSS BUILDING, ROOM 203
STORRS, CT 06269-4062
PHONE 860.486.3426
FAX 860.486.1972
offcampus@uconn.edu
www.offcampus.uconn.edu

An Equal Opportunity Employer

5. **Collaboration with Town of Mansfield Officials and the Mansfield Resident Troopers Office:** The unified collaboration between these groups is critical in the ongoing education of UConn students living off-campus. The communication between these groups has been strong and consistent. Receiving information in a timely manner from the Mansfield Resident Trooper's Office allows for an expedited response from the University.
6. **Property Manager Meetings:** These meetings are sponsored by Off-Campus Student Services and involve collaboration with the following offices: The Mansfield Resident Trooper's Office, Housing Code Enforcement, Fire Marshall's Office, Property Managers and Off-Campus Student Services. These meetings occur three times a semester and cover a broad range of topics that help to educate and update Property Managers on issues pertaining to their residents/students.
7. **Orientation (summer 2014) *New Initiative:** For the first time, Off-Campus Student Services presented information to incoming parents and students on life off-campus. Every presentation included an emphasis on positive community relations and the nuisance ordinance.
8. **Responding to Community Concerns:** Response to complaints/community concerns is a priority for OCSS. Once information is received and a property is identified, OCSS acts to respond to the complaint as a quickly as possible. Meetings with students involve three constituents: Off-Campus Student Services Director, Mansfield Resident Trooper's Office and Town of Mansfield's Housing Code Enforcement Office. Through these meetings, the best course of action is determined. All students receive written correspondence from OCSS Director outlining their meeting, and these letters are maintained as part of the student's educational record at UConn.

Future Initiatives (needs):

- **Landlord Resources:** Off-Campus Student Services has seen positive results from early intervention with students prior to the academic year beginning. Landlords could provide prepared resources for students when the lease is signed. These resources should include: Town of Mansfield Ordinance Packet, Trash and Recycling packet, UConn Expectations and Landlord Expectations. By providing basic information to students at the beginning of their lease period, tenants will have the tools to make informed decisions.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager
Date: December 8, 2014
Re: Grant Applications to Regional Performance Incentive Program

Subject Matter/Background

On behalf of its member towns, the Capitol Region Council of Governments (CRCOG) is coordinating applications to the coming round of Regional Performance Incentive Program (RPIP) grants, administered by the State Office of Policy and Management (OPM). I am seeking your authorization to participate in two separate applications to be submitted by CRCOG to OPM.

Economic Development Grant for the towns of Bolton, Coventry, Mansfield and Tolland (\$160,000)

The first is an application seeking \$160,000 to fund shared economic development services between the municipalities of Bolton, Coventry, Mansfield and Tolland. The proposal includes several tasks related to enhancing regional economic development services, including:

- Creation of a regional economic development plan to coordinate efforts and capitalize on opportunities that arise as a result of UCONN's increasing focus on science and technology, including the development of a new technology park and increasing student enrollment through the *Next Generation Connecticut* initiative. The regional plan will build on work completed in Mansfield as part of the *Mansfield Tomorrow* project and will be coordinated with the corridor study related to transportation issues on Routes 44 and 195.
- Preparation of marketing material for target development sites and outreach to prospective businesses to facilitate planned growth. These materials would include prospective layout and schematics for the sites prepared by a design professional to assist in visioning the potential of the target sites.
- Purchase of economic development software/memberships for each community.
- Provision of other economic development services such as creating a regional brand and associated marketing materials; developing business

assistance materials and conducting local business surveys to facilitate business retention.

Most of the above tasks would be performed by a consultant hired by the four towns; a governing body of staff from each of the towns would serve to manage and guide the consultant.

The goal of this project would be to promote economic development on a regional basis, which would enhance existing partnerships between the communities as well as provide a more cost efficient way of providing economic development services. Given today's economic constraints, it is difficult for small towns to justify the hiring of a dedicated economic development staff person or consultant based upon the off-set of tax base and other revenue growth. This project would achieve a number of economies of scale when compared to each municipality hiring an individual staff person or contractor.

In addition to the regional cooperation promoted through this project, the hiring of a regional economic development consultant would offer Mansfield the opportunity to expand its business retention and recruitment efforts. These activities will become even more essential with the anticipated development of the UCONN Technology Park. The technology park will serve as a long term commitment to the region and we need to work with surrounding communities as well as UCONN's economic development staff to establish a marketing and economic development plan that can run parallel to university's initiative.

Regional Service Management (CRM) Service (\$160,000)

The second application endorsed by CRCOG consists of a request for \$285,000 to fund a service management system or customer response management (CRM) system. A CRM is a powerful technology that can contribute to improved municipal customer service by assisting towns to respond effectively to resident concerns, facilitate greater citizen engagement, support performance measurement, contribute to better local government budgeting, and aid in emergency response and recovery. The grant would provide funding for two parts of a CRM. First, it would allow for purchase of a license for a front-end service management system to receive resident concerns. Second, grant funds would provide funding for licensing and/or development of a back-end work flow management system to integrate with the front-end system and effectively manage concerns received. The software solutions would use the Nutmeg Network, the state/municipal directory sponsored by the state.

Financial Impact

These grants do not require a local match. For the economic development initiative, Mansfield would use the grant proceeds to share the services of the economic development consultant with Bolton, Coventry and Tolland for a period of one year. No additional financial impacts are anticipated.

Legal Review

No legal review is required at this time. If the grant is awarded, staff will consult with the Town Attorney to review any required memorandum of agreement (MOA) or other legal documents.

Recommendation

Staff recommends that the Council endorse Mansfield's participation in the Regional Performance Incentive Program grant applications to be submitted by CRCOG. The following resolution is suggested.

Whereas, Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas, on November 12, 2014 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of Mansfield has expressed an interest in taking part in the project proposal(s) entitled:

- 1. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland*
- 2. Regional Service Management (CRM) System*

Now, Therefore Be It Resolved that the Mansfield Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the Town Manager to sign all necessary agreements and take all necessary actions to allow for the town's participation in this program.

Attachments

- 1) Project Description, RPIP Application for Regional Economic Development Services

REGIONAL PERFORMANCE INCENTIVE PROGRAM (RPIP) GRANT

TOWNS OF BOLTON, COVENTRY, MANSFIELD AND TOLLAND

PROPOSED PROJECT DESCRIPTION

The Towns of Bolton, Coventry, Mansfield and Tolland propose to submit a RPIP Grant in order to obtain funds to secure consultant services that will perform a number of economic development and planning activities on a shared – regional basis between the towns involved.

The project involves the following elements:

: Procure the services of an economic development consultant who will assist the towns in creating a regional economic development plan outlining methods to best coordinate efforts to coincide with the future growth anticipated at UCONN. The development of the UCONN Tech Park, Storrs Center and the expansion of the student population provide unique opportunities to capitalize on the growth that has been planned.

: This study has the potential to dovetail with the DOT Corridor Study (NextGenCT Pathways to UCONN: Eastern Gateways Study) that is being conducted to analyze the transportation issues on RTES 44 and 195 relative to the growth projected at the UCONN campuses. The timing of both of the studies may not coincide directly, but elements from either study can be incorporated, depending upon availability of materials.

: The economic development consultant would assist the individual towns in creating marketing material for target development sites and perform outreach to prospective businesses to facilitate planned growth. These materials would include prospective layout and schematics for the sites prepared by a design professional to assist in visioning the potential of the target sites.

: Purchase a membership in ESRI's Community Analyst Program which provides detailed retail and service leakage data in addition to other demographic analysis services that can be tailored to meet the needs of the region or individual towns.

: The economic consultant would assist the individual towns in other economic development duties, such as conducting local business surveys on matters involving business retention and assist with improving web presence for economic development purposes.

The total grant amount to be requested is based upon the quote received from Garnet Consulting (economic development consultants – Mark Waterhouse) and other cost analysis performed by Town Staff: \$160,000.00



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant Town Manager; John Carrington, Director of Public Works; Cherie Trahan, Director of Finance
Date: December 8, 2014
Re: Master Municipal Agreements for Rights of Way Projects

Subject Matter/Background

Historically, each time the Town is awarded a state or federal highway grant, the Connecticut Department of Transportation (ConnDOT) must create a lengthy agreement for review and authorization. ConnDOT is now attempting to streamline this process by asking local legislative bodies to authorize one Master Municipal Agreement for Rights of Way Projects (MMA ROW) that will cover the "boiler plate" language that comprises the bulk of most of the transportation/highway-related grants (funded by ConnDOT). This MMA ROW would cover those grants that the Town receives over the next ten years.

Once the MMA ROW is executed, project specific information and monetary terms for individual rights of way projects will be defined in a Project Authorization Letter (PAL) issued by ConnDOT. The PAL requires execution by the Town Manager. Per past practice, each PAL will go before the Council for review and to seek authorization for the Town Manager to execute.

Financial Impact

Depending on the individual grant program requirements, the Town may still be obligated for its local share if indeed such a match is required. We expect to budget for the Town's share of any grant projects in the capital budget.

Legal Review

The Town Attorney has reviewed ConnDOT's proposed MMA ROW and has approved the document according to form.

Recommendation

Staff recommends that Council authorize the Town Manager, by name, to execute the ConnDOT Master Municipal Agreement for Rights of Way.

ConnDOT's suggested resolution is as follows:

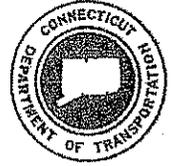
RESOLVED, that Matthew W. Hart, Town Manager, is hereby authorized to sign the Agreement entitled Master Municipal Agreement for Rights of Way Projects.

Attachments

- 1) ConnDOT transmittal letter & Instructions
- 2) Master Municipal Agreement for Rights of Way Projects



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone:

(860) 594-2462

November 12, 2014

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

Dear Mr. Hart:

Subject: Master Municipal Agreement for Rights of Way Projects

The Connecticut Department of Transportation (Department) is pleased to introduce a new way of doing business with the municipalities of Connecticut. The enclosed Master Municipal Agreement for Rights of Way Projects (MMA ROW) is the second in a series of agreements that will fundamentally improve how the Department conducts business with its municipal partners by dramatically streamlining the agreement process.

It is anticipated that once an MMA ROW is executed with your municipality, project specific information and monetary terms will be set forth in a Project Authorization Letter (PAL) issued by the Department to the municipality for individual rights of way projects. PALs are expected to take only days to execute, as opposed to the numerous months currently required executing individual project agreements.

This ten-year term MMA ROW covers either the Department or the Municipality taking on the responsibility for the administration of the rights of way phase of a particular municipal project. The MMA ROW includes standard terms, conditions and contracting "boiler plate" language that should govern all municipal rights of way projects involving the Department which are undertaken throughout the ten-year term.

Mr. Matthew Hart

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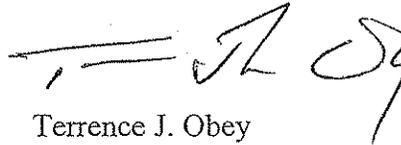
November 12, 2014

Although the Department may not have a rights of way project in your municipality at this time, execution of this agreement will streamline future project specific business with the Department.

It is my great hope that you will sign the enclosed agreement and join the Department in this new and innovative way of doing business that will improve delivery of Department services to its customers.

Please process the MMA ROW in accordance with the enclosed instructions and return the agreements, along with your authority to sign, to me at the letterhead address. If you have any questions, please contact Mr. Robert W. Ike at (860) 594-2444.

Very truly yours,

A handwritten signature in black ink, appearing to read "T. J. Obey". The signature is written in a cursive style with a horizontal line under the first name.

Terrence J. Obey
Director of Rights of Way
Bureau of Engineering and Construction

Enclosures

**MASTER MUNICIPAL AGREEMENT
FOR RIGHTS OF WAY PROJECTS**

THIS MASTER MUNICIPAL AGREEMENT FOR RIGHTS OF WAY ACTIVITIES (“Master Agreement” or “Agreement”) is entered into by and between the STATE OF CONNECTICUT, DEPARTMENT OF TRANSPORTATION (the “DOT”), and the Town of Mansfield, 4 South Eagleville Road, Mansfield, Connecticut 06268 (the “Municipality”). The DOT or the Municipality may each be referred to individually as the “Party” and collectively may be referred to as the “Parties.”

WHEREAS, the Municipality undertakes, and may financially participate in, rights of way activities, in conjunction with improvements to locally-maintained roadways, structures and transportation enhancement facilities that are eligible for government financial assistance from the DOT, the federal government, or both; and

WHEREAS, the DOT is the authorized entity responsible for distributing the state and federal government financial assistance with respect to these municipal projects; and

WHEREAS, on a project-by-project basis either the Municipality or the DOT takes on the responsibility for the administration of the rights of way phase of a particular municipal project, and the parties wish for this Master Agreement to address the rights of way phase of the Municipality or State’s administered projects; and

WHEREAS, the Commissioner is authorized to enter into this Agreement and distribute state and federal financial assistance to the Municipality for these projects pursuant to § 13a-98e and § 13a-165 of the Connecticut General Statutes; and

WHEREAS, the DOT and the Municipality wish to set forth their respective duties, rights, and obligations with respect to these projects that are undertaken pursuant to this Master Agreement.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE THAT:

Article 1. Definitions. For the purposes of this Master Agreement, the following definitions apply:

1.1 “Administer,” “Administering” or “Administration” of the Rights of Way Project means conducting and managing operations required to perform and complete the Rights of Way Project, including performing the work either by the Municipality or the DOT, as applicable to the particular Rights of Way Project, in whole or in part, undertaking all of the administrative-duties related to and required for the completion of the Rights of Way Project.

1.2 “Authorization to Proceed Notice” means the written notice from the DOT to the Municipality authorizing the Municipality to Perform its obligations for the Rights of Way Project

Master Municipal Agreement for Rights of Way Projects

under the PAL.

1.3 "Authorized Department of Transportation (DOT) Representative" means the individual, duly authorized by a written delegation of the Commissioner of the DOT pursuant to Section 13b-17(a) of the Connecticut General Statutes, to sign PALs.

1.4 "Claims" means all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.

1.5 "Demand Deposit" means an amount of money due to the DOT from the Municipality.

1.6 "Designated Official" means the municipal official or representative designated by title who is duly authorized by the Municipality to receive PALs issued by the DOT under this Agreement and who submits to the DOT a Written Acknowledgment of the PAL (defined in section 2.2) binding the Municipality to the terms and conditions of the PALs issued by the DOT under this Master Agreement.

1.7 "DOT-provided Services" means the work that the DOT is responsible to Perform for the Rights of Way Project, as specifically set forth in the PAL and may include, but are not necessarily limited to, administrative oversight, and liaison activities with other governmental agencies to ensure satisfactory adherence to DOT and federal requirements.

1.8 "Effective Date" means the date which the Master Agreement is executed by the DOT.

1.9 "Funding" means funds from the state government, the federal government, or a combination of any of the foregoing, designated for a particular Rights of Way Project, as specified in the Project Authorization Letter.

1.10 "Municipality Parties" means a Municipality's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Municipality is in privity of oral or written contract and the Municipality intends for such other person or entity to Perform under the Master Agreement in any capacity.

1.11 "Municipal Project" means a project undertaken by the Municipality for improvements on locally maintained or owned roadways, structures, transportation enhancement facilities (as defined by 23 U.S.C. §101(a)(35), as revised), or any combination of the foregoing, which generally includes three phases of activities: the design phase, rights of way phase, and construction phase.

1.12 "Official Notice" means notice given from one Party to the other in accordance with Article 11.

1.13 "Perform" means for purposes of this Master Agreement, the verb "to perform" and the performance of the work set forth in this Master Agreement which are referred to as "Perform,"

Master Municipal Agreement for Rights of Way Projects

“Performance” and other capitalized variations of the term.

1.14 “Plans, Specifications, and Estimates (PS&E)” means the final engineering documents produced during the design phase of the Municipal Project that contain all of the construction details and are made part of the bid documents.

1.15 “Project Amount” means the total estimated cost to complete the Rights of Way Project, as estimated at the time of the DOT’s issuance of the PAL.

1.16 “Project Authorization Letter (“PAL”)” means the written document that authorizes the distribution of Funding to the Municipality for the specific Rights of Way Project during a specified period of time.

1.17 “Records” means all working papers and such other information and materials as may have been accumulated by the Municipality in performing the Rights of Way Project, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, memoranda and correspondence, kept or stored in any form.

1.18 “Rights of Way Project” means the necessary activities to acquire property in conjunction with a Municipal Project, including, but not limited to, appraisals, title searches, property map reviews, negotiations, and closings.

1.19 “State” means the State of Connecticut, including the DOT and any office, department, board, council, commission, institution or other agency or entity of the State.

1.20 “Term” means the duration of the Master Agreement.

1.21 “Termination” means an end to the Agreement prior to the end of its term whether effected pursuant to a right which the Agreement creates or for a breach.

Article 2. Issuance and Acknowledgment of PALs for Rights of Way Projects.

2.1 Issuance of PAL.

The DOT shall issue to the Municipality a PAL for the applicable Rights of Way Project, in the form substantially similar to Schedule A, which will be addressed to the Designated Official and signed by the Authorized DOT Representative. PALs issued under this Master Agreement will address Rights of Way Projects and will not address the design or construction phase activities of Municipal Projects. The issuance of the PAL itself is not final authorization for the Municipality to begin Performing work with respect to the Rights of Way Project. Additional required steps and approvals are set forth in this Master Agreement.

2.2 Written Acknowledgement of the PAL.

Master Municipal Agreement for Rights of Way Projects

In order for the terms of the PAL to become effective and binding on both Parties, the Municipality shall return to the DOT a copy of the PAL signed by the Designated Official, hereinafter referred to as the "Written Acknowledgement of the PAL." The signature of the Designated Official on the Written Acknowledgement of the PAL constitutes the Municipality's agreement to be bound by the terms of the PAL and the Municipality's agreement to undertake the particular Rights of Way Project (if it is to Administer the Project) in accordance with the terms of the PAL and this Master Agreement. The Municipality shall submit the Written Acknowledgement of the PAL to the Authorized DOT Representative by the deadline set forth in the PAL. By written notice to the Municipality, the DOT, in its discretion, may extend or waive the deadline set forth in the PAL for the Municipality to submit the Written Acknowledgement of the PAL. Such extension or waiver may be granted after the date set forth in the PAL for submission of the Written Acknowledgement of the PAL. Submission of the Written Acknowledgement of the PAL by facsimile or electronic transmission is acceptable. The Written Acknowledgement of the PAL shall be deemed delivered on the date of receipt by the DOT if on a business day (or on the next business day after delivery if delivery occurs after business hours or if delivery does not occur on a business day). The PAL becomes effective on the date that the Written Acknowledgement of the PAL is delivered to the DOT provided the Written Acknowledgement of the PAL is submitted by the deadline set forth in the PAL or by the date set forth by the DOT in any extension or waiver of the deadline.

2.3 Designated Official.

The Municipality herein represents that the Town Manager of the Town of Mansfield is the Designated Official to whom the Municipality has granted the authority, throughout the Term of this Master Agreement, to sign and submit the Written Acknowledgement of the PAL(s) to the DOT on its behalf. The signature of the Designated Official shall bind the Municipality with respect to the terms of the PAL. Signature by the individual as the Designated Official upon any Written Acknowledgement of a PAL is a representation by such individual that he/she holds the title of the Designated Official as of the date of his/her signature. If at any time during the Term the Municipality seeks to modify which municipal official or representative by title is the authorized Designated Official, the Parties must amend this section by mutual written agreement identifying by title the new Designated Official and signed by the authorized representatives of each Party.

2.4 Obligations of Municipality.

Upon submission of the Written Acknowledgement of the PAL to the DOT, the Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Rights of Way Project. By submitting the Written Acknowledgement of the PAL, the Municipality acknowledges that it understands the obligations to which it is committing itself with respect to the Rights of Way Project. Further, if the Municipality is to Administer the Project, the Municipality shall proceed with diligence to Perform its obligations to accomplish the Rights of Way Project and shall use the Funding to complete the same.

Master Municipal Agreement for Rights of Way Projects

2.5 Revisions to the PAL.

Any modification to the scope, the allowed Funding amount, or cost breakdown related to the Rights of Way Project must be approved by the DOT, at its sole discretion, and set forth in a subsequent PAL newly-issued by the Authorized DOT Representative, hereinafter referred to as the "Revised PAL." The Revised PAL shall be acknowledged by the Municipality in accordance with the procedure set forth in section 2.2, and the Revised PAL will supersede the previously issued PAL for the Rights of Way Project and will control over any previously issued PAL.

2.6 PAL as a Limitation on Cost of Reimbursement.

The amount of reimbursement for the Rights of Way Project Performed by either Party shall be based upon the cost estimate specified in the PAL, and shall not exceed the amount specified except as set forth in a Revised Rights of Way Project cost estimate in a Revised PAL.

Article 3. Municipality-Administered Rights of Way Projects. When the Municipality is responsible for the Rights of Way Project;

3.1 **Content of the PAL.** The PAL issued by the DOT to the Municipality shall set forth, at a minimum:

- (a) a statement that the Municipality is responsible for the Rights of Way Project;
- (b) the scope of the Rights of Way Project;
- (c) the respective obligations of the Parties with respect to the Rights of Way Project;
- (d) a statement incorporating this Agreement into the PAL;
- (e) a statement that any property acquired or incorporated into the Rights of Way Project by the Municipality shall be used for transportation purposes only and that such provision shall survive the PAL, this Agreement, the completion of the Rights of Ways Project and the completion of any related construction project;
- (f) the Funding source(s), the related government Funding authorization or program information, and the associated Funding ratio between the federal government, the DOT, and the Municipality, as applicable, for the Rights of Way Project;
- (g) the maximum reimbursement to the Municipality under the PAL;

Master Municipal Agreement for Rights of Way Projects

- (h) an estimated cost break-down for all work under the Rights of Way Project;
and
- (i) the Project Amount.

3.2 Authorization to Proceed Notice.

The Municipality shall not commence the Rights of Way Project until it has received from the DOT an Authorization to Proceed Notice. The DOT has no responsibility and incurs no liability for payments to the Municipality for Administration of the Rights of Way Project or for any work Performed by the Municipality's staff on the Rights of Way Project prior to the DOT's issuance of the Authorization to Proceed Notice.

3.3 Municipality to Perform and Complete the Rights of Way Project.

(a) The Municipality shall designate an individual to act as a liaison with the DOT to provide for the proper interchange of information concerning the Rights of Way Project. The Designated Official of this Master Agreement or his / her successor thereto will be considered the liaison unless the Municipality designates a liaison in accordance with this provision. The liaison will be responsible for coordination with Municipality Parties.

(b) Upon issuance of a PAL by the DOT, submission of the Written Acknowledgment of the PAL by the Municipality, and receipt of an Authorization to Proceed Notice, as applicable, from the DOT, the Municipality shall Administer the Rights of Way Project in accordance with the PAL and this Master Agreement.

(c) With respect to any Rights of Way Project that receives federal participation in Funding, any costs that the Municipality incurs prior to the receipt of federal authorization for the Rights of Way Project are entirely ineligible for reimbursement with federal funds.

(d) The Municipality shall use the Funding for reimbursement of the Municipality's approved expenses incurred in the fulfillment of the Rights of Way Project as specified in the PAL and this Master Agreement and for no other purpose.

(e) The Municipality shall conduct a public involvement program in compliance with the requirements contained in the Connecticut Department of Transportation's "Public Involvement Guidance Manual", as revised, which is made a part of this Master Agreement by reference.

(f) The Municipality shall permit the DOT and Federal Highway Administration (when there is federal participation in Funding for the Rights of Way Project) to review, at any time, all work Performed under the terms of this Master Agreement.

Master Municipal Agreement for Rights of Way Projects

- (g) The Municipality shall comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”), as amended, the regulations promulgated in association therewith at 49 CFR Part 24, and the regulations addressing highway-related issues not covered by the Uniform Act, including 23 CFR Part 710 (collectively, the “Regulations”), as may be revised.
- (h) The Municipality shall comply with the DOT’s policies and procedures with respect to Rights of Way Activities summarized in the “Information Guide for Rights of Way Acquisition Activities,” Connecticut Department of Transportation (2013), as may be revised (“Information Guide”), and submit to the DOT an acquisition plan (“Plan”) in accordance with the then-current Information Guide. The Information Guide is incorporated into this Master Agreement by reference.
- (i) Upon receipt of written approval of the Plan by the DOT and federal authorization for the acquisition, which is required where federal funding is involved in the acquisition, the DOT shall issue a PAL to the Municipality indicating the scope of the Rights of Way Project, the respective obligations of the Parties with respect thereto, and the proportional sharing of costs between the federal government, the State, and/or the Municipality. Upon receipt of Authorization to Proceed Notice from the DOT, the Municipality shall commence the Rights of Way Project.
- (j) Pursuant to §7-148 of the Connecticut General Statutes, the Municipality shall acquire all rights, permanent or temporary, that are required for the Rights of Way Project, including, but not limited to, rights of access by the DOT, the Municipality, and/or contractors or consultants for driveways, grading, and sidewalks located within the construction project limits.
- (k) The Municipality shall certify to the State, in writing, in accordance with the then-current Information Guide, that it has complied with the Uniform Act, as amended, and forward to the State a summary of the acquisition procedure followed.
- (l) Upon completion of its Rights of Way Project, the Municipality shall provide to the DOT all documentation required by the then-current Information Guide.
- (m) In the event property already owned by the Municipality, but not previously designated for transportation purposes, is required in conjunction with the Rights of Way Project, the Municipality responsible for the acquisition as part of the Rights of Way Project shall prepare the appraisal of the Municipally-owned property. Thereafter, the DOT shall provide the Municipality with a credit for the

Master Municipal Agreement for Rights of Way Projects

federal and DOT share of the DOT approved value of Municipally-owned property to be utilized in the Rights of Way Project.

(n) Any property acquired or incorporated into the Rights of Way Project, including any property identified in subsection (m) above, shall be used for transportation purposes only. This provision shall survive this Agreement, the PAL the completion of the Rights of Way Project and the completion of any related construction project.

3.4 DOT-provided Services.

If the Rights of Way Project requires DOT-provided Services, they will be set forth in the PAL and funded in accordance with the proportionate cost sharing for work on the Rights of Way Project as set forth in the PAL. DOT-provided Services may include, but not be limited to, technical assistance in engineering reviews, property map reviews, title search, cost estimate reviews, environmental reviews, public hearing assistance, recording and transcription, contract development, fee review and negotiations, and liaison with other governmental agencies that may be necessary for proper development of the Rights of Way Project, while ensuring satisfactory adherence to DOT and federal requirements. The DOT reserves the right at all times to inspect all aspects of the work related to the Rights of Way Project, and such inspections shall be deemed DOT-provided Services.

3.5 Costs and Reimbursement.

- (a) The Municipality shall expend its own funds to pay for costs related to Administering the Rights of Way Project and then shall seek reimbursement for approved costs from the DOT.
- (b) The Municipality shall seek from the DOT reimbursement for the Municipality's expenditures, which have been approved by the DOT for eligible Rights of Way Project costs. Reimbursement of DOT approved expenditures will be made in the following manner:
 - (1) The Municipality shall submit its request for reimbursement to the DOT using the DOT-required voucher form entitled "Invoice Summary and Processing (ISP) Form" ("Voucher"), as may be revised, with supporting data, the cost of services rendered and expenses incurred. With respect to any work that is Performed in-house by the Municipality's staff, the Municipality's reimbursable costs shall be limited to the actual payroll, and approved direct cost charges for the staff's Performance of the Rights of Way Project.
 - (2) Upon review and approval of the Voucher by the DOT, payment of the reimbursement portion of said costs and expenses shall be made to the Municipality, in accordance with the proportional cost sharing established by the PAL.
 - (3) Cost of Condemnation.

Master Municipal Agreement for Rights of Way Projects

In the event that the Municipality must acquire the property necessary for the completion of the Rights of Way Project by way of eminent domain, and the condemnation results in a claim and payment of a settlement or court judgment, this payment or judgment will be considered an additional cost of the Rights of Way Project to be shared by the State and the Municipality in the same proportion as set forth in the PAL.

- (4) All requests for reimbursement shall be made by the date the selected contractor is authorized to proceed with the construction activities ("Notice to Proceed"). The Municipality may submit any requests for reimbursements due to court awards subsequent to the Notice to Proceed date.
- (c) The Municipality shall document all expenses it incurs and maintain all records related to the Rights of Way Project costs. Reimbursable municipal costs are limited to reasonable industry costs for necessary activities required for the Right of Way Project as determined by the DOT.
- (d) If the Municipality fails to adequately record expenses and maintain all related records for any Rights of Way Project or fails to submit any records to the DOT promptly after being requested to do so, such failure to do so may be deemed a breach by the Municipality, at the DOT's sole discretion, and the DOT may deem certain expenses to be non-eligible costs of the respective Rights of Way Project for which the Municipality will not be eligible for reimbursement pursuant to the proportional cost sharing established by the PAL. Furthermore, the DOT's determination of certain costs to be non-eligible costs of the Rights of Way Project does not waive any of the DOT's remedies for the breach by the Municipality of its obligations under this Master Agreement with respect to the respective Rights of Way Project, nor relieve the Municipality from any liability related to its breach.
- (e) The Municipality shall reimburse the DOT for all expenditures incurred by the DOT on the Rights of Way Project in the event the Rights of Way Project is canceled by the Municipality without "good cause." However, the Municipality may request cancellation of the Rights of Way Project, and if determined by the State and the Federal Highway Administration to be justifiable and with "good cause," federal participation in expenditures will be approved up to the percentage of acceptable work completed to the approved date of cancellation. A shift in municipal priorities or lack of municipal funding is considered to be within the control of the Municipality and will not be considered as "good cause."

3.6 Suspension, Postponement, or Termination of a Municipality-Administered Rights of Way Project.

- (a) Suspension, Postponement, or Termination by the DOT.

- (1) For Convenience. The DOT, at its sole discretion, may suspend, postpone, or

Master Municipal Agreement for Rights of Way Projects

terminate a particular Rights of Way Project and its respective PAL for convenience by giving the Municipality thirty (30) days Official Notice, and such action shall in no event be deemed a breach of the Master Agreement by the DOT.

- (2) For Cause. As a result of the Municipality's failure to Perform the work required on any particular Rights of Way Project to the DOT's satisfaction in accordance with the respective PAL, the DOT may suspend, postpone or terminate the particular Rights of Way Project and its respective PAL for cause by giving the Municipality ten (10) days Official Notice, provided that the Municipality fails to cure, or begin to cure, the breach or failure, to the satisfaction of the DOT, in its sole discretion, within the cure period that the DOT may, in its sole discretion, set forth in such Official Notice. Such Official Notice shall specify the extent to which Performance of work under the PAL is being suspended, postponed or terminated and the date upon which such action shall be effective.

- (b) Termination by the Municipality, with prior DOT approval.

- (1) The Municipality may request termination of the Rights of Way Project, and if determined by the DOT, in its sole discretion, to be in the best interests of the Parties, the DOT may agree to the request. Additionally, with respect to Rights of Way Projects receiving federal participation in Funding, receipt of written concurrence from the FHWA (or other applicable federal authority) may be required prior to the DOT's approval of the request.

Once any required federal concurrence is received, the DOT will send approval of termination by giving Official Notice to the Municipality specifying the extent to which Performance of work under the PAL is terminated and the date upon which termination is effective.

- (c) Funding of Acceptable Work. The DOT, shall reimburse the Municipality upon suspension, postponement, or termination in accordance with subsection (a)(1) or termination in accordance with subsection (b)(1) and may at its sole discretion, reimburse the Municipality upon suspension, postponement, or termination in accordance with subsection (a)(2). In either case, the DOT may provide the Municipality with Funding in part for its expenditures, if any, up to the percentage of acceptable work completed as of the approved date of termination, in accordance with the following:

If in its sole discretion, the DOT or FHWA (or other applicable federal authority), deems any of the work that the Municipality Performed to be unacceptable, then upon demand by the DOT or FHWA (or other applicable federal authority), the Municipality shall promptly return, in whole or in part, to the DOT or FHWA (or other applicable federal authority), the DOT or federal Funding that prior to the effective date of termination was disbursed to the Municipality to fund that unacceptable work.

- (d) If the Municipality terminates the Rights of Way Project without the DOT's prior approval, the Municipality shall incur all costs related to the Rights of Way Project without

Master Municipal Agreement for Rights of Way Projects

reimbursement from the DOT or FHWA (or other applicable federal authority) and shall pay the DOT for any DOT-provided Services Performed prior to termination. With respect to federal or state government Funding that was disbursed to the Municipality prior to the effective date of termination, upon demand by the DOT or FHWA (or other applicable federal authority), the Municipality shall promptly return any federal or state government Funding.

(e) Termination of a specific Rights of Way Project shall not relieve the Municipality of its responsibilities for the work completed as of the termination date, nor shall it relieve the Municipality or its surety of its obligations concerning any claims arising out of the work Performed on the Rights of Way Project prior to the termination date or any obligations existing under insurance required by the Connecticut General Statutes or by this or any other agreement with the DOT or the Municipality.

Article 4. DOT-Administered Rights of Way Projects. When the DOT is responsible for the Rights of Way Project, the following sections of this Article apply;

4.1 **Content of the PAL.** The DOT shall issue a PAL to the Municipality which will set forth, at least:

- (a) a statement that the DOT is responsible for the Rights of Way Project;
- (b) the scope of the Rights of Way Project;
- (c) the respective obligations of the Parties with respect to the Rights of Way Project;
- (d) the Funding source(s), the related federal and DOT program information, and the associated funding ratio between the federal government, the DOT, and the Municipality, as applicable, for the Rights of Way Project;
- (e) the estimated cost for all work under the Rights of Way Project;
- (f) the amount of the Demand Deposit(s) due to the DOT from the Municipality for the Municipality's proportionate share of applicable costs for work under the Rights of Way Project; and
- (g) the Project Amount.

4.2 **DOT to Perform and Complete the Rights of Way Project.**

- (a) The DOT shall use the applicable Funding apportionments to complete the Rights of Way Project and all related activities that the DOT shall Perform under the PAL and pursuant to this Master Agreement.
- (b) The DOT shall acquire all permanent rights that are required for the Rights

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of Way Project, including, but not limited to, rights of access.

- (c) The Municipality shall acquire all temporary rights, that are required for the Rights of Way Project, including, but not limited to, driveways, grading, and sidewalks located within the construction project limits.

4.3 Demand Deposit Requirement.

(a) The DOT shall prepare a cost estimate for the Rights of Way Project and determine the amount of the Demand Deposit due to the State for the Municipality's proportionate share of such costs.

(b) The Municipality shall provide the Demand Deposit to the DOT prior to the DOT's commencement of the Rights of Way Project. The Parties agree that the PAL is not effective until the Demand Deposit is received by the DOT.

(c) After receipt of the Demand Deposit, the DOT shall begin to Perform its Rights of Way Project.

4.4 Actual Costs Exceed Estimate.

Upon notification from the DOT that the actual costs of the Rights of Way Project exceed the original cost estimate set forth in the PAL, the DOT shall issue a Revised PAL and the Municipality shall further deposit with the DOT its proportionate share of any such increases in costs within thirty (30) business days from the Municipality's receipt of such notification.

4.5 Cost of Condemnation.

In the event that the DOT must acquire the property necessary for the completion of the Rights of Way Project by way of eminent domain, and the condemnation results in a claim and payment of a settlement or court judgment, this payment or judgment will be considered an additional cost of the Rights of Way Project to be shared by the State and the Municipality in the same proportion as set forth in the Revised PAL.

4.6 Release of Property.

Upon completion of the construction project, as determined by the DOT, all property and property rights acquired by the DOT for the Project shall be released in a quitclaim deed with the designation "for transportation purposes only" to the Municipality in which the property is located.

4.7 Suspension, Postponement, or Termination of a DOT-Administered Rights of Way Project.

- (a) The DOT, upon providing Official Notice, may, in its sole discretion, suspend,

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postpone, or terminate a specific Rights of Way Project, and such action shall in no event be deemed a breach by the DOT.

(b) If the DOT terminates a specific Rights of Way Project, the DOT, may, at its sole discretion, reimburse the Municipality, in whole or in part, for the Demand Deposit paid to the DOT for the Municipality's proportionate share of costs on the Rights of Way Project.

(c) In the case of a Rights of Way Project which received no federal or state government Funding during its design phase, the Municipality shall pay for the costs of any DOT-provided Services Performed prior to termination of the Rights of Way Project, including but not limited to, DOT oversight services for the Rights of Way Project.

(d) If the Municipality terminates the Rights of Way Project without the DOT's prior approval, the Municipality shall incur all costs related to the Rights of Way Project without reimbursement from the DOT or FHWA (or other applicable federal authority) and shall pay the DOT for any DOT-provided Services Performed prior to termination. With respect to federal or state government Funding that was disbursed to the Municipality prior to the effective date of termination, upon demand by the DOT or FHWA (or other applicable federal authority), the Municipality shall promptly return any federal or state government Funding.

Article 5. Disbursement of Grant Funds; Conditions of Payment.

5.1 Method of Disbursement.

With respect to each Rights of Way Project undertaken pursuant to this Master Agreement, the DOT shall disburse the Funding to the Municipality according to a method determined at the DOT's sole discretion, and in accordance with any applicable state or federal laws, regulations, and requirements.

5.2 Final Payment.

Final payment will be based on an audit performed by the State using the percentages set forth in the respective PAL of this Master Agreement. The Municipality is also required to Perform an audit in accordance with Article 8 of Schedule B of this Master Agreement.

5.3 Federal Approvals Required.

With respect to PALs that include federal participation in Funding, no PAL issued by the DOT shall be effective until all required federal approvals are received by the DOT for the Rights of Way Project.

5.4 Lack of Timeliness in Municipality Performance.

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If the Municipality fails to timely commence and complete the Rights of Way Project as set forth in the respective PAL to the satisfaction of the DOT and in accordance with all applicable federal, state, and local laws, regulations, ordinances, or requirements, then:

- (a) the DOT has no obligation to reimburse the Municipality for its expenses incurred;
- (b) to the extent any Funding already has been disbursed to the Municipality, the Municipality shall return any disbursed funds and any interest earned to-date to the DOT within ten (10) business days of receipt of a request from the DOT; and
- (c) the DOT may recover from the Municipality the DOT's costs for the DOT-provided Services Performed on the Rights of Way Project. Upon receipt of written demand from the DOT, the Municipality shall provide payment for the DOT-provided Services within thirty (30) business days.

Article 6. Records and Audit.

6.1 Audit and Inspection of Plants, Places of Business and Records.

- (a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Municipality's and Municipality Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Agreement.
- (b) The Municipality shall maintain, and shall require each of the Municipality Parties to maintain, accurate and complete Records. The Municipality shall make all of its and the Municipality Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.
- (c) The State shall make all requests for any audit or inspection in writing and shall provide the Municipality with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- (d) All audits and inspections shall be at the State's expense.
- (e) The Municipality shall keep and preserve or cause to be kept and preserved all of its and Municipality Parties' Records until three (3) years after the latter of (i) final payment under this Agreement, or (ii) the expiration or earlier termination of this Agreement, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Municipality shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.

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(f) The Municipality shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Municipality shall cooperate with an exit conference.

(g) The Municipality shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Municipality Party.

6.2 Retention.

With respect to each Rights of Way Project undertaken under this Master Agreement, the Municipality shall maintain and secure all records for a period of three (3) years after issuance of the final audit or the termination of any litigation related to the Rights of Way Project, whichever is later or for such longer time as instructed by the DOT, the State of Connecticut and its agents, or the federal government.

Article 7. Additional Mandatory Requirements.

7.1 Mandatory State and Federal Requirements.

With respect to each PAL issued and acknowledged under this Master Agreement, the Municipality shall comply with the "Mandatory State and Federal Requirements," attached at Schedule B, as may be revised from time to time to reflect changes in law. With respect to any agreements that the Municipality enters into in order to fulfill its obligations for a particular Rights of Way Project, the Municipality shall pass down to Municipality Parties the applicable requirements set forth in the "Mandatory State and Federal Requirements".

7.2 Additional Federal Requirements.

With respect to each PAL issued and acknowledged under this Master Agreement that involves the passing of Funds from any agency or office of the federal government, including, but not limited FHWA, the Municipality shall comply with that agency's contracting requirements, directives, and policies that are in place at the time the respective PAL is in effect, except to the extent that the DOT and the respective federal agency may permit otherwise in writing.

7.3 Revisions.

While this Master Agreement and the attached Schedules include applicable State of Connecticut and FHWA requirements that the Municipality must comply with, the Municipality hereby acknowledges that such requirements are subject to revision by the DOT, FHWA, or other authorized federal agency, from time to time during the Term and that by accepting federal or state government Funding under this Master Agreement, the Municipality shall be subject to such revised requirements and changes of law as in effect at any given time and, as a result thereof, shall Perform any additional obligations with respect to the particular Rights of Way Project, throughout the Term of this Master Agreement.

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Article 8. Conflict.

8.1 Conflict.

In case of a conflict between the provisions of any particular PAL, the Master Agreement, the Mandatory State and Federal Requirements, or any specification, guide, manual, policy, document, or other publication referenced in the Master Agreement, the provision containing additional details or more stringent requirements will control. In case of the Municipality's inability to determine the controlling provision or where it is not possible to comply with the requirements of multiple provisions, the DOT shall have the right to determine, in its sole discretion, which provision applies. The Municipality shall promptly request, in writing, the DOT's determination upon the Municipality's inability to determine the controlling provision or upon becoming aware of any such conflict. This provision shall survive the expiration or termination of this Master Agreement.

8.2 Revisions to Manuals.

With respect to any guide, manual, policy, document, or other publication referenced throughout the Master Agreement and noted to be subject to revision throughout the Term of this Master Agreement by way of the phrase "as may be revised," for the particular Rights of Way Project the Municipality shall comply with the version of the document or publication that is in effect on the date of the Written Acknowledgement of the PAL for the Rights of Way Project.

Article 9. Review of Municipality's Activities.

The Municipality shall cooperate fully with the DOT and permit the DOT, FHWA, or other federal authority, as applicable, to review, at any time during the Rights of Way Project, all activities performed by the Municipality with respect to any PAL issued under this Master Agreement. Upon request of the DOT, the Municipality shall timely furnish all documents related to the Rights of Way Project so that the DOT may evaluate the Municipality's activities with respect to the Rights of Way Project, including, but not limited to, its use of the Funding as required by the PAL, this Master Agreement, and applicable law.

Article 10. Term and Termination of the Master Agreement.

10.1 **Term.** The Term commences on the Effective Date and continues for ten (10) years, unless terminated earlier in accordance with this Article.

10.2 **Termination for Convenience.** The DOT may terminate this Master Agreement for convenience, at its sole discretion, upon providing thirty (30) days Official Notice to the Municipality.

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10.3 Termination for Cause.

As a result of the Municipality's breach of the Master Agreement or a particular PAL or the failure of the Municipality to Perform the work required on any particular Rights of Way Project to the DOT's satisfaction in accordance with the respective PAL, the DOT may terminate this Master Agreement for cause by giving the Municipality ten (10) days Official Notice, provided that the Municipality fails to cure, or begin to cure, the breach or failed Performance, to the satisfaction of the DOT in its sole discretion, within the notice period that the DOT may, in its sole discretion, set forth in such Official Notice. Termination for cause by the DOT will not prejudice the right of the DOT to pursue any of its remedies for breach, including recovery of any Funding paid to the Municipality prior to termination for cause.

10.4 Effect on In-progress PALs.

(a) Upon expiration of the Term or the DOT's earlier termination for convenience of the Master Agreement, any issued PAL for a Rights of Way Project that is still in-progress will remain in full force and effect and will continue through completion and final acceptance by the DOT of the respective Rights of Way Project, and the Municipality shall be subject to all applicable terms and conditions of the PAL and this Master Agreement, unless the respective PAL is itself terminated in accordance with section 3.6.

(b) Upon the DOT's termination of this Master Agreement for cause, any PALs in-progress at the time will automatically terminate, unless the DOT provides Official Notice stating otherwise. The DOT, at its sole discretion, will determine and state in such Official Notice to the Municipality, if any in-progress PALs will remain in effect, and in such case, the Municipality shall complete Performance of such in-progress PAL(s) through completion and final acceptance by the DOT of the respective Rights of Way Project in compliance with all applicable terms and conditions of the PAL and this Master Agreement.

Article 11. Official Notice.

Any Official Notice from one Party to the other Party, in order for such notice to be binding thereon, shall:

11.1 Be in writing (as a printed hard copy or electronic or facsimile copy) addressed to:

(a) When the DOT is to receive Official Notice:

Commissioner of Transportation
Connecticut Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington, Connecticut 06131-7546;

(b) When the Municipality is to receive Official Notice:

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Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268;

11.2 Be delivered to the address recited herein in person, by facsimile or by electronic transmission, with acknowledgement of receipt, or be mailed by United States Postal Service with return receipt requested by mail, electronic means, or any other methods of receiving the return receipt as identified by the Mailing Standards of the U.S. Postal Service, as may be revised; and

11.3 Contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

Article 12. Indemnification.

The Municipality shall:

(a) Indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Master Agreement, including the acts of commission or omission (collectively, the "Acts") of the Municipality or Municipality Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Master Agreement. The Municipality shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Municipality's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Municipality's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance.

(b) The Municipality shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.

(c) The Municipality shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Municipality or any Municipality Parties. The State shall give the Municipality reasonable notice of any such Claims.

(d) The Municipality's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Agreement, without being lessened or compromised in any way, even where the Municipality is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.

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(e) The Municipality shall carry and maintain at all times during the term of the Master Agreement, and during the time that any provisions survive the term of the Master Agreement, sufficient general liability insurance (or self-insurance) to satisfy its obligations under this Master Agreement. The Municipality shall name the State as an additional insured on the policy. The State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the DOT or the State is contributorily negligent.

(f) This section shall survive the termination of the Master Agreement and shall not be limited by reason of any insurance coverage.

Article 13 Sovereign Immunity.

13.1 No Waiver of the State's Immunities.

Nothing in this Master Agreement or any PAL issued hereunder shall be construed as a modification, compromise or waiver by the DOT of any rights or defenses of any immunities provided by federal law or the laws of the State of Connecticut to the DOT or any of its officers and employees, which they may have had, now have or will have with respect to matters arising out of this Master Agreement. To the extent that this section conflicts with any other section, this section shall govern.

13.2 Defense of Suits by the Municipality.

Nothing in this Master Agreement shall preclude the Municipality from asserting its Governmental Immunity rights in the defense of third party claims. The Municipality's Governmental Immunity defense against third party claims, however, shall not be interpreted or deemed to be a limitation or compromise of any of the rights or privileges of the DOT, at law or in equity, under this Master Agreement, including, but not limited to, those relating to damages.

Article 14 Governing Law.

The Parties deem the Master Agreement to have been made in the City of Hartford, State of Connecticut. Both Parties agree that it is fair and reasonable for the validity and construction of the Master Agreement to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by federal law or the laws of the State of Connecticut do not bar an action against the DOT, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Municipality waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding. Nothing contained in the terms or provisions of this Master Agreement shall be construed as waiving any of the rights of the DOT under the laws of the State of Connecticut. Nothing contained in this Master Agreement

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shall be construed as an agreement by the DOT to directly or indirectly obligate the DOT to creditors or employees of the Municipality or to the Municipality's Parties.

Article 15 Amendment.

This Master Agreement may be amended by mutual written agreement signed by the authorized representative of each Party and approved by the Attorney General of the State of Connecticut, and upon receipt of any additional approvals required by law.

Article 16 Severability.

If any provision of this Master Agreement or application thereof is held invalid, that invalidity shall not affect other provisions or applications of the Master Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Master Agreement are severable.

Article 17 Waiver.

The failure on the part of the DOT to enforce any covenant or provision herein contained does not waive the DOT's right to enforce such covenant or provision, unless set forth in writing. The waiver by the DOT of any right under this Master Agreement or any PAL, unless in writing, shall not discharge or invalidate such covenant or provision or affect the right of the DOT to enforce the same.

Article 18 Remedies are nonexclusive.

No right, power, remedy or privilege of the DOT shall be construed as being exhausted or discharged by the exercise thereof in one or more instances, and it is agreed that each and all of said rights, powers, remedies or privileges shall be deemed cumulative and additional and not in lieu or exclusive of any other right, power, remedy or privilege available to the DOT at law or in equity.

Article 19. Municipally-owned Property.

In the event property already owned by the Municipality, but not previously designated for transportation purposes, is required in conjunction with the Rights of Way Project, the Party responsible for the acquisition as part of the Rights of Way Project shall prepare the appraisal of the Municipally-owned property. Thereafter, the DOT shall provide the Municipality with a credit for the federal and DOT share of the DOT approved value of Municipally-owned property to be utilized in the Rights of Way Project. Said properties shall be used for transportation purposes only. This provision will survive the Agreement, the PAL the completion of the Rights of Way Project and the completion of any related construction project.

Article 20 Entire Agreement.

This Master Agreement, when fully executed and approved as indicated, constitutes

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the entire agreement between the Parties and shall supersede all previous communications, representations, or agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof; and no agreement or understanding varying or extending the same shall be binding upon either Party hereto unless in writing signed by both Parties hereto.

The Parties have executed this Master Agreement by their duly authorized representatives on the day and year indicated, with full knowledge of and agreement with its terms and conditions.

STATE OF CONNECTICUT
Department of Transportation
James Redeker, Commissioner

By _____
Thomas A. Harley P.E.
Bureau Chief
Bureau of Engineering and Construction

Date: _____

TOWN OF MANSFIELD

By _____
Matthew Hart
Town Manager

Date: _____

Schedule A
PAL Template

Dear [Addressee - Designated Municipal Official]:

Subject: Project Authorization Letter
For the [Project Description] (Rights of Way Project)

State Project No.
Federal Project No.
Master Agreement No.

On [date] the State of Connecticut, Department of Transportation (DOT) and the [City/Town] of [NAME OF CITY/TOWN] (Municipality) entered into the Master Municipal Agreement for Rights of Way Projects (Master Agreement) noted above. This Project Authorization Letter (PAL) is issued pursuant to the Master Agreement. The capitalized terms used in this PAL are the same as those used in the Master Agreement.

The [DOT/Municipality] is responsible for the Administration of the Rights of Way Project.

The Rights of Way Project is to provide [ENTER DESCRIPTION].

The Rights of Way Project is expected to commence on or after _____ and be completed by _____, subject to delays which may be caused by circumstances beyond the control of the DOT or the City/Town.

Funding for the Rights of Way Project is provided under [identify the Federal and or State program and associated funding ratio between F/S/T] and payment will be on a reimbursement basis. The maximum reimbursement to the Municipality under this PAL is \$[ENTER AMOUNT] dollars. In addition, any reimbursement for actual expenditures will be in accordance with the terms of the Master Agreement. Costs contained in this PAL shall not be exceeded without first obtaining written permission from the DOT.

The Municipality shall provide a statement that any property acquired or incorporated into the Rights of Way Project shall be used for transportation purposes only and that such provision shall survive the PAL, this Agreement, the completion of the Rights of Way Project and the completion of any related construction project.

The issuance of the PAL itself is not an authorization for the Municipality to begin performing work with respect to the Rights of Way Project. The Municipality may advance or begin work on the Rights of Way Project only after it has received from the DOT an Authorization to Award Notice.

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Please indicate your concurrence with the PAL by signing below on or before [date] and returning a copy to the DOT's Authorized Representative. The signature of the Designated Municipal Official evidences the Municipality's concurrence with the PAL and constitutes the Written Acknowledgement of the PAL. You may submit the Written Acknowledgement of the PAL to the DOT's Authorized Representative in hard copy or by facsimile or electronic transmission. The Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Rights of Way Project.

If you have any questions please contact [Mr./Ms.], the Project Manager at (860) 594-[xxxx].

Very truly yours,

Authorized DOT Representative

MUNICIPALITY'S ACKNOWLEDGEMENT OF PAL

Concurred By _____ Date _____
Print Name:
Designated Municipal Official

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PAL ATTACHMENT
STATE PROJECT NO.XXX
FEDERAL PROJECT NO.XXXX
ESTIMATED RIGHTS OF WAY COSTS

(NOTE: Depending on the federal program the cost sharing between the parties will vary and this attachment will be adjusted accordingly by the initiating unit.)

Mandatory State and Federal Requirements

1. **Executive Orders.** This Master Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings, and Executive Order No. Sixteen of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Master Agreement as if they had been fully set forth in it. The Master Agreement may also be subject to the applicable parts of Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. If Executive Orders 7C and 14 are applicable, they are deemed to be incorporated into and are made a part of the Master Agreement as if they had been fully set forth in it. At the Municipality's request, the State shall provide a copy of these orders to the Municipality.
2. **Code of Ethics.** The Municipality shall comply with the policies set forth in Policy Statement Policy No. F&A-10 ("Code of Ethics Policy"), Connecticut Department of Transportation, June 1, 2007, attached hereto as Schedule C.
3. **Suspension or Debarment.** The Municipality shall not allow suspended or debarred contractors, consulting engineers, suppliers, materialmen, lessors, or other vendors to submit proposals for a State contract or subcontract during the period of suspension or debarment regardless of their anticipated status at the time of contract award or commencement of work.
4. **Certification .**
 - A. The signature on the Master Agreement by the Municipality shall constitute certification that to the best of its knowledge and belief the Municipality or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal or State funds:
 - (i) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (ii) Has not, within the prescribed statutory time period preceding this Master Agreement, been convicted of or had a civil judgment rendered against him/her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (iii) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(ii) of this certification; and

Master Municipal Agreement for Rights of Way Projects

(iv) Has not, within a five-year period preceding this Master Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the Municipality is unable to certify to any of the statements in this certification, such Municipality shall attach an explanation to this Master Agreement.

C. The Municipality shall insure that the following certification be included in each subcontract agreement to which it is a party, and further, to require said certification to be included in any subcontracts, sub-subcontracts and purchase orders:

(i) The prospective subcontractors, sub-subcontractors participants certify, by submission of its/their proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(ii) Where the prospective subcontractors, sub-subcontractors participants are unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

5. **Title VI Contractor Assurances.** As a condition to receiving federal financial assistance, if any, under the Master Agreement, the Municipality shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§2000d -2000d-7), all requirements imposed by the regulations of the United States Department of Transportation (49 CFR Part 21) issued in implementation thereof, and the "Title VI Contractor Assurances", attached hereto at Schedule D, all of which are hereby made a part of this Master Agreement.

6. **Certification for Federal-Aid Contracts** (Applicable to contracts exceeding \$100,000):

A. The Municipality certifies, by signing and submitting this Master Agreement, to the best of his/her/its knowledge and belief, that:

(i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Municipality, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(ii) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Municipality shall complete and submit a Disclosure of Lobbying Activities form (Form SF-

Master Municipal Agreement for Rights of Way Projects

LLL) available at the Office of Budget and Management's website at http://www.whitehouse.gov/omb/grants_forms/, in accordance with its instructions. If applicable, Form SF-LLL shall be completed and submitted with the Master Agreement.

B. This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. The Municipality shall require that the language of this Certification be included in all subcontracts, sub-subcontracts which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly. These completed Disclosure Forms-LLL, if applicable, shall be mailed to the Connecticut Department of Transportation, P.O. Box 317546, Newington, CT 06131-7546, to the attention of the project manager.

7. **Americans with Disabilities Act of 1990.** This clause applies to municipalities who are or will be responsible for compliance with the terms of the Americans with Disabilities Act of 1990 ("ADA"), Public Law 101-336, during the term of the master Agreement. The Municipality represents that it is familiar with the terms of this ADA and that it is in compliance with the ADA. Failure of the Municipality to satisfy this standard as the same applies to performance under this Master Agreement, either now or during the term of the Master Agreement as it may be amended, will render the Master Agreement voidable at the option of the State upon notice to the Municipality. The Municipality warrants that it will hold the State harmless and indemnify the State from any liability which may be imposed upon the State as a result of any failure of the Municipality to be in compliance with this ADA, as the same applies to performance under this Master Agreement.

8. The Municipality receiving federal funds must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156. The Municipality receiving state funds must comply with the Connecticut General Statutes § 7-396a, and the State Single Audit Act, §§ 4-230 through 236 inclusive, and regulations promulgated thereunder.

FEDERAL SINGLE AUDIT: Each Municipality that expends a total amount of Federal awards: 1) equal to or in excess of \$500,000 in any fiscal year shall have either a single audit made in accordance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" or a program-specific audit (i.e. an audit of one federal program); 2) less than \$500,000 shall be exempt for such fiscal year.

STATE SINGLE AUDIT: Each Municipality that expends a total amount of State financial assistance: 1) equal to or in excess of \$300,000 in any fiscal year shall have an audit made in accordance with the State Single Audit Act, Connecticut General Statutes (C.G.S.) §§ 4-230 to 4-236, hereinafter referred to as the State Single Audit Act or a program audit; 2) less than \$300,000 in any fiscal year shall be exempt for such fiscal year.

The contents of the Federal Single Audit and the State Single Audit (collectively, the "Audit

Master Municipal Agreement for Rights of Way Projects

Reports”) must be in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

The Audit Reports shall include the requirements as outlined in OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and the State Single Audit Act, when applicable.

The Municipality shall require that the workpapers and reports of an independent Certified Public Accountant (“CPA”) be maintained for a minimum of five (5) years from the date of the Audit Reports.

The State reserves the right to audit or review any records/workpapers of the CPA pertaining to the Master Agreement.

9: When the Municipality receives State or Federal funds it shall incorporate the “Connecticut Required Specific Equal Employment Opportunity Responsibilities” (“SEEOR”), dated 2010, attached at Schedule E, as may be revised, as a material term of any contracts/agreements it enters into with Municipality Parties and shall require the Municipality Parties to include this requirement in any of its subcontracts. The Municipality shall also attach a copy of the SEEOR, as part of any contracts/agreements with Municipality Parties and require that the Municipality Parties attach the SEEOR to its subcontracts.



CONNECTICUT DEPARTMENT OF TRANSPORTATION POLICY STATEMENT

POLICY NO. F&A-10

June 1, 2007

SUBJECT: Code of Ethics Policy

The purpose of this policy is to establish and maintain high standards of honesty, integrity, and quality of performance for all employees of the Department of Transportation ("DOT" or "Department"). Individuals in government service have positions of significant trust and responsibility that require them to adhere to the highest ethical standards. Standards that might be acceptable in other public or private organizations are not necessarily acceptable for the DOT.

It is expected that all DOT employees will comply with this policy as well as the Code of Ethics for Public Officials, and strive to avoid even the appearance of impropriety in their relationships with members of the public, other agencies, private vendors, consultants, and contractors. This policy is, as is permitted by law, in some cases stricter than the Code of Ethics for Public Officials. Where that is true, employees are required to comply with the more stringent DOT policy.

The Code of Ethics for Public Officials is State law and governs the conduct of all State employees and public officials regardless of the agency in which they serve. The entire Code, as well as a summary of its provisions, may be found at the Office of State Ethics' web site: www.ct.gov/ethics/site/default.asp. For formal and informal interpretations of the Code of Ethics, DOT employees should contact the Office of State Ethics or the DOT's Ethics Compliance Officer or her designee.

All State agencies are required by law to have an ethics policy statement. Additionally, all State agencies are required by law to have an Ethics Liaison or Ethics Compliance Officer. The DOT, because of the size and scope of its procurement activities, has an Ethics Compliance Officer who is responsible for the Department's: development of ethics policies; coordination of ethics training programs; and monitoring of programs for agency compliance with its ethics policies and the Code of Ethics for Public Officials. At least annually, the Ethics Compliance Officer shall provide ethics training to agency personnel involved in contractor selection, evaluation, and supervision. A DOT employee who has a question or is unsure about the provisions of this policy, or who would like assistance contacting the Office of State Ethics, should contact the Ethics Compliance Officer or her designee.

The DOT Ethics Compliance Officer is:

Denise Rodosevich, Managing Attorney
Office of Legal Services

**For questions, contact the Ethics
Compliance Officer's Designee:**

Alice M. Sexton, Principal Attorney
Office of Legal Services
2800 Berlin Turnpike
Newington, CT 06131-7546
Tel. (860) 594-3045

To contact the Office of State Ethics:

Office of State Ethics
20 Trinity Street, Suite 205
Hartford, CT 06106
Tel. (860) 566-4472
Facs. (860) 566-3806
Web: www.ethics.state.ct.us

Enforcement

The Department expects that all employees will comply with all laws and policies regarding ethical conduct. Violations of the law may subject an employee to sanctions from agencies or authorities outside the DOT. Whether or not another agency or authority imposes such sanctions, the Department retains the independent right to review and respond to any ethics violation or alleged ethics violation by its employees. Violations of this policy or ethics statutes, as construed by the DOT, may result in disciplinary action up to and including dismissal from State service.

Prohibited Activities

1. **Gifts:** DOT employees (and in some cases their family members) are prohibited by the Code of Ethics and this Policy from accepting a gift from anyone who is: (1) doing business with, or seeking to do business with, the DOT; (2) directly regulated by the DOT; (3) prequalified as a contractor pursuant to Conn. Gen. Stat. §4a-100 by the Commissioner of the Department of Administrative Services (DAS); or (4) known to be a registered lobbyist or a lobbyist's representative. These four categories of people/entities are referred to as "restricted donors." A list of registered lobbyists can be found on the web site of the Office of State Ethics (www.ct.gov/ethics/site/default.asp). A list of prequalified consultants and contractors, *i.e.*, those seeking to do business with the DOT, can be found on the DOT's Internet site under "Consultant Information" and "Doing Business with ConnDOT," respectively.

The term "gift" is defined in the Code of Ethics for Public Officials, Conn. Gen. Stat. §1-79(e), and has numerous exceptions. For example, one exception permits the acceptance of food and/or beverages valued up to \$50 per calendar year from any one donor and consumed on an occasion or occasions while the person paying or his representative is present. Therefore, such food and/or beverage is not a "gift." Another exception permits the acceptance of items having a value up to ten dollars (\$10) provided the aggregate value of all things provided by the donor to the recipient during a calendar year does not exceed fifty dollars (\$50). Therefore, such items are not a "gift." Depending on the circumstances, the "donor" may be an individual if the individual is bearing the expense, or a donor may be the individual's employer/group if the individual is passing the expense back to the employer/group he/she represents.

This policy requires DOT employees to immediately return any gift (as defined in the Code of Ethics) that any person or entity attempts to give to the employee(s). If any such gift or other item of value is received by other than personal delivery from the subject person or entity, the item shall be taken to the Office of Human Resources along with the name and address of the person or entity who gave the item. The Office of Human Resources, along with the recipient of the item of value, will arrange for the donation of the item to a local charity (e.g., Foodshare, local soup kitchens, etc.). The Office of Human Resources will then send a letter to the gift's donor advising the person of the item's donation to charity and requesting that no such gifts be given to DOT employees in the future.

2. **Contracting for Goods or Services for Personal Use With Department Contractors, Consultants, or Vendors:** Executive Order 7C provides that: "Appointed officials and state employees in the Executive Branch are prohibited from contracting for goods and services, for personal use, with any person doing business with or seeking business with his or her agency, unless the goods or services are readily available to the general public for the price which the official or state employee paid or would pay."

3. ***Gift Exchanges Between Subordinates and Supervisors/Senior Staff:*** A recent change in the Code of Ethics prohibits exchanges of gifts valued at \$100 or more between (*i.e.*, to and from) supervisors and employees under their supervision. The Citizen's Ethics Advisory Board has advised that: (1) the monetary limit imposed by this provision is a per-gift amount; (2) gifts given between supervisors and subordinates (or *vice versa*) in celebration of a "major life event," as defined in the Code of Ethics, need not comply with the \$100 limit; and (3) the limitations imposed by this provision apply to a direct supervisor and subordinate and to any individual up or down the chain of command. The Citizen's Ethics Advisory Board has also advised that supervisors or subordinates may not pool their money to give a collective or group gift valued at \$100 or more, even though each of the individual contributions is less than \$100.
4. ***Acceptance of Gifts to the State:*** A recent change to the Code of Ethics for Public Officials modified the definition of the term "gift" to limit the application of the so-called "gift to the State" exception. In general, "gifts to the State" are goods or services given to a State agency for use on State property or to support an event and which facilitate State action or functions. Before accepting any benefit as a "gift to the State," DOT employees should contact the Ethics Compliance Officer.
5. ***Charitable Organizations and Events:*** No DOT employee shall knowingly accept any gift, discount, or other item of monetary value for the benefit of a charitable organization from any person or entity seeking official action from, doing or seeking business with, or conducting activities regulated by, the Department.
6. ***Use of Office/Position for Financial Gain:*** DOT employees shall not use their public office, position, or influence from holding their State office/position, nor any information gained in the course of their State duties, for private financial gain (or the prevention of financial loss) for themselves, any family member, any member of their household, nor any "business with which they are associated." In general, a business with which one is associated includes any entity of which a DOT employee or his/her immediate family member is a director, owner, limited or general partner, beneficiary of a trust, holder of 5 percent or more stock, or an officer (president, treasurer, or executive or senior vice president).

DOT employees shall not use or distribute State information (except as permitted by the Freedom of Information Act), nor use State time, personnel, equipment, or materials, for other than State business purposes.

7. ***Other Employment:*** DOT employees shall not engage in, nor accept, other employment that will either impair their independence of judgment with regard to their State duties or require or induce them to disclose confidential information gained through their State duties.

Any DOT employee who engages in or accepts other employment (including as an independent contractor), or has direct ownership in an outside business or sole proprietorship, shall complete an Employment/Outside Business Disclosure Form (see attached) and submit it to the Department's Human Resources Administrator. Disclosure of other employment to the DOT Human Resources Administrator shall not constitute approval of the other employment for purposes of the Code of Ethics for Public Officials.

Inquiries concerning the propriety of a DOT employee's other employment shall be directed to the Office of State Ethics to assure compliance with the Code of Ethics for Public Officials. Employees anticipating accepting other employment as described above should give ample time (at least one month) to the Office of State Ethics to respond to such outside employment inquiries. No employee of

the DOT shall allow any private obligation of employment or enterprise to take precedence over his/her responsibility to the Department.

8. **Outside Business Interests:** Any DOT employee who holds, directly or indirectly, a financial interest in any business, firm, or enterprise shall complete an Employment/Outside Business Disclosure Form (see attached) and submit it to the Department's Human Resources Administrator. An indirect financial interest includes situations where a DOT employee's spouse has a financial interest in a business, firm, or enterprise. A financial interest means that the employee or his spouse is an owner, member, partner, or shareholder in a non-publicly traded entity. Disclosure of such outside business interests to the DOT Human Resources Administrator shall not constitute approval of the outside business interest under this Policy or the Code of Ethics for Public Officials. DOT employees shall not have a financial interest in any business, firm, or enterprise which will either impair their independence of judgment with regard to their State duties or require or induce them to disclose confidential information gained through their State duties. Inquiries concerning the propriety of a DOT employee's outside business interests shall be directed to the Office of State Ethics to assure compliance with the Code of Ethics for Public Officials.
9. **Contracts With the State:** DOT employees, their immediate family members, and/or a business with which a DOT employee is associated, may not enter into a contract with the State, other than pursuant to a court appointment, valued at \$100 or more unless the contract has been awarded through an open and public process.
10. **Sanctioning Another Person's Ethics Violation:** No DOT official or employee shall counsel, authorize, or otherwise sanction action that violates any provision of the Code of Ethics.
11. **Certain Persons Have an Obligation to Report Ethics Violations:** If the DOT Commissioner, Deputy Commissioner, or "person in charge of State agency procurement" and contracting has reasonable cause to believe that a person has violated the Code of Ethics or any law or regulation concerning ethics in State contracting, he/she must report such belief to the Office of State Ethics. All DOT employees are encouraged to disclose waste, fraud, abuse, and corruption about which they become aware to the appropriate authority (see also Policy Statement EX.O.-23 dated March 31, 2004), including, but not limited to, their immediate supervisor or a superior of their immediate supervisor, the DOT Office of Management Services, the Ethics Compliance Officer, the Auditors of Public Accounts, the Office of the Attorney General, or the Office of the Chief State's Attorney.
12. **Post-State Employment Restrictions:** In addition to the above-stated policies of the Department, DOT employees are advised that the Code of Ethics for Public Officials bars certain conduct by State employees *after they leave State service. Upon leaving State service:*

- **Confidential Information:** DOT employees must never disclose or use confidential information gained in State service for the financial benefit of any person.
- **Prohibited Representation:** DOT employees must never represent anyone (other than the State) concerning any "particular matter" in which they participated personally and substantially while in State service and in which the State has a substantial interest.

DOT employees also must not, for one year after leaving State service, represent anyone other than the State for compensation before the DOT concerning a matter in which the State has a substantial interest. In this context, the term "represent" has been very broadly defined. Therefore, any former DOT employee contemplating post-State employment work that might involve interaction with any

bureau of DOT (or any Board or Commission administratively under the DOT) within their first year after leaving State employment should contact the DOT Ethics Compliance Officer and/or the Office of State Ethics.

- **Employment With State Vendors:** DOT employees who participated substantially in, or supervised, the negotiation or award of a State contract valued at \$50,000 or more must not accept employment with a party to the contract (other than the State) for a period of one year after resigning from State service, if the resignation occurs within one year after the contract was signed.

13. **Ethical Considerations Concerning Bidding and State Contracts:** DOT employees also should be aware of various provisions of Part IV of the Code of Ethics that affect any person or firm who: (1) is, or is seeking to be, prequalified by DAS under Conn. Gen. Stat. §4a-100; (2) is a party to a large State construction or procurement contract, or seeking to enter into such a contract, with a State agency; or (3) is a party to a consultant services contract, or seeking to enter into such a contract, with a State agency. These persons or firms shall not:

- With the intent to obtain a competitive advantage over other bidders, solicit any information from an employee or official that the contractor knows is not and will not be available to other bidders for a large State construction or procurement contract that the contractor is seeking;
- Intentionally, willfully, or with reckless disregard for the truth, charge a State agency for work not performed or goods not provided, including submitting meritless change orders in bad faith with the sole intention of increasing the contract price, as well as falsifying invoices or bills or charging unreasonable and unsubstantiated rates for services or goods to a State agency; and
- Intentionally or willfully violate or attempt to circumvent State competitive bidding and ethics laws.

Firms or persons that violate the above provisions may be deemed a nonresponsible bidder by the DOT.

In addition, no person with whom a State agency has contracted to provide consulting services to plan specifications for any contract, and no business with which such person is associated, may serve as a consultant to any person seeking to obtain such contract, serve as a contractor for such contract, or serve as a subcontractor or consultant to the person awarded such contract.

DOT employees who believe that a contractor or consultant may be in violation of any of these provisions should bring it to the attention of their manager.

Training for DOT Employees

A copy of this policy will be posted throughout the Department, and provided to each employee either in hard copy or by e-mail. As set forth above, State law requires that certain employees involved in contractor/consultant/vendor selection, evaluation, or supervision must undergo annual ethics training coordinated or provided by the Ethics Compliance Officer. If you believe your duties meet these criteria, you should notify your Bureau Chief to facilitate compilation of a training schedule. In addition, the DOT Ethics Compliance Officer can arrange for periodic ethics training provided by the Office of State Ethics. Finally, the Department will make available, on its web site or otherwise, a copy of this policy to all vendors, contractors, and other business entities doing business with the Department.

Important Ethics Reference Materials

It is strongly recommended that every DOT employee read and review the following:

- Code of Ethics for Public Officials, Chapter 10, Part 1, Conn. General Statutes Sections 1-79 through 1-89a found at: www.ct.gov/ethics/site/default.asp
- Ethics Regulations Sections 1-81-14 through 1-81-38, found at: www.ct.gov/ethics/site/default.asp
- The Office of State Ethics web site includes summaries and the full text of formal ethics advisory opinions interpreting the Code of Ethics, as well as summaries of previous enforcement actions: www.ct.gov/ethics/site/default.asp. DOT employees are strongly encouraged to contact the Department's Ethics Compliance Officer or her designee, or the Office of State Ethics with any questions or concerns they may have.

(This Policy Statement supersedes Policy Statement No. F&A-10 dated January 6, 2006)



Ralph J. Carpenter
COMMISSIONER

Attachment

List 1 and List 3

(Managers and supervisors are requested to distribute a copy of this Policy Statement to all employees under their supervision.)

cc: Office of the Governor, Department of Administrative Services, Office of State Ethics

Schedule D

TITLE VI CONTRACTOR ASSURANCES

For this document Contractor means Consultant, Consulting Engineer, Second Party, or other entity doing business with the State and Contract shall mean the same as Agreement.

During the performance of this Contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

1. **Compliance with Regulations:** The Contractor shall comply with the regulations relative to nondiscrimination in federally assisted programs of the United States Department of Transportation (hereinafter, "USDOT"), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Subsection 5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, or disability.
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Connecticut Department of Transportation (ConnDOT) or the Funding Agency (FHWA, FTA and FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to ConnDOT or the Funding Agency, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the ConnDOT shall impose such sanctions as it or the Funding Agency may determine to be appropriate, including, but not limited to:
 - A. Withholding contract payments until the Contractor is in-compliance; and/or
 - B. Cancellation, termination, or suspension of the Contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the ConnDOT or the Funding Agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the ConnDOT to enter into such litigation to protect the interests of the Funding Agency, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Schedule E

CONNECTICUT REQUIRED SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES (2010)

1. General:

a) Equal employment opportunity requirements not to discriminate and to take affirmative action to assure equal employment opportunity as required by federal Executive Order 11246, federal Executive Order 11375 are set forth in Required Contract Provisions (Form PR-1273 or 1316, as appropriate) and these special provisions which are imposed pursuant to Section 140 of Title 23 U.S.C., as established by Section 22 of the Federal-Aid Highway Act of 1968. The requirements set forth in these special provisions shall constitute the specific affirmative action requirements for project activities under this contract and supplement the equal employment opportunity requirements set forth in the Required Contract Provisions.

b) "Company" refers to any entity doing business with the Connecticut Department of Transportation and includes but is not limited to the following:

- Contractors and Subcontractors
- Consultants and Subconsultants
- Suppliers of Materials and Vendors (where applicable)
- Municipalities (where applicable)
- Utilities (where applicable)

c) The Company will work with the Connecticut Department of Transportation (ConnDOT) and the Federal Government in carrying out equal employment opportunity obligations and in their review of his/her activities under the contract.

d) The Company and all his/her subcontractors or subconsultants holding subcontracts not including material suppliers, of \$10,000 or more, will comply with the following minimum specific requirement activities of equal employment opportunity: (The equal employment opportunity requirements of federal Executive Order 11246, as set forth in Volume 6, Chapter 4, Section 1, Subsection 1 of the Federal-Aid Highway Program Manual, are applicable to material suppliers as well as contractors and subcontractors.) The Company will include these requirements in every subcontract of \$10,000 or more with such modification of language as necessary to make them binding on the subcontractor or subconsultant.

2. Equal Employment Opportunity Policy:

Companies with contracts, agreements or purchase orders valued at \$10,000 or more will develop and implement an Affirmative Action Plan utilizing the ConnDOT Affirmative Action Plan Guideline. This Plan shall be designed to further the provision of equal employment opportunity to all persons without regard to their race, color, religion, sex or national origin, and to promote the full realization of equal employment opportunity through a positive continuation program.

3. Subcontracting:

a) The Company will use his/her best efforts to solicit bids from and to utilize minority

Schedule E

group subcontractors or subcontractors with meaningful minority group and female representation among their employees. Companies shall obtain lists of minority-owned construction firms from the Division of Contract Compliance.

b) The Company will use its best efforts to ensure subcontractor compliance with their equal employment opportunity obligations.

4. Records and Reports:

a) The Company will keep such records as are necessary to determine compliance with equal employment opportunity obligations. The records kept by the Company will be designed to indicate:

1. The number of minority and non-minority group members and women employed in each classification on the project;
2. The progress and efforts being made in cooperation with unions to increase employment opportunities for minorities and women (applicable only to contractors who rely in whole or in part on unions as a source of their work force);
3. The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees; and
4. The progress and efforts being made in securing the services of minority group subcontractors or subcontractors with meaningful minority and female representation among their employees.

b) All such records must be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of ConnDOT and the Federal Highway Administration.

c) The Company will submit an annual report to ConnDOT each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form PR 1391. If on-the-job training is being required by "Training Special Provision," the Company will be required to furnish Form FHWA 1409.

PAGE
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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance
Date: December 8, 2014
Re: Proposed Fiscal Year 2014/15 Salary Budget Transfers

Subject Matter/Background

Attached please find the recommended salary budget transfers for FY 2014/15, as well as an explanatory memorandum from the Director of Finance. The Finance Committee will review this item at its meeting on December 8, 2014.

Recommendation

If the Finance Committee recommends acceptance of the salary transfers and the Town Council supports this recommendation, the following motion is in order:

Move, effective December 8, 2014, to approve the Salary Transfers for Fiscal Year 2014/15, as presented by the Director of Finance in her correspondence dated December 4, 2014.

Attachments

- 1) C. Trahan Re: Salary Transfers for FY 2014/2015
- 2) Town of Mansfield, Salary Transfers

INTEROFFICE MEMORANDUM

TO: MATTHEW HART
FROM: CHERIE TRAHAN
SUBJECT: SALARY BUDGET TRANSFERS 2014/2015
DATE: DECEMBER 4, 2014

Salary budget transfers for the fiscal year 2014/2015 are listed below. A brief description of the department requested transfers over \$1,000 is detailed below. The net result is an increase of \$138,010. The majority of the increases are due to the general wage increases for Non-Union, Professional & Technical bargaining unit and Public Works bargaining unit, which were budgeted for in the Contingency account. Please note that increases for both FY 2013/14 and FY 2014/15 were budgeted in the contingency account since contracts were settled following the preparation of the FY 2014/15 budget. A balance remains in Contingency of \$62,890 which will be needed for the fire fighters contract settlement.

- Municipal Management – Increase - \$6,490 – General wage increase for staff.
- Human Resources – Increase \$2,900 – General wage increase for staff.
- Registrars – Decrease - \$4,760 – Actual number of hours worked were less than budgeted between the months of July and November.
- Town Clerk – Increase \$7,020 – General wage increase for staff.
- Finance Administration – Increase \$4,250 – General wage increase for staff.
- Accounting & Disbursements – Increase \$5,390 – General wage increase for staff.
- Revenue Collections – Increase \$3,810 – General wage increase for staff.
- Assessment – Increase \$7,660 – General wage increase for staff.
- Police Service – Increase \$1,070 – General wage increase for staff.
- Animal Control – Increase \$1,330 – General wage increase for staff is offset by the elimination of the part-time kennel cleaner position. Hours are now being filled by UCONN Animal Science interns.

- Fire Marshal – Increase \$3,170 – General wage increase for staff.
- Fire & Emergency Services – Administration - Increase \$4,730 – General wage increase for staff.
- Emergency Management – Increase \$2,150 – General wage increase for staff.
- Public Works Administration – Increase \$4,890 – General wage and step increase for staff.
- Public Works Road Services – Increase \$31,420 – General wage increase for staff. Also included is the promotion of four laborers to truck drivers that was settled following the preparation of the FY 2014/15 budget.
- Public Works Grounds Maintenance – Increase \$31,640 – General wage increase for staff (\$13,280) plus a correction to budgeted hours for a full time position. During the budget process, hours were inadvertently reduced for the crew leader.
- Public Works Equipment Maintenance – Increase \$6,630 – General wage increase for staff.
- Engineering – Decrease \$17,070 – General wage increase is offset by savings for new Assistant Town Engineer position that was hired at a lower rate than budgeted. Also included is four hours per week of Administrative Assistant time.
- Housing Inspection – Decrease \$10,520 – Reallocation of resources to Building Inspection.
- Facilities Management – Increase \$4,200 – General wage increase for staff.
- Human Services – Increase \$8,410 – General wage increase for staff.
- Youth Services – Increase \$1,030 – General wage increase for staff is offset by savings for the Early Childhood Coordinators position that was hired at a lower rate than budgeted.
- Senior Center – Increase \$11,180 – General wage increase for staff and an adjustment to budgeted hours for the outreach social worker following the restructure of the department.
- Library – Increase \$12,060 – General wage increase for staff.
- Planning Administration – Increase \$9,620 – General wage increase for staff.

TOWN OF MANSFIELD

BUDGET TRANSFERS

FY 2014/2015

										ADJUSTED
										APPROP
ACCOUNT NUMBER	DEPT			OBJECT	APPROP	ESTIMATED	INCREASE	(DECREASE)		
111	12100	51601	06	Municipal	Regular	200,260	206,750	6,490.00	-	206,750
111	12200	51601	06	Personnel	Regular	51,350	53,150	1,800.00	-	53,150
111	12200	51602	06	Personnel	Part time (B)	31,250	32,350	1,100.00	-	32,350
111	12200	51603	06	Personnel	Temporary	1,890	1,890	-	-	1,890
111	14200	51604	06	Registrars	Elected Officials	45,720	40,960	-	(4,760.00)	40,960
111	14200	51605	06	Registrars	Part time	1,400	1,400	-	-	1,400
111	15100	51201	06	Town Clerk	Regular - CSEA	105,000	109,000	4,000.00	-	109,000
111	15100	51601	06	Town Clerk	Regular	86,000	89,020	3,020.00	-	89,020
111	16100	51601	06	Finance Adm	Regular	121,300	125,550	4,250.00	-	125,550
111	16200	51201	06	Acctg & Disb.	Regular - CSEA	78,560	81,600	3,040.00	-	81,600
111	16200	51205	06	Acctg & Disb.	OT-Straight Time CSEA	500	500	-	-	500
111	16200	51601	06	Acctg & Disb.	Regular	69,590	71,940	2,350.00	-	71,940
111	16300	51201	06	Revenue Coll	Regular - CSEA	99,320	103,130	3,810.00	-	103,130
111	16300	51205	06	Revenue Coll	OT - Straight Time CSEA	1,000	1,000	-	-	1,000
111	16300	51605	06	Revenue Coll	Part-time NB	17,750	17,750	-	-	17,750
111	16402	51201	06	Assessment	Regular - CSEA	200,530	208,190	7,660.00	-	208,190
111	16402	51204	06	Assessment	OT - 1 1/2 CSEA	1,000	1,000	-	-	1,000
111	16402	51205	06	Assessment	OT - Straight time	2,000	2,000	-	-	2,000
111	16402	51603	06	Assessment	Temporary	1,000	1,000	-	-	1,000
111	21200	51202	06	Police Serv	Part time - CSEA - B	28,340	29,410	1,070.00	-	29,410
111	21200	51302	06	Police Serv	Part time - NB	34,880	34,880	-	-	34,880
111	21200	51303	06	Police Serv	OT 1 and 1/2	500	500	-	-	500
111	21300	51201	13	Animal Cntrl	Regular - CSEA	57,320	59,580	2,260.00	-	59,580
111	21300	51202	13	Animal Cntrl	Part time - CSEA - B	24,150	25,070	920.00	-	25,070
111	21300	51204	13	Animal Cntrl	OT - 1 1/2 CSEA	1,290	1,290	-	-	1,290
111	21300	51605	13	Animal Cntrl	Part time NB	1,850	0	-	(1,850.00)	0
111	22101	51201	06	Fire Marshall	Regular - CSEA	11,930	12,390	460.00	-	12,390
111	22101	51205	06	Fire Marshall	OT Straight Time - CSEA	2,000	2,000	-	-	2,000
111	22101	51508	06	Fire Marshall	Volunteer Incentive Prg.	4,500	4,500	-	-	4,500
111	22101	51601	06	Fire Marshall	Regular	77,160	79,870	2,710.00	-	79,870
111	22155	51046	06	Fire & Emer Svc	Ambulance Serv. Fund Deduction	(22,690)	(23,490)	-	(800.00)	(23,490)
111	22155	51508	06	Fire & Emer Svc	Volunteer Incentive Prg.	63,675	63,675	-	-	63,675
111	22155	51601	06	Fire & Emer Svc	Regular	157,160	162,690	5,530.00	-	162,690
111	22160	51501	16	Fire & Emer Svc	Regular	884,450	884,450	-	-	884,450
111	22160	51503	16	Fire & Emer Svc	Part time	290,540	290,540	-	-	290,540
111	22160	51504	16	Fire & Emer Svc	Training	25,000	25,000	-	-	25,000
111	22160	51505	16	Fire & Emer Svc	OT - 1 1/2	116,270	116,270	-	-	116,270
111	23100	51201	06	Emer Mgmt	Regular CSEA	11,930	12,390	460.00	-	12,390
111	23100	51204	06	Emer Mgmt	OT - 1 1/2 CSEA	2,500	2,500	-	-	2,500
111	23100	51601	06	Emer Mgmt	Regular	43,990	45,680	1,690.00	-	45,680
111	30100	51201	06	PW Admn.	Regular - CSEA	14,410	14,960	550.00	-	14,960
111	30100	51405	06	PW Admn.	Town Aid Deduction	(56,200)	(56,200)	-	-	(56,200)
111	30100	51601	06	PW Admn.	Regular	115,340	120,560	5,220.00	-	120,560
111	30100	51602	06	PW Admn.	Part time	11,300	10,420	-	(880.00)	10,420
111	30200	51201	07	PW Oper.	Regular - CSEA	24,210	25,130	920.00	-	25,130
111	30200	51601	07	PW Oper.	Regular	89,240	88,510	-	(730.00)	88,510
111	30300	51401	07	Road Serv.	Regular	559,520	590,940	31,420.00	-	590,940
111	30300	51402	07	Road Serv.	OT - 1 1/2	61,590	61,590	-	-	61,590
111	30300	51603	07	Road Serv.	Temporary	23,100	23,100	-	-	23,100
111	30400	51401	07	Grounds Maint	Regular	270,210	301,850	31,640.00	-	301,850
111	30400	51402	07	Grounds Maint	OT - 1 1/2	25,200	25,200	-	-	25,200
111	30400	51603	07	Grounds Maint	Temporary	28,000	28,000	-	-	28,000
111	30600	51401	07	Equip. Maint	Regular	177,800	184,430	6,630.00	-	184,430
111	30600	51402	07	Equip. Maint	OT - 1 1/2	9,800	9,800	-	-	9,800
111	30700	51201	06	Engineering	Regular - CSEA	163,510	142,490	-	(21,020.00)	142,490
111	30700	51602	06	Engineering	Part time	-	3,950	3,950.00	-	3,950
111	30700	51605	06	Engineering	Part time NB	28,800	28,800	-	-	28,800

TOWN OF MANSFIELD

BUDGET TRANSFERS

FY 2014/2015

										ADJUSTED
										APPROX
ACCOUNT NUMBER	DEPT			OBJECT	APPROP	ESTIMATED	INCREASE	(DECREASE)		
111 30800 51201 06	Building Insp	Regular - CSEA	28,670	58,620	29,950.00	-	-	58,620		
111 30800 51205 06	Building Insp	OT Straight Time CSEA	900	900	-	-	900			
111 30800 51601 06	Building Insp	Regular	140,080	109,250	-	(30,830.00)	109,250			
111 30810 51201 06	Housing Code Insp	Regular - CSEA	97,060	66,870	-	(30,190.00)	66,870			
111 30810 51205 06	Housing Code Insp	OT - Straight time	8,790	8,790	-	-	8,790			
111 30810 51603 06	Housing Code Insp	Temporary	0	19,670	19,670.00	-	19,670			
111 30900 51103 06	Facilities Mgmt	Maint. Personnel	195,220	195,220	-	-	195,220			
111 30900 51113 06	Facilities Mgmt	Substitutes	1,200	1,200	-	-	1,200			
111 30900 51120 06	Facilities Mgmt	OT Straight Time	2,300	2,300	-	-	2,300			
111 30900 51121 06	Facilities Mgmt	OT Double Time	1,000	1,000	-	-	1,000			
111 30900 51122 06	Facilities Mgmt	OT - 1 1/2	14,000	14,000	-	-	14,000			
111 30900 51201 06	Facilities Mgmt	Regular CSEA	19,090	19,820	730.00	-	19,820			
111 30900 51601 06	Facilities Mgmt	Regular	98,000	101,470	3,470.00	-	101,470			
111 42100 51201 06	Human Services	Regular - CSEA	113,230	118,180	4,950.00	-	118,180			
111 42100 51601 06	Human Services	Regular	97,970	101,430	3,460.00	-	101,430			
111 42210 51027 06	Youth Serv	YS Grant	(16,340)	(16,340)	-	-	(16,340)			
111 42210 51118 06	Youth Serv	Temporary	1,500	1,500	-	-	1,500			
111 42210 51201 06	Youth Serv	Regular - CSEA	137,640	142,470	4,830.00	-	142,470			
111 42210 51602 06	Youth Serv	Part-time (B)	25,000	21,200	-	(3,800.00)	21,200			
111 42300 51029 12	Senior Serv	TVCCA Grant Deduction	(2,580)	(2,580)	-	-	(2,580)			
111 42300 51054 12	Senior Serv	Transportation Grant Deduction	(9,440)	(9,610)	-	(170.00)	(9,610)			
111 42300 51201 12	Senior Serv	Regular - CSEA	152,770	156,950	4,180.00	-	156,950			
111 42300 51602 12	Senior Serv	Part time (B)	17,270	17,890	620.00	-	17,890			
111 42300 51605 12	Senior Serv	Part time NB	39,940	46,490	6,550.00	-	46,490			
111 43100 51201 08	Library Adm	Regular - CSEA	123,920	144,850	20,930.00	-	144,850			
111 43100 51202 08	Library Adm	Part time-B-CSEA	4,530	2,560	-	(1,970.00)	2,560			
111 43100 51601 08	Library Adm	Regular	318,630	316,870	-	(1,760.00)	316,870			
111 43100 51605 08	Library Adm	Part time	80,730	75,590	-	(5,140.00)	75,590			
111 51100 51047 06	Planning Adm	HUD Grant Deduction	(21,200)	(21,200)	-	-	(21,200)			
111 51100 51049 06	Planning Adm	Small Cities/Prog Inc Deduction	(5,000)	(5,000)	-	-	(5,000)			
111 51100 51201 06	Planning Adm	Regular - CSEA	125,030	129,800	4,770.00	-	129,800			
111 51100 51601 06	Planning Adm	Regular	138,460	143,310	4,850.00	-	143,310			
111 73000 56312 06	Contingency		200,900	62,890	-	(138,010.00)	62,890			
					\$6,607,265	\$6,607,265	241,910.00	(241,910.00)	\$6,607,265	

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Mansfield Department Heads
Date: December 22, 2014
Re: Cancellation of December 22, 2014 Town Council Meeting

Subject Matter/Background

With the holiday season, the Town Council has customarily cancelled its second regular meeting in December.

Recommendation

If the Town Council wishes to cancel the December 22nd meeting, the following motion is in order:

Move, effective December 8, 2014, to cancel the December 22, 2014 regular meeting of the Mansfield Town Council.

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Mary L. Stanton

Item #7

From: Gary Bent <gdbent@earthlink.net>
Sent: Saturday, November 29, 2014 2:31 PM
To: Town Clerk
Subject: disgusting vote on the playground

Members of the Council,

I am outraged that four obstructionists would ban together in an attempt to scuttle a project that hundreds of people in town support. People have been working hard for five years to produce a playground for the children of this town. Hundreds of people have contributed money to project. About half the money has been raised by a hard-working playground committee of Mansfield Advocates for Children. The request to apply for a grant for the rest of the money had to be approved by the Town Council. Evidently the obstructionists took advantage of this request to question the entire project. The plans are well advanced as anyone who is on the town council should know. The Chronicle said that dissenters didn't want any town money spent on the project. I ask you how much money has Mansfield Advocates for Children brought into the town. The town is supposed to be a partner to MAC. Some partner! No town money for the health and welfare of our children!

If I were on the town council, I would reverse this vote as rapidly as possible. Nobody is going to forget that all Republican members of the council voted against the request.

Sincerely,
Gary Bent

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Mary L. Stanton

From: Bunnell, Heather <HBunnell@EOSmith.org>
Sent: Friday, November 21, 2014 8:57 AM
To: Town Clerk
Subject: Support Mansfield Community Playground Project

While I am unable to attend the meeting on November 24th, I would like to speak about the Mansfield Community Playground Project.

I am a community member of 36 years, and I have been involved in the area in community arts education, public education, volunteering and visual arts. I am also a parent and teacher at E.O. Smith High School. I believe that it is time for the town to demonstrate support for its constituency, and the significant efforts of the Mansfield Community Playground Project.

The Mansfield Community Playground is a critically important project for our community. Storrs Center is an important social, commercial, and cultural center. I chose to move from Willington to Storrs because of these resources. From the onset, this project has not just been about creating a play area, but also about mobilizing the community to build social capital so that we are an active, cooperative and engaged community. The project was developed in response to community demand, designed by school children, fundraised by community volunteers, and will be built by over 800 volunteers. This however, has just been the beginning of the project. For over two years now, the MCPP committee has been engaging the community in fun runs, leading activities at the festival green, and hosting community events at the Mansfield Community Center. Students at the middle and high schools have been involved in planning events, and high school students developed and implemented two fundraisers for the project. The MCPP has patiently cooperated with the town, and raised nearly \$400,000 in grants and business and personal donations. It is time for the town to stamp it's seal of support on the project, and recognize that the project is about much more than playground equipment and youth health. This project is about engagement. It is about children and parents engaging with one another. It is about engaging a large number of town members in taking a stake in improving their community. It is about physical health and inclusion. It is about legacy learning-showing our middle and high schoolers that they can make a difference in their community. It is time for the town to support its constituency and provide active support to the project.

Thank you for allowing the initiation of this project, and for your continuing support.

Sincerely,

Heather Bunnell
Bunnell.heather@gmail.com
860-377-4891

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From: Marianne <mariannelegassey@yahoo.com>
Sent: Monday, November 24, 2014 7:28 AM
To: Town Clerk
Subject: Playground

I strongly support the playground as both a parent and teacher in Mansfield. The playground will provide a place for families to meet, young children to exercise, grow stronger and meet gross motor developmental milestones. It will benefit families with young children which in turn benefits the community of Mansfield.

Thank you,
Marianne Legassey

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From: Ruth B Moynihan <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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Connecticut Council of Small Towns

1245 Farmington Avenue, 101 • West Hartford, Connecticut 06107
Phone (860) 676-0770 • Fax: (860) 676-2662 • www.ctcost.org

Item # 11

November 18, 2014

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

Dear Matt:

Last session, Governor Dannel P. Malloy and state lawmakers were successful in preserving state aid to municipalities despite the state's ongoing budget challenges. The involvement of you and your fellow town leaders in communicating to lawmakers and public officials was critical to maintaining or increasing funding for key municipal aid programs, including Town Aid Road, the Local Capital Improvement Program (LoCIP), education funding and the Small Town Economic Assistance Program (STEAP).

Unfortunately, given the state's continuing budget challenges, funding for municipal aid programs may be in jeopardy this session. In addition, issues such as property tax reform, mandate relief, education funding, transportation, municipal pensions, and public safety are under discussion at the state Capitol – issues that may have a significant impact on your community.

Clearly, COST must be positioned to continue to provide Connecticut's small towns with a strong voice at the state Capitol.

Your role – and your voice - is absolutely critical to our efforts. To ensure that you and your fellow town leaders have the opportunity to shape public policies affecting small towns, COST is strengthening its grassroots activities to make sure that your voice is "heard and heeded".

Make Your Voice Count at Connecticut's Town Meeting 2015

One powerful way to express your views and advocate policies beneficial to towns is to participate in COST's annual conference, ***Connecticut's Town Meeting*** - the largest and single-most important annual opportunity for first selectmen, mayors and managers from smaller communities throughout the state to network and decide on their highest-priority legislative concerns.

Connecticut's Town Meeting is THE premier annual policy event for chief elected and appointed leaders representing smaller communities across the state. Be on hand to hear about the administration's and legislative leaders' top legislative and fiscal priorities for 2015. Listen to, and discuss how these priorities may affect funding for essential municipal services, education reform,

and mandate relief for towns and cities. This is your opportunity to ask questions and provide comments to the state's leaders about issues that you believe are vital to your community.

Invite Your Legislators to Attend...to Strengthen Your Impact at the state Capitol

What makes the COST annual meeting especially unique is that a large number of state representatives and state senators attend the event. They listen to the concerns expressed by COST members and participate in discussions about how you and other town leaders can support efforts to advocate the legislative priorities established during *Connecticut's Town Meeting*.

Be a part of the action. Make plans to attend *Connecticut's Town Meeting 2015* on Wednesday, January 14, 8:00 a.m. - 2:30 p.m. at the Crowne Plaza Hotel & Conference Center in Cromwell. Sign up today to ensure your spot at *the event*. Space is limited and registrations will be processed on a first-come, first-served basis. Accompanying this letter is a registration form for COST's *Connecticut's Town Meeting 2015*. Please complete the form (make copies for others attending from your town) and fax it to COST as soon as possible. The fax number is (860) 676-2662. **Don't forget: the early-bird (fax/mail) registration deadline is December 1st!**

Thanks again for all your great support!

Sincerely,



Elizabeth (Betsy) Gara
Executive Director



2015 Connecticut Town Meeting

Wednesday January 14, 2015

Crowne Plaza Hotel, Cromwell, CT

Make Plans to Attend:

- ◇ Discuss COST's 2015 Legislative Platform
- ◇ Listen to speakers on key issues affecting Connecticut's small towns
- ◇ Interact with the state's legislative leaders

Schedule:

Networking Breakfast: 8:00 A.M. to 9:30 A.M.

General Session, including lunch: 9:30 A.M. to 1:45 P.M.

Dessert and Door Prize Drawing: 1:45 P.M. to 2:30 P.M.

Municipal Registration Fees:

Registration received *by 12/1*:

\$70.00 COST members / \$90.00 non-members

Registrations received *after 12/1*:

\$90.00 COST members / \$110.00 non-members

Name of Town: _____

Attendee Name/Title: _____

Phone: _____ Email: _____

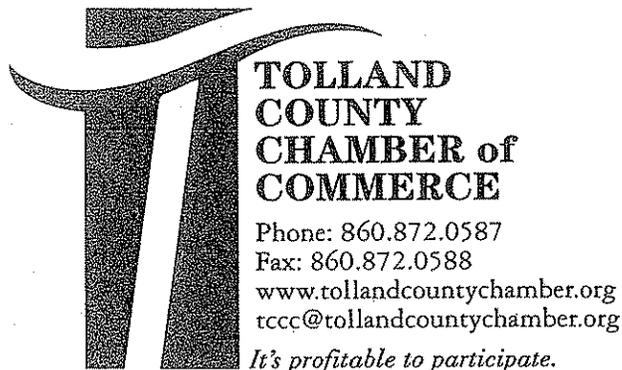
Mail to: COST, 1245 Farmington Avenue, 101, West Hartford, CT 06107

Phone: (860) 676-0770 · Fax: (860) 676-2662

Questions: E-mail Kathryn Dube at kdube@ctcost.org

*Please mail your registration form (one per person) by December 31, 2014.

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November 19, 2014

Town of Mansfield
Matt Hart
4 South Eaglesville Road
Mansfield, CT 06269

Dear Matt:

On behalf of the Board of Directors and the staff of the Tolland County Chamber of Commerce we would like to sincerely thank you for your renewal in our chamber. Without your commitment it would not be possible for the chamber to continue to fulfill its mission. *"To Promote the business and civic Prosperity of the Chamber's community"*.

We truly understand the pressure that the economic climate is having on all businesses today, so we are working hard to help you with boosting your business. We urge you to attend one of the monthly networking events that take place at various member locations. We take great pride in the new Vision e-newsletter and our new Young Professionals Group. Mark your calendars for the *Business Showcase* that has been scheduled for Tuesday, April 7, 2015 at Maneeley's Banquet Facility. Take advantage of your membership and join us for one of the many events planned for the year.

Enclosed is your chamber renewal plaque for 2015. We ask that you prominently display your plaque in your place of business, since the chamber can receive no better advertising than to have you as a member. Your chamber staff is here to work with you, so please let us know how we can help you and your business in the coming year.

Again, thank you for your continued support in the Tolland County Chamber of Commerce. I would like to wish you & your family a very happy holiday season.

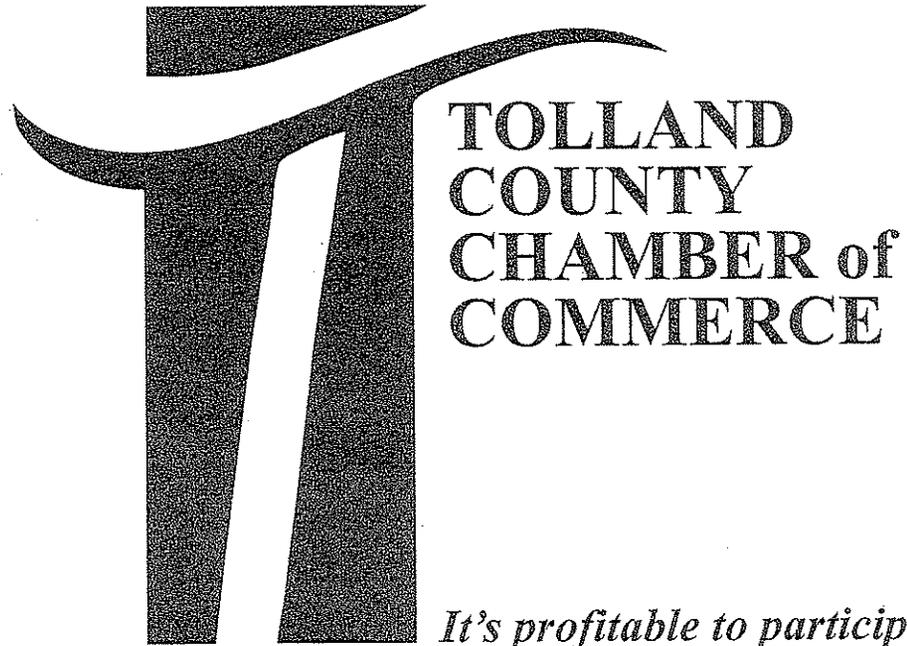
Sincerely,

Candice L. Corcione
Executive Director

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MEMBER



TOLLAND
COUNTY
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COMMERCE

It's profitable to participate.

2015

"TO PROMOTE THE BUSINESS AND CIVIC PROSPERITY OF THE CHAMBER'S COMMUNITY"