



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
Monday, July 13, 2015  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.  
AGENDA**

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CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES .....	1
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**FUTURE AGENDAS**

**EXECUTIVE SESSION**

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

**ADJOURNMENT**

SPECIAL MEETING – MANSFIELD TOWN COUNCIL  
June 17, 2015  
DRAFT

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

I. ROLL CALL

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

Ms. Moran moved and Mr. Ryan seconded to consider Item 2, Fiscal Year 2015/16 Budget and Referendum prior to Item 1, Setting of the Mill Rate for Fiscal Year 2015-2016.

The motion passed unanimously.

II. OLD BUSINESS

1. To set the mill rate for Fiscal Year 2015-2016

Ms. Moran moved and Mr. Ryan seconded to defer the setting of the mill rate to the June 22, 2015 meeting.

Motion passed unanimously.

III. NEW BUSINESS

2. Fiscal Year 2015/16 Budget and Referendum

Council members thanked those members of the community who voted at the referendum.

To begin the discussion Councilor Raymond offered the following suggested adjustments to the budget:

Board of Education Budget:

- Eliminate the \$92,400 added at the Town Meeting to fund math and language arts coordinators;
- Reduce spending by \$48,294 based on reduced K-8 census; and
- Find additional \$25,000 in spending reductions.  
Subtotal reduction: \$165,694

Town Budget:

- Eliminate the new fire fighter from the Fy2015/16 budget for a savings of approximately \$11,000 – \$15,000;
- Reduce Budget “Tab Y” (as shown in accompanying handout) by 10% for a savings of approximately \$49,028;
- Eliminate the \$148,000 contribution to the Fund Reserve and instead transfer unspent PILOT fund and other funds from the current budget into the Fund Reserve; and
- Find an additional \$25,000 in spending reductions.  
Subtotal reduction: \$233,028 - \$237,028

Total reduction: \$398,722 - \$402,722 or approximately 1% of the budget.

Councilors discussed the recommended adjustments noting the results of the referendum and that the Council has the authority to change only the bottom line of the Board of Education budget. Members also discussed the need to continue to show that the Town is increasing the Fund Balance and the ongoing overtime and part time employment concerns in the Fire Department. Director of Finance Cherie Trahan confirmed the amount of the projected reduction due to changes in the MBR (Minimum Budget Requirements) statute.

Town Manager Matt Hart will reach out to the Acting Superintendent of Schools Richard Kisiel regarding the suggested reductions in the education budget. Mr. Hart will also provide information on how the proposed adjustments will affect the budget and specific recommendations for the reductions. Staff will review the funds available for the facilities need assessment, the fraud risk assessment and establishment of the whistle blower's tip line and report back to the Council.

The Town Manager reviewed the proposed budget adjustments to the state trooper program as a result of the increased reimbursement rate to the State including proposed staffing changes and funding sources.

Council members agreed to continue this discussion at the June 22, 2015 meeting.

IV. ADJOURNMENT

Ms. Moran moved and Ms. Raymond seconded to adjourn the meeting at 7:28 p.m.  
Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

Proposed spending reductions are designed to reflect the outcome of the referendum.

Board of Education Budget:

1. Eliminate the \$92,400 added at the Town Meeting to fund math and LA coordinators;
2. Reduce spending by \$48,294 as a result of reduced K-8 census (6 pupils at a net current expenditure cost of \$8,049 per pupil); and
3. Find additional \$25,000 in spending reductions in the budget.

Subtotal reduction: \$165,694

Town Budget:

1. Eliminate the new fire fighter from the FY2015/16 budget for a savings of approximately \$11,000 - \$15,000 (approximately two-months of salary and benefits). The other savings associated with the elimination of this position would be used to underwrite the additional costs of the resident state trooper program as previously proposed by town management;
2. Reduce Budget "Tab Y" spending by 10% for a savings of approximately \$49,028;
3. Eliminate the \$148,000 contribution to the Fund Reserve (in its place transfer the unspent PILOT and other funds from current budget into the Fund Reserve);
4. Find additional \$25,000 in spending reductions in the budget.

Subtotal reduction: \$233,028 - \$237,028

Total reduction: \$398,722 - \$402,722 or approximately 1% of the budget

	52202	52203	53960	54301	52210	53120	52201	52209	53122	54301	52212	55423	TOTAL
Area	Travel, Conference Fees	Membership Fees/Professional Dues	Other Purchased Services	Office Supplies	Training	Professional, Technical Services	Professional Improvement	Staff Development	Legal	School, Library Books	Mileage	System Support	
Legislative	2,930.00	40,900.00	850.00	-	-	1,200.00	-	-	-	-	-	-	45,880.00
Municipal Management	3,000.00	2,670.00	-	2,000.00	350.00	16,250.00	-	-	-	-	-	-	24,270.00
Human Resources	2,030.00	220.00	-	500.00	600.00	700.00	2,250.00	3,500.00	43,030.00	200.00	-	-	53,030.00
Town Attorney	-	-	-	-	-	-	-	-	53,000.00	-	-	-	53,000.00
Registrars	240.00	-	-	200.00	-	-	-	-	-	-	-	-	440.00
Town Clerk	750.00	240.00	-	800.00	-	4,000.00	-	-	-	-	25.00	-	465.00
General Elections	-	-	-	350.00	-	-	-	-	-	190.00	-	15,000.00	20,980.00
Finance Administration	980.00	555.00	-	-	-	-	-	-	-	-	-	-	350.00
Accounting Disbursements	790.00	65.00	-	18,700.00	1,000.00	-	-	-	-	100.00	-	-	1,635.00
Revenue Collections	280.00	230.00	-	300.00	450.00	5,650.00	-	-	-	-	-	-	20,555.00
Property Assessment	2,660.00	1,280.00	-	1,220.00	-	8,210.00	-	-	-	-	-	14,000.00	20,910.00
Central Copying	-	-	35,700.00	-	-	-	-	-	-	1,540.00	300.00	-	15,210.00
Central Services	-	-	-	10,000.00	-	-	-	-	-	-	-	-	35,700.00
IT	-	-	-	-	-	11,000.00	-	-	-	-	-	-	10,000.00
Police Services	-	3,390.00	-	700.00	1,000.00	-	-	-	-	-	-	-	11,000.00
Animal Control	400.00	50.00	-	-	-	-	-	-	-	-	-	1,900.00	6,590.00
Fire Prevention	750.00	885.00	-	1,200.00	3,100.00	-	-	-	-	-	-	-	450.00
Fire, Emerg Services Adm'n	1,500.00	500.00	-	750.00	-	2,310.00	-	-	-	1,500.00	150.00	1,635.00	9,220.00
Fire, Emerg Services	1,250.00	540.00	-	2,500.00	17,000.00	-	-	-	-	-	-	-	5,060.00
Emergency Management	200.00	-	-	-	-	-	-	-	-	500.00	-	-	21,790.00
Public Works Adm'n	1,000.00	400.00	-	500.00	-	-	-	-	-	-	-	-	200.00
Supervision, Operations	1,000.00	150.00	-	-	250.00	-	-	-	-	100.00	-	-	2,000.00
Road Services	500.00	-	-	-	-	-	-	-	-	-	-	5,200.00	6,600.00
Grounds Maintenance	250.00	-	-	-	400.00	-	-	-	-	-	-	-	500.00
Equipment Maintenance	-	-	-	-	-	-	-	-	-	250.00	-	-	900.00
Engineering	-	890.00	-	500.00	2,000.00	19,000.00	-	-	-	-	-	-	-
Bldg, Housing Inspection	500.00	1,300.00	-	1,750.00	1,520.00	1,000.00	-	-	-	150.00	-	-	22,540.00
Facilities Management	1,320.00	1,320.00	-	1,700.00	1,300.00	-	-	-	-	2,000.00	-	-	8,070.00
Adult, Adm'n Services	1,000.00	650.00	-	700.00	750.00	-	-	-	-	-	-	-	5,640.00
Youth Services	600.00	1,500.00	500.00	850.00	1,000.00	6,500.00	-	-	-	100.00	600.00	-	3,800.00
Senior Services	1,000.00	600.00	-	1,800.00	700.00	1,500.00	-	-	-	350.00	500.00	-	11,800.00
Library Services	1,500.00	1,300.00	200.00	-	-	1,500.00	-	-	-	150.00	200.00	-	5,950.00
Planning, Development	3,630.00	1,250.00	-	850.00	-	500.00	-	-	-	-	1,000.00	33,000.00	38,500.00
Planning, Zoning etc	200.00	2,120.00	-	-	-	650.00	-	-	-	-	-	-	6,230.00
Economic Development	-	3,335.00	-	-	-	-	-	-	-	100.00	-	-	3,070.00
TOTAL	30,260.00	66,340.00	37,250.00	47,870.00	31,420.00	94,620.00	2,250.00	3,500.00	96,030.00	7,230.00	2,775.00	70,735.00	490,280.00

Account	Description	2015/16 Proposed Spending	10% Savings
52202	Travel, Conference Fees	\$30,260	
52203	Training	\$31,420	
52201	Professional Improvement	\$2,250	
52209	Staff Development	\$3,500	
52212	Mileage	\$2,775	
52203	Membership Fees/Professional Dues	\$66,340	
54301	School, Library Books	\$7,230	
	<b>SUBTOTAL</b>	<b>\$143,775</b>	<b>\$14,378</b>
53960	Other Purchased Services	\$37,250	
53120	Professional, Technical Services	\$94,620	
53122	Legal	\$96,030	
55423	System Support	\$70,735	
54301	Office Supplies	\$47,870	
	<b>SUBTOTAL</b>	<b>\$346,305</b>	<b>\$34,650.50</b>
	<b>TOTAL</b>	<b>\$490,280</b>	<b>\$49,028</b>

REGULAR MEETING – MANSFIELD TOWN COUNCIL  
June 22, 2015  
DRAFT

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

- I. ROLL CALL  
Present: Kegler, Kochenburger, Marcellino, Moran, Paterson, Raymond, Ryan, Shapiro, Wassmundt
  
- II. APPROVAL OF MINUTES  
Mr. Ryan moved and Mr. Shapiro seconded to approve the minutes of the June 8, 2015 meeting as presented. The motion passed unanimously.
  
- III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL  
Ric Hossack, Middle Turnpike, expressed support for the budget proposal offered by Councilor Raymond at the last meeting but would like additional cuts to be made. David Freudmann, Eastwood Road, echoed Mr. Hossack's comments and called for additional cuts.  
Tom Levine, Thomas Road, expressed his disappointment to hear talk about cuts to the Board of Education budget since the schools have taken cuts for a number of years. Mr. Levine urged the Council to use their discretion and keep the current quality of programming.  
Denise Keane, Atwoodville Road, thanked Councilors and Town staff for their work on the budget and is in agreement with the cuts offered by the Republicans. Ms. Keane urged Councilors to be aware of the effect of the mill rate on working people.  
Ray Haddad, Conantville Road, expressed appreciation for doing the right thing and suggested the budget be an ongoing process. Mr. Haddad said the referendum showed the people prefer there be no budget increase.  
Brian Coleman, Centre Street, urged acceptance of \$400,000 in budget reductions and stated that it was great to see so many people voting at the referendum.  
Peter Millman, Dog Lane, offered congratulations to all who voted in the referendum and stated that while the Council needs to pay attention to the results there was a lot of misinformation being circulated. Mr. Millman stated that information on the budget was not fairly presented in the Mansfield Independent. He urged a "just right" option on the ballot.  
Arthur Smith, Mulberry Road, requested the Council find common grounds from which to work and listed incidents of bipartisan efforts in the past. Mr. Smith asked that hiring the budgeted new positions be delayed or reconsidered.  
Henry Cerwinski, Storrs Heights Road, expressed his disappointment in the actions of the Council and asked that the Council be a good steward of his money.  
Janine Pender, Stafford Road, felt compelled to speak tonight to express her concerns about the budget noting that her family is still recovering from a job loss. Ms. Pender is in support of the suggested cuts and would like to the Town to concentrate on the essential services.

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Rochelle Marcus, Homestead Drive, read a letter from Tutita and Douglas Casa, urging the Council not to cut the Board of Education budget. (Statement attached)

Ed Hall, Mansfield Hollow Road, spoke in support of the proposed cuts.

Brian Anderson, Ridge Road, was disappointed with the results of the referendum and asked the Council for restrained cuts as the referendum shows a split in the Town. Mr. Anderson noted the Town has a moral obligation to assist those in need.

Tony Lent, Daleville Road resident, full member of the Storrs Publishing LLC, and Chair of the Republican Party, stated the referendum allowed all a chance to vote. Mr. Lent is in favor of the proposed cuts. Mr. Lent said the Mansfield Independent News was an idea before he became the Chair of the Republican Party.

David Vaughan, Warrenville Road, stated that he is not overtly political but given the results of the referendum he believes huge cuts would be a major mistake. Mr. Vaughan supports the budget as originally offered and believes it is important to invest in the Town.

April Holinko, Mansfield Depot, thanked the Council for their work and stated that since additional money for the Board of Education was added at the Town Meeting removing that money would not be an actual cut. Ms. Holinko is in support of the cuts as proposed by Councilor Raymond.

Barbara Vaughan, Warrenville Road, stated that people in Town were confused about the mill rate and the reevaluation which may have influenced the vote. Ms. Vaughan urged the Council not to make drastic cuts.

#### IV. REPORT OF THE TOWN MANAGER

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

- Offered thanks to Interim Superintendent of Schools Richard Kiesel for his work;
- Noted the Governor has not yet signed the budget and that the General Assembly will be meeting in Special Session on June 29<sup>th</sup> and 30<sup>th</sup>; and
- Responded to questions regarding the renewal contract from the Connecticut State Police. Mr. Hart will provide additional information on the details of the contract following the negotiations.

#### V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

No comments offered.

#### VI. OLD BUSINESS

##### 1. Storrs Center Update

The Town Manager reported the construction on the Main Street Homes will begin later this month. Staff is still waiting on a response from the funding agency as to whether membership fees may be charged for a project built with state or federal funds. Mr. Hart will report back to the Council.

##### 2. Naming of Public Street in Storrs Center

Mr. Kegler moved and Mr. Ryan seconded to appoint an Ad Hoc Committee on Naming Streets and Buildings to review and recommend a name for the new public street located east of the buildings at 34 Wilbur Cross Way and 490 Wilbur Cross Way, also known as buildings VS8/9 and VS-10.

June 22, 2015

Mr., Kegler amended his motion to include the appointment of Mr. Ryan (Chair), Mr. Marcellino and himself as members of the Committee.  
The motion as amended passed unanimously.  
The Committee will set a date for their first meeting.

3. Fiscal Year 2015/16 Budget and Referendum

Mayor Paterson thanked Councilor Raymond for the thoughtful suggestions she offered at the last meeting and expressed her appreciation to residents of all parties for their contributions to the process.

Mr. Ryan, on behalf of the Democrats offered a list of suggested reductions to the budget approved at the May 12, 2015 Town Meeting totaling \$300,000.

Members discussed the firefighter position, the Board of Education budget, possible service impacts, the increase in healthcare costs, the decrease in state funding and the possibility of a compromise decreasing the budget by \$350,000.

Ms. Raymond moved and Mr. Ryan seconded to recess for 10 minutes

The motion passed unanimously.

The meeting reconvened at 9:47 p.m.

Ms. Wassmundt suggested her vote in favor of the compromise would be contingent on leaving the funds allocated for the new finance position in contingency until all financial reviews have been completed.

Members discussed the new finance position.

Mr. Kochenburger moved and Ms. Wassmundt seconded to recess for 5 minutes.

The motion passed unanimously.

The meeting reconvened at 10:05 p.m.

Mr. Ryan moved and Mr. Kegler seconded to reduce the budget approved at Town Meeting by \$350,000 as detailed in the packet distributed today with an additional \$25,000 decrease to the Board of Education budget and an additional \$25,000 decrease to the Town budget.

Ms. Wassmundt offered an amendment to leave the \$68,940 for a finance position in contingency pending further Council review and endorsement.

The amendment failed for lack of a second.

The original motion passed with all in favor except Ms. Wassmundt who voted no.

(Documents referred to and distributed at tonight's meeting are attached.)

Mr. Ryan moved and Mr. Kegler seconded, effective June 22, 2015, to reduce the FY 2015/16 budget for the Board of Education by \$117,400.

The motion passed with all in favor except Ms. Wassmundt who voted no.

Mr. Ryan moved and Mr. Kegler seconded, effective June 22, 2015, to eliminate the \$148,000 contribution to fund balance in the mill rate calculation for FY 15/16.

The motion passed with all in favor except Ms. Wassmundt who voted no.

June 22, 2015

Mr. Ryan moved and Mr. Kegler seconded, effective June 22, 2015, to reduce the FY 2015/16 General Fund (Town Operations) budget by \$87,000 as detailed in items 2 through 6 above.

The motion passed with all in favor except Ms. Wassmundt who voted no.

Mr. Ryan moved and Mr. Kegler seconded, effective June 22, 2015, to increase the FY 2015/16 General Fund (Town Operations) budget for Contingency by \$2,400 for potential fire service costs.

The motion passed with all in favor except Ms. Wassmundt who voted no.

Mr. Ryan moved and Mr. Kegler seconded, effective June 22, 2015, to adjust the FY 15/16 General Fund (Town Operations) budget for the changes in the Resident State Trooper program per the above.

Motion passed unanimously.

Move, effective June 22, 2015 to adjust the FY 15/16 Capital Improvement Program and Capital Nonrecurring Fund budgets for the changes noted above.

The motion passed with all in favor except Ms. Wassmundt who voted no.

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

RESOLVED: That the General Fund Budget for the Town of Mansfield, appended totaling \$38,444,120 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2015 to June 30, 2016.

RESOLVED: That the Capital Fund Budget for the Town of Mansfield, totaling \$2,323,900 is hereby adopted as the capital improvements to be undertaken during fiscal year 2015/16 or later years.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2015 to June 30, 2016 in the amount of \$2,085,470 be adopted. The motion passed with all in favor except Ms. Wassmundt who voted no.

Ms. Raymond and Mr. Ryan seconded to move the following resolutions:

RESOLVED: That the General Fund Budget for the Town of Mansfield for fiscal year July 1, 2015 to June 30, 2016 in the amount of \$38,444,120 which was adopted by the Council on June 22, 2015, be appropriated and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

RESOLVED: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2015 to June 30, 2016 and said sums shall be paid by the Town to the Regional School District as they become available.

June 22, 2015

RESOLVED: That the proposed Capital Fund Budget for fiscal year July 1, 2015 to June 30, 2016 in the amount of \$2,323,900 which was adopted by the Council on June 22, 2015, be appropriated provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council subject to a vote by referendum as required by Section 407 of the Town Charter.

RESOLVED: That the Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2015 to June 30, 2016 in the amount of \$2,085,470 which was adopted by the Council on June 22, 2015, be appropriated and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.  
The motion passed with all in favor except Ms. Wassmundt who voted no.

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

BE IT RESOLVED: That the Tax Rate for the Town of Mansfield for Fiscal Year 2015/2016 be set at 29.87 mills, and the Collector of Revenue be authorized and directed to prepare and mail to each taxpayer tax bills in accordance with Connecticut General Statutes, as amended, and that such taxes shall be due and payable July 1, 2015 and January 1, 2016.

The motion passed with all in favor except Ms. Wassmundt who voted no.

## VII. NEW BUSINESS

4. Proclamation Designation the Month of July as National Parks and Recreation Month in the Town of Mansfield

Mr. Shapiro moved and Ms. Raymond seconded, effective June 22, 2015, to authorize the Mayor to issue the attached proclamation designating the Month of July as National Parks and Recreation Month.

Motion passed unanimously.

5. 2015 Recreational Trails Program Grant – Universal Access Trail Bicentennial Pond

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

Resolved, effective June 22, 2015, to submit an application in the amount of \$316,839, to be funded 80% by the State and 20% by the Town, to the Connecticut Department of Energy and Environmental Protection's Recreational Trails Program for the purpose of improving wheelchair accessibility, trail linkages, and educational and physical activity opportunities at the Schoolhouse Brook Park/Bicentennial Pond Recreation area.

Motion passed unanimously.

6. Agreement Between the Town of Mansfield, the Mansfield Board of Education and the Region 19 Board of Education for Financial Management, Information Technology, Risk Management and Employee Benefits Services

Mr. Ryan moved and Ms. Moran seconded, to authorize the Town Manager to execute the proposed Agreement between the Town of Mansfield, the Mansfield Board of Education and the Region 19 Board of Education for Financial

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Management, Information Technology, Risk Management and Employee Benefits Services for the term commencing on July 1, 2015 and expiring on June 30, 2016. The motion passed with all in favor except Ms. Wassmundt who voted no.

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Kochenburger offered the following recommendations of the Committee on Committees:

The reappointment of Ken Feathers and James Morrow to the Open Space Preservation Committee for terms ending 12/31/2016,

The reappointment of John DeWolf to the Ethics Board for a term ending 6/30/2018,

The reappointment of Denise Keane as an alternate on the Ethics Board for a term ending 6/30/2017,

The reappointment of Maria Capriola as an alternate on the Eastern Highland Health Board of Directors for a term ending 2/27/2018,

The reappointment of Elizabeth Paterson to the Eastern Highland Health Board of Directors for a term ending 10/4/2018,

The appointments of Rita Braswell for a term ending 9/1/2017 and Rita Kornblum for a term ending 9/1/2018 to the Solid Waste Advisory Committee.

The motion passed unanimously.

Ms. Moran reported the Personnel Committee has received suggested policy adjustments to the gift policy from the Board of Education which the Committee will review. A regular review of current projects with Human Resources has also been instituted. The Committee has set a calendar for the Town Manager's review which will include a 360 degree review.

IX. DEPARTMENTAL AND COMMITTEE REPORT

No comments offered.

X. PETITIONS, REQUESTS AND COMMUNICATIONS

7. W. Hawkins (06/17/15) - Council members discussed possible ways to honor Mr. Hawkins's service. The Town Manager suggested a proclamation.

8. A. Smith (06/08/15) - Mr. Smith's questions will be addressed at the next Finance Committee meeting.

9. A. Wright (06/17/15)

10. Attorney Deneen re: Budget Referendum Provisions of the Town of Mansfield Charter

11. Connecticut Department of Energy and Environmental Protection re: Water Diversion

12. State of Connecticut Department of Emergency Services and Public Protection re: Monthly Police Services Occurring in Mansfield- Statistics include all calls.

13. State of Connecticut Senate Republican Offices re: state budget

14. State of Connecticut Siting Council re: Interstate Reliability Project

15. Connecticut Water Company Public Information Meeting on Route 195 Water Main Project

16. University of Connecticut re: Construction Notice

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17. Construction of Main Street Homes to Begin This Month

XI. FUTURE AGENDAS

Ms. Wassmundt requested a report on the cost and benefits comparison between CROG and the Town's former membership in WINCOG.

XII. ADJOURNMENT

Mr. Shapiro moved and Ms. Moran seconded to adjourn the meeting at 10:55 p.m.  
Motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

June 22, 2015

June 22, 2015

Dear Mayor Paterson and other Town Council Members,

We are writing to urge you to reconsider the proposal to reduce the education budget by \$165,694. We recognize your hard work and efforts and understand the challenges that come with making these decisions. Nonetheless, we feel that such a proposal overlooks the voices of the residents of the town that have been actively involved in this process and the obligations we have to offer basic levels of services necessary to maintain the quality of our schools.

To begin, the original vote on May 12<sup>th</sup> overwhelmingly supported the budget, with 223 voting to approve it and 69 to defeat it. This clearly showed the intention of the community. This position is further reflected in the 783 referendum votes indicating that the education budget was too low.

Additionally, community members, including parents and educators, for several months have written countless letters and taken a lot of time to present their cases to the Board of Education and Town Council in person. They not only supported the original budget that was proposed by the Board of Education but also amended it for a slight increase.

Two main issues were at the heart of this collective work. First, the proposals supported the addition of teaching positions that are essential to meet district guidelines for class sizes, numbers that are supported by research. Second, they ensured that we maintain the Language Arts and Mathematics Coaches positions that are essential as we transition to the Common Core. As noted by Interim Superintendent Richard Kisiel, the proposed cut would result in reductions in personnel, programs, and technology, all of which are necessary to maintain the quality of our schools. We anticipate that such a drastic cut to the education budget may result in the elimination of some of the staff positions.

Further, the education budget has remained flat in recent years. Our district has been in a gradual decline in services when you factor in the inflation adjusted revenue, and it is important that we bring the levels back to those established prior to the recession. We hope you recognize the challenges this has presented and feel that the district has made judicious decisions to try to maintain acceptable levels of service. However, given elimination of staff positions in the past few years, the proposed cut at this scale has reached a tipping point that the district should not be in a position to make. We understand that keeping the \$165,694 in the education budget would cost the median homeowner less than \$30 per year. This is a bargain and well worth the investment.

As long-term residents and parents of three children who attend the Mansfield schools, the decision to cut the education budget has real and lasting implications regarding the quality of education we expect for our children. We, along with other parents, strongly support ensuring we maintain or increase the level of services offered in our schools. We expect that our elected officials respond both to the views of the entire community and also to make decisions that will benefit all in the future. We hope that you not move forward with the proposed cut in the education budget. Thank you for your attention.

Regards,  
Tuita and Douglas Casa  
75 Maple Road



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matthew Hart, Town Manager  
**CC:** Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance; Amy Meriwether, Accounting Manager  
**Date:** June 18, 2015  
**Re:** Proposed Adjustments to the FY 2015/16 Budget

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**Subject Matter/Background**

The FY 2015/16 Budget adopted at the Town Meeting on May 12, 2015, was petitioned to referendum and subsequently defeated. At their Special Meeting on June 17, 2015, the Town Council discussed a number of potential reductions to this budget. Council requested staff to prepare a recommendation for adjustments to specific line items to accomplish the reduction proposed.

In addition, the State adopted budget changed the reimbursement rate charged to municipalities for the Resident State Trooper program. The current reimbursement rate is 70% of salaries, benefits and overhead. This rate has been changed to 85% for the first two (2) troopers and 100% for all additional troopers. Changes to the budget need to be made for this increase in cost.

Lastly, the Council needs to adopt a final budget and set the mill rate. If Council is ready to proceed this evening, staff is ready to get the tax bills out by July 2, 2015 with a due date of August 3, 2015. The lead time for our vendor printing the bills will be tight, but assuming no unforeseen issues on their end, this can be accomplished.

**Financial Impact**

The FY 15/16 General Fund budget adopted at Town Meeting totaled \$38,646,120 and is comprised of \$22,140,150 for the Mansfield Board of Education and \$16,505,970 for Town operations.

The proposed reduction presented by Councilor Raymond for the Board of Education portion of the budget totals \$165,694 (\$165,700 as rounded). Attached is a memorandum from Interim Superintendent Kisiel to Town Manager dated June 19, 2015 for your information.

The proposed reduction for Town operations is \$233,028 - \$237,028 and includes eliminating the balance remaining for the additional fire fighter, a 10% attrition reduction to various line items, eliminating the \$148,000 contribution to fund balance in FY 15/16 and making this contribution with FY 14/15 yearend funds, and finally finding an additional \$25,000 in spending reductions.

The change in the Resident State Trooper reimbursement rate results in an increase in the cost of our current program of \$426,730. Staff has prepared a recommendation for changes in trooper staffing and a reallocation of the proposed budget to meet police service needs without increasing the overall budget.

These adjustments reduce the proposed mill rate from 30.22 to 29.82 mills required to fund the FY 2015/16 budget. This is an increase of 1.87 mills or 6.68% over the current year mill rate of 27.95 mills.

The proposal of June 22, 2015 would reduce the mill rate from 30.22 to 29.92, an increase of 1.97 mills or 7.04%.

#### Recommendations:

Board of Education Budget: The proposed reduction to the Board of Education budget is \$165,700. If the Council wishes to move forward with this reduction, the following motion is in order:

*Move, effective June 22, 2015 to reduce the FY 2015/16 budget for the Board of Education by \$165,700.*

The proposal of June 22, 2015:

① *Move, effective June 22, 2015 to reduce the FY 2015/16 budget for the Board of Education by \$92,400. 117,400*

Town Operations: The Town budget reduction of \$235,000 could be accomplished by the following:

1. In the mill rate calculation for FY 15/16, eliminate the \$148,000 contribution to Fund Balance. Tax collections and other revenues in excess of budget for FY 14/15 would roll into Fund Balance at June 30, 2015 to compensate for this reduction. This would be a minimum of \$148,000 but could be higher based on actual collections for the fiscal year.
2. The remaining funds from eliminating the additional firefighter would be directed to the ~~overtime line item~~ contingency account. There are still concerns regarding staffing levels and we are concerned about a continued shortage of funding.
3. Reduce various line items (detailed on the attached schedule), including several overtime accounts, professional improvement reimbursement, travel and conference fees, work and protective clothing, staff

development, training, mileage reimbursement, consultants, drug testing, printing and binding, community events, various supply accounts, books and materials, non-capitalized equipment. These adjustments total \$31,700.

4. Defer hiring the Public Works Specialist until September 1, 2015, maintaining the existing 14 hours/weekly of administrative support until that time. Resulting savings \$8,520.
5. Reduce the payment into the Workers' Compensation Fund by \$10,000. The Town received \$13,625 from CIRMA as an equity distribution this year. These funds will reduce the amount needed from the Town for workers' compensation insurance for FY 15/16.
6. Reduce the transfer to Capital/CNR for Road Resurfacing by \$12,000. This funding will come instead from the remaining balance in the Stone Mill bridge account. A Capital Improvement adjustment will be necessary at yearend FY 14/15 for this.
7. Reduce various salary line items for unanticipated retirements which result in savings from positions to be filled at lower salaries and/or deferred starting dates - \$24,780. Positions affected - Youth Services Coordinator, Youth Services Counselor, Assistant Town Clerk, and Zoning Officer.

If the Council wishes to move forward with these adjustments, the following motions would be in order:

- 2 *Move, effective June 22, 2015 to eliminate the \$148,000 contribution to fund balance in the mill rate calculation for FY 15/16.*
- 3 *Move, effective June 22, 2015 to reduce the FY 15/16 General Fund (Town operations) budget by \$87,000 as detailed in items 2 through 6 above.*

The Proposal of June 22, 2015:

- 4 Move, effective June 22, 2015 to increase the FY 15/16 General Fund (Town operations) budget for Contingency by \$27,490 for potential fire service costs. 2,400

Resident State Trooper Program: The reimbursement rate change increases the cost of our current program by \$426,730. Staff recommends reducing the force from (10) 12-month troopers to (6) 12-month troopers and (3) 8-month troopers. This would reduce the shortage to \$135,000. The following reallocation of the FY15/16 budget is needed to accommodate this additional cost without increasing the overall budget:

1. Reduce the budget for part-time constables by \$21,000. This would reduce the budgeted hours from 21 hours weekly to 8 hours weekly.
2. Reduce the budget for the additional firefighter by \$11,000.
3. Reduce the transfer to Capital/CNR \$103,000 for the following projects:
  - a. Strategic Planning \$5,000

- b. Comm. Development Future Projects \$3,000
- c. Engineering CAD Upgrades \$21,000
- d. Guiderails \$20,000
- e. Transportation Enhancements/Walkways \$25,000
- f. Trees \$4,000
- g. Road Resurfacing \$25,000

Items (c) through (g) would be funded with a transfer of remaining funds in the Stone Mill Bridge account through a Capital Improvement Adjustment at yearend FY 2014/15.

If the Council wishes to move forward with these adjustments, the following motion is in order:

5 *Move, effective June 22, 2015 to adjust the FY 15/16 General Fund (Town operations) budget for the changes in the Resident State Trooper program per the above.*

6 *Move, effective June 22, 2015 to adjust the FY 15/16 Capital Improvement Program and Capital Nonrecurring Fund budgets for the changes noted above.*

Adopting the FY 2015/16 Budget:

RESOLVED: That the General Fund Budget for the Town of Mansfield, appended totaling ~~\$38,393,429~~ \$38,444,120 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2015 to June 30, 2016. *38,444,120*

RESOLVED: That the Capital Fund Budget for the Town of Mansfield, appended totaling \$2,323,900 is hereby adopted as the capital improvements to be undertaken during fiscal year 2015/16 or later years.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2015 to June 30, 2016 in the amount of \$2,085,470 be adopted.

Appropriations Act:

RESOLVED: That the General Fund Budget for the Town of Mansfield for fiscal year July 1, 2015 to June 30, 2016 in the amount of ~~\$38,393,429~~ \$38,444,120 which was adopted by the Council on June 22, 2015, be appropriated and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

*38,444,120*

**RESOLVED:** That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2015 to June 30, 2016 and said sums shall be paid by the Town to the Regional School District as they become available.

**RESOLVED:** That the proposed Capital Fund Budget for fiscal year July 1, 2015 to June 30, 2016 in the amount of \$2,323,900 which was adopted by the Council on June 22, 2015, be appropriated provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council subject to a vote by referendum as required by Section 407 of the Town Charter.

**RESOLVED:** That the Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2015 to June 30, 2016 in the amount of \$2,085,470 which was adopted by the Council on June 22, 2015, be appropriated and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

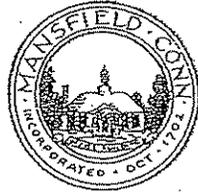
Setting the Mill Rate: To set the mill rate for Fiscal Year 2015/16 the following motion would be in order:

*29.87*

**BE IT RESOLVED:** That the Tax Rate for the Town of Mansfield for Fiscal Year 2015/2016 be set at ~~29.87~~ 29.92 mills, and the Collector of Revenue be authorized and directed to prepare and mail to each taxpayer tax bills in accordance with Connecticut General Statutes, as amended, and that such taxes shall be due and payable July 1, 2015 and January 1, 2016.

#### Attachments

- 1) FY 2015/16 Budget Summary Including Proposed Reductions
- 2) Estimated Tax Warrant and Levy
- 3) Memorandum dated June 19, 2015 from Dr. Kisiel, Interim Superintendent to Town Manager Hart
- 4) Proposed Adjustments - FY 2015/16 Budget - Town General Fund
- 5) Revenue and Expenditure Projections - FY 2014/15
- 6) Proposed FY 2015/16 General Fund Budget Adjustments - Increase in Resident State Trooper Program



*Town of Mansfield*

*Proclamation Designating July 2015 as Parks and Recreation Month*

*Whereas*, parks and recreation programs are an integral part of communities throughout this country, including the Town of Mansfield, Connecticut; and

*Whereas*, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

*Whereas*, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

*Whereas*, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

*Whereas*, parks and recreation areas are fundamental to the environmental well-being of our community; and

*Whereas*, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

*Whereas*, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

*Whereas*, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

*Whereas*, the Town of Mansfield, Connecticut recognizes the benefits derived from parks and recreation resources:

NOW, THEREFORE, BE IT RESOLVED, that I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, proclaim July as Parks and Recreation Month in the Town of Mansfield, Connecticut.

*IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 22nd day of June in the year 2015.*

\_\_\_\_\_  
Elizabeth C. Paterson, Mayor  
Town of Mansfield



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, Inc.; John Carrington, Director of Public Works  
**Date:** July 13, 2015  
**Re:** Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Management of the Nash-Zimmer Transportation Center

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**Subject Matter/Background**

The Town opened the Nash- Zimmer Transportation Center (NZTC) in April 2014. From April 2014 until May 2015, the Town hired UCONN graduate students to serve as Transportation Coordinator Center to oversee the center. The Transportation Coordinator has reported to the Director of Public Works, with assistance from the Mansfield Downtown Partnership's (MDP) Executive Director.

As previously discussed with the Council during our budget sessions, we are proposing that the MDP assume management of the operations of the NZTC. The proposed *Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Management of the Nash-Zimmer Transportation Center* specifies the duties of the parties. Under this proposal, the MDP would hire the Transportation Coordinator who would report to the MDP Executive Director. The Town would continue to fund twenty hours for the Transportation Coordinator position from the Transit Services Fund, which would be combined with 10 hours of funding from the Partnership budget to establish a 30-hour MDP position with transportation and other administrative responsibilities. With the Transportation Coordinator position, the Partnership would eliminate its 10-hour per week Office Assistant position.

The main duties for the Transportation Coordinator consist of:

- Promoting NZTC use and information sharing among pedestrians, bicyclists, bus riders and visitors;
- Ensuring that buses are serving the NZTC effectively and in a timely fashion;

- Supervising the part-time Storrs Center Ambassadors and any other assigned personnel;
- Ensuring that the NZTC desk is staffed with customer friendly personnel who help with transit riders and visitors to the downtown;
- Marketing the commuting club; and
- Ensuring that NZTC is clean, bright and welcoming

The term of the proposed management agreement would run from the date of execution through June 30, 2018 (slightly less than three years). Under the agreement, the Town would continue to fund the operating and capital budget for the NZTC; provide custodial, human resources and IT services; and hire all assigned staff with the exception of the Transportation Coordinator. For its part, the MDP would be responsible for hiring the Transportation Coordinator and managing the operations of the NZTC, including programming, coordination of transportation services, marketing and promotion, and the oversight of vendor contracts.

The benefits of using the MDP as opposed to Public Works staff to manage the operations of the NZTC include:

- The coordination of the NZTC fits in with the mission of the MDP to manage Storrs Center as part of the MDP's role as the Town's municipal development agent for Storrs Center;
- The MDP's office is located in the NZTC, making it much easier to address problems as they occur;
- The MDP is already overseeing the operations of the NZTC in coordination with the Town's Department of Public Works, such as monitoring facility issues; addressing bus route and timing issues; coordinating with LAZ Parking on parking management issues; and supervising the part-time Storrs Center Ambassadors; and
- The transition of managerial responsibilities would alleviate the burden on the Public Works Department, which has other operations responsibilities for Storrs Center.

Over the past few months, the MDP's Finance and Administration Committee and its Board of Directors have reviewed the proposal for the MDP to oversee the NZTC. The insurance provisions in the draft *Agreement Between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Management of the Nash-Zimmer Transportation Center* were prepared by Assistant Town Manager Maria Capriola and the Partnership's insurance agent Wilcox & Reynolds.

On July 2, the Partnership Board of Directors passed a motion to approve the agreement pending Town Council approval.

### **Financial Impact**

The proposed management agreement is designed to be cost neutral to the Town utilizing funds budgeted in the Transit Services Fund to cover the Town's costs (see attached budget excerpt).

### **Legal Review**

The Town Attorney and MDP legal counsel have combined efforts to prepare the form of the proposed Agreement.

### **Recommendation**

Staff recommends that the Council authorize me to execute the *Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Management of the Nash-Zimmer Transportation Center.*

### **Attachments**

- 1) Proposed Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Management of the Nash-Zimmer Transportation Center
- 2) Transit Services Fund (budget excerpt)

**AGREEMENT BETWEEN THE TOWN OF MANSFIELD AND THE MANSFIELD  
DOWNTOWN PARTNERSHIP, INC. FOR MANAGEMENT OF THE NASH-ZIMMER  
TRANSPORTATION CENTER**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, by and between the **MANSFIELD DOWNTOWN PARTNERSHIP, INC.**, the Town of Mansfield's authorized municipal development agent for Storrs Center and a 501 (c) (3) non-profit organization (hereinafter referred to as the "MDP") and the **TOWN OF MANSFIELD**, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as the "Town").

**Whereas**, the Town is the owner of the Nash-Zimmer Transportation Center (hereinafter referred to as the "NZTC") and is seeking assistance with the management and oversight of the NZTC;

**Whereas**, the MDP serves as the Town's municipal development agency for Storrs Center, of which the NZTC is an integral part, and is actively engaged in a variety of promotional and managerial activities to ensure the long-term viability of Storrs Center and Downtown Storrs; and

**Whereas**, the management and oversight of the NZTC would be consistent with the MDP's promotional and managerial activities in Storrs Center and Downtown Storrs; and

**Whereas**, the MDP is a tenant of the Town with its office located in the NZTC, thereby providing the MDP on-site access to address any questions and issues as they occur; and

**Whereas**, mutually agreeable cooperation efforts would benefit both the Town and the MDP, as well as Storrs Center;

**Now therefore**, for the promises and considerations hereinafter set forth, the Town and the MDP do hereby agree as follows:

**A. The Town Agrees to:**

1. Fund the operating budget of the NZTC, including funds for all custodial and maintenance services, capital improvements, insurance, staffing of the customer service desk, materials and supplies, information technology and software, and related expenses;
2. Provide custodial and maintenance services for the NZTC, including the purchase and stocking of all cleaning supplies;
3. Provide information technology services for the NZTC, including the maintenance of the Transportation Information System (TIS), computers, and telephone system;
4. With the exception of the Transportation Coordinator, hire all staff necessary to properly operate the NZTC;

5. Provide human resources services for all NZTC staff including preparing payroll, and maintaining all payroll and personnel files;
6. Provide funding for twenty (20) hours of the Transportation Coordinator position;
7. Coordinate with the MDP on the selection of any tenants for the NZTC;
8. Otherwise work collaboratively with the MDP to ensure the operations of the NZTC are successful.

**B. The MDP Agrees to:**

1. Manage the operations of the NZTC, including, but not limited to, oversight of all NZTC staff, coordination of custodial and maintenance services, marketing and promotional activities, coordination of transportation services, oversight of commuter club, oversight of vendor contracts, and coordination of information technology services;
2. Hire and supervise the Transportation Coordinator; provide funding for ten (10) hours of the Transportation Coordinator position;
3. Manage and supervise assigned NZTC staff through the Transportation Coordinator;
4. Coordinate all bus arrival and departure times with UConn Transportation Services, Windham Region Transit District (WRTD), and Peter Pan, and any other bus service that may serve the NZTC;
5. Advertise all bus arrival and departure times on NZTC website, including providing updates to schedule changes;
6. Coordinate closure of NZTC with Town during inclement weather or other exigent circumstances. Advertise same on website, social media, and voice mail;
7. Maintain up to date NZTC website including hours of the NZTC;
8. Report any safety, mechanical, architectural problems to the Town for repair;
9. Coordinate activities to promote alternative public transportation with key stakeholders, including the Town's Transportation Advisory Committee, UCONN Transportation Services, the Windham Region Transit District, and Bike Mansfield group, among others;
10. Assist the Town with the preparation of operating and capital budgets for the NZTC, including any technological and physical structure upgrades, to the Town;

11. Utilize assigned personnel for litter control, assistance with special events and related activities in the Storrs Center and Downtown Storrs area;
12. Assist the Town with the selection of any tenants for the NZTC;
13. Otherwise work collaboratively with the Town to ensure the operations of the NZTC are successful.

**C. The Town and the MDP Agree:**

1. The initial term of this Agreement shall commence on the date of execution and shall expire on June 30, 2018, unless extended by mutual assent of the parties.
2. The MDP shall consult with the Town prior to the MDP's appointment of the Transportation Coordinator. If turnover in the position occurs, either party will have the option of terminating this Agreement.
3. This Agreement may be terminated by either party for the ensuing fiscal year provided that written notification is given to the other party of its intent to terminate prior to March 1 of the then current fiscal year.
4. This Agreement may be terminated in the event of a non-appropriation of funds by Town Meeting and/or Referendum.
5. Either party to this Agreement may terminate the Agreement and thereafter be relieved of further performance if the other party materially fails to perform any of the covenants or conditions contained herein, provided written notice is provided to the other party a minimum of thirty (30) days in advance of said termination stating the reasons for the proposed termination and the party upon whom said notice was given fails to rectify the situation within the thirty (30) day notice period. Said right to terminate shall be cumulative to any other legal right or remedy.
6. This Agreement and its contractual obligations shall not be assigned, in whole or part, by either party without prior notification and subsequent written consent of the other party.
7. This Agreement shall be construed in accordance with the laws of the State of Connecticut. This Agreement shall not be altered, changed, or amended except for formal written amendment duly executed by the parties hereto. The performance by any party of its respective obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by any other party. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may be transmitted by facsimile or electronic mail and a faxed or electronically mailed counterpart of this Agreement containing either the original

and/or copy of any signature shall have the same force and effect as an original counterpart signature.

#### D. Insurance Coverage

##### 1. Insurance Requirements

The Town will not obtain any General Liability, Auto or Worker's Compensation Insurance to provide coverage for the MDP or employees of the MDP. The MDP will not obtain any General Liability, Auto or Worker's Compensation Insurance to provide coverage for the Town or employees of the Town. For each fiscal year of the contract, the Town and the MDP will supply each other with a Certificate of Insurance indicating proof of liability insurance coverage in effect for each fiscal year. The other party will be shown on the Certificate of Insurance of each party as an Additional Insured for the purposes of the Nash-Zimmer Transportation Center Management Agreement. Based on the value of this Agreement for services, the Town and the MDP agree that minimum insurance requirements for both parties will be no less than as follows:

##### Minimum Limits of Liability

a) Workers Compensation	Statutory
Employer's Liability - each accident	\$100,000
Disease, each employee	\$100,000
Disease, policy limit	\$500,000
b) Commercial General Liability Insurance	
Each Occurrence	\$500,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Personal & Adv. Injury	\$500,000
General Aggregate	\$1,000,000
Products & Completed Operations Agg.	\$1,000,000
c) Business Automobile Liability Insurance	
Owned, Non-Owned & Hired Auto Limit	\$500,000
Combined Bodily Injury & Property Damage (each accident)	\$500,000

#### E. Hold Harmless Agreement

The Town agrees to hold the MDP and any of the MDP's officers, agents or employees harmless from any liability (including reasonable attorney's fees and all costs) for any and all damages to persons and property resulting from the actions of the Town, unless such damages are caused by, or the result of, the misconduct of the MDP or any of the MDP's officers, agents or employees. The MDP agrees to hold the Town and any of the Town's officers, agents or employees harmless from any liability (including reasonable attorney's fees and all costs) for any and all damages to persons and property resulting from the

actions of the MDP, unless such damages are caused by, or are the result of, the misconduct of the Town or any of the Town's officers, agents or employees.

SIGNED AND DATED

**Mansfield Downtown Partnership, Inc.**

**Town of Mansfield**

\_\_\_\_\_  
Executive Director                      Date

\_\_\_\_\_  
Town Manager                              Date

\_\_\_\_\_  
Witness                                      Date

\_\_\_\_\_  
Witness                                      Date

\_\_\_\_\_  
Witness                                      Date

\_\_\_\_\_  
Witness                                      Date

Transit Services Fund - Fund 816  
Revenues, Expenditures and Changes in Retained Earnings

	Actual FY 13/14		Budget 14/15			Projected 15/16		
	SC Parking Garage	Intermodal Center	SC Parking Garage	Intermodal Center	WRTD	SC Parking Garage	Intermodal Center	WRTD
Revenues:								
Transient Parking Fees	\$ 76,818	\$ -	\$ 59,512	\$ -	\$ -	\$ 56,069	\$ -	\$ -
Monthly Parking Fees	319,290		330,613			311,491		
Permits/Fines			12,043			9,000		
Rental Income		4,200		14,400			19,720	
Miscellaneous Income	2,672							
General Fund Contribution					117,560			132,050
Storrs Center Reserve				100,000			100,000	
Capital Contribution		1,717,095						
<b>Total Revenues</b>	<b>398,779</b>	<b>1,721,295</b>	<b>402,168</b>	<b>114,400</b>	<b>117,560</b>	<b>376,560</b>	<b>119,720</b>	<b>132,050</b>
Operating Expenses:								
Salaries and Benefits	100,102	8,200	116,310	37,000		113,584	42,710	
Professional & Technical	2,195	20,974	2,220	23,500		2,438	-	
Repairs & Maintenance	8,125	3,600	11,046	27,000		17,682	26,000	
Insurance	7,335	5,598	8,772	1,000		9,000	7,210	
Purchased Services	13,410	365	14,639	2,000	117,560	21,809	1,000	132,050
Utilities	63,425	4,627	51,758	12,000		47,016	34,600	
Supplies & Miscellaneous	3,323	1,461	11,861	2,500		15,148	1,000	
Other	20,744	3,650	17,836	2,000		15,948		
Depreciation	248,253							
<b>Total Expenses</b>	<b>466,912</b>	<b>48,474</b>	<b>234,442</b>	<b>107,000</b>	<b>117,560</b>	<b>242,625</b>	<b>112,520</b>	<b>132,050</b>
Net Income/(Loss)	(68,132)	1,672,821	167,726	7,400	-	133,935	7,200	-
Retained Earnings/(Deficit), July 1	10,934,841	662,830	10,866,709	2,335,651	-	11,034,435	2,343,051	-
Retained Earnings/(Deficit), June 30	\$ 10,866,709	\$ 2,335,651	\$ 11,034,435	\$ 2,343,051	\$ -	\$ 11,168,370	\$ 2,350,251	\$ -

## PUBLIC WORKS – Transit Fund

The Transit Fund budget accounts for expenditures and revenues associated with the Transportation Center and various contributions the Town makes to WRTD to support their services in Mansfield (ex: Fare Free Program, Storrs-Willimantic route, ADA transport).

### FY 2014/2015 Accomplishments

- Continually refined operations in the new Nash-Zimmer Transportation Center (NZTC).
- Hired staff to work as Storrs Center Ambassadors.
- Established procedures and coordinated with bus providers on service stops at the Center. ♦
- Created marketing team with UCONN marketing students to increase knowledge of the Center's existence and capabilities.
- Developed program for commuter cycling club.

### FY 2015/2016 Trends & Key Issues

As a new Town resource, developing the appropriate operations and funding is still developing. As the construction of the entire Storrs Center development nears completion, new efforts or resources may become apparent. Tracking the trends of bus use and eliminating or increasing service may be necessary. Remaining a key issue is the cycling commuter club, advertising and acquiring members is top priority and then analyzing their usage trends to determine if any changes are necessary. Another key issue is to acquire a tenant for the retail space, preferably transportation related.

### FY 2015/2016 Goals & Objectives

**Goal:** Maintain and enhance the information systems for bicycle and bus commuters in Storrs Center. ♦

#### **Objectives:**

- Maintain electronic bus-route and tracking information from WRTD, Peter Pan and UCONN transit; update as needed.
- Research and assemble other pertinent traveler/visitor information for the information systems.
- Maintain information on the Town's bike routes; update as needed.
- Increase the availability of this information outside the NZTC.

**Goal:** Develop and implement programs and services for the Transportation Center that meet the needs of the community. ♦

#### **Objectives:**

- Promote Center use and information sharing among pedestrians, bicyclists, bus riders and visitors.
- Contract with an appropriate vendor to occupy the retail space within the Center.
- Create a transit link to major cities in Southern CT including Windham, Norwich and New London.

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♦ Denotes accomplishment, goal or objective links to the Town's nine strategic vision points.

*PW Admin = linkage to Sustainability & Planning.*



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager  
**Date:** July 13, 2015  
**Re:** Capitol Region Council of Governments (CRCOG) Membership

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**Subject Matter/Background**

Councilor Wassmundt requested that we add our membership in the Capitol Region Council of Governments (CRCOG) as a discussion item.

For your reference, I have attached information we presented to the Council during the state's 2013 consolidation of local planning regions and councils of governments as well as a new communication from CRCOG.

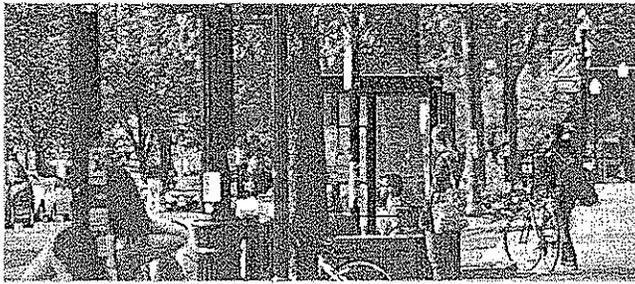
**Attachments:**

- 1) Benefits of CRCOG Membership, FY 2014-2015
- 2) OPM re: Re-designation of Mansfield to Capitol Planning Region
- 3) M. Hart re: Council of Governments Consolidation

**BENEFITS OF CRCOG MEMBERSHIP  
FY 2014-2015  
Town of Mansfield  
NEW FY2015-2016 DUES: \$19,495**

This is a partial listing of CRCOG projects that benefit the Town of Mansfield.

This year, CRCOG and member communities benefited from the completion of the 3.5 year, \$4.2 million US Housing and



Urban Development Sustainable Communities Regional Planning Grant. More than 20 individual projects helped create a vision and an action agenda for a connected, competitive, vibrant and green Hartford-Springfield Knowledge Corridor. Capitol Region municipalities will benefit from activities that are implementing the Knowledge Corridor Action Agenda: the MetroHartford Brownfields Program, which will make \$533,000 in assessment grants and \$850,000 in remediation loans and sub-grants available to member municipalities to assist in

preparing contaminated properties for redevelopment; technical assistance on transit-oriented development to member communities through the CTfastrak and CTRail-Hartford Line Corridor Advisory Committee and special technical assistance projects; the updated Capitol Region Pedestrian and Bicycle Plan, and an Active Transportation Audit Tool that can be used by municipalities to evaluate the walkability/bikeability of selected locations, and help in identifying the need for future infrastructure improvements; CRCOG's Green Clearinghouse website, which showcases municipal best practices that support sustainable communities; and the Capitol Region Natural Hazards Mitigation Plan update, which enables participating municipalities to apply for FEMA hazard mitigation grants. CRCOG is also updating the Central Connecticut Region Natural Hazards Mitigation Plan, and is participating in the update of the Windham Region Plan.

Mansfield can also take advantage of newly-developed model sustainable land use regulations that support housing diversity and affordability, encourage energy efficiency and the use of alternative energy, allow for compact development, and support local food systems and food security.

CRCOG provides a variety of services that can help with municipal land use and community development planning, including Geographic Information System (GIS) analysis, map production, and technical assistance in analyzing U.S. Census data. In addition, CRCOG acquires and develops aerial imagery and other data products covering the entire regional area, in conjunction with hosting and maintaining a regional web-based GIS system. Mansfield's benefit of the recent regional GIS update was \$5,940. Finally, CRCOG developed and maintains a Regional Online Permitting system to enable municipalities to administer the planning and zoning application process on-line.



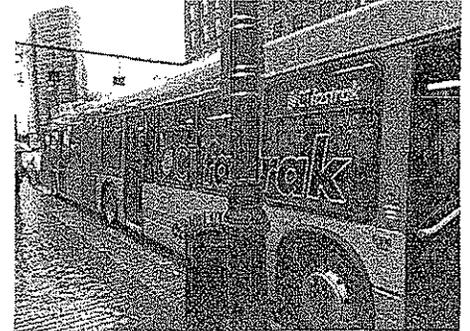
The Capitol Region Purchasing Council (CRPC) program saves its members money through conducting competitive bids on their behalf, and providing access to volume-based savings. CRPC conducted 14 bids in FY2014-15, saving its members over \$1.6 million. CRPC has seen a large increase in utilization of our Job Order Contracting program (eZIQC) which provides on-call construction and renovation services to our members. This fiscal year alone, over \$4.1 million of projects have been completed for our member municipalities and agencies in eZIQC. The CRPC serves over 100 member municipalities and agencies. CRCOG membership dues include CRPC membership. CRCOG's IT Services Cooperative has been



implementing three of five M.O.R.E. Commission Nutmeg Network Demonstration Projects that help municipalities leverage their access to the expanding state-run high speed fiber Nutmeg Network. These services (VoIP, Hosting Services and Streaming Video) will be available to all towns in late summer 2015. An additional \$1.2 million is forthcoming in FY2016 to purchase additional data center equipment and to fund the work of the last two Nutmeg Network

Demonstration Projects: Electronic Document Management and the Human Resources Portal. CRCOG IT Services Cooperative currently offers IT Technical Assistance from our IT Strategic Partner CCAT and a fiber lease-to-own contract with SERTEX. This fiscal year, 12 towns have used or are in process of using our SERTEX fiber contract with Purchase Orders totaling over \$1 million. Mansfield's portion of CRPC savings in FY2014-2015 was approximately \$0 because Mansfield did not participate in this program. Depending on the level of participation, towns of comparable size have received benefits ranging from \$4,600 to over \$70,000. **Mansfield participates in the Streaming Video Nutmeg Network Demonstration Project.**

In FFY 2014, CRCOG obligated approximately \$10.3 million in federal STP Urban Transportation Funds to start design, right-of-way acquisition, or construction of previously approved projects. In addition to this, CRCOG programmed \$12.8 million in Local Transportation Capital Improvement Program (LOTICIP) funds through commitment to fund letters. The CRCOG Transportation Program further assisted in the advancement of additional municipal transportation roadway, enhancement, and congestion-related projects. CRCOG continued to provide technical assistance to towns to solve traffic problems, program federal monies, and worked with CTDOT on design issues through corridor studies and general technical assistance. **CRCOG will continue to work with the Town and other stakeholders to advance a \$540,000 study of gateway corridors to UConn Storrs. Approximately \$32,300 is also expected to be allocated to the Town for the State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation (Municipal Grant Program).**



**3 STEPS THAT HELP SAVE HUNDREDS OF LIVES EACH YEAR.**



The CRCOG Public Safety Program works to coordinate regional public safety and homeland security activities. These programs help protect our communities and prepare us to respond and recover, as a region, from disasters. Since 2009, CRCOG has received approximately \$14.8 million in Public Safety dollars from the State Homeland Security Grant Program, Law Enforcement Terrorism Prevention Program, Metropolitan Medical Response System, Interoperable Emergency Communications, Urban Areas Security Initiative, and the Citizen Corps Program. CRCOG has facilitated numerous regional exercises including table-top, functional and full-scale, contracted for a full capability assessment, conducted various After Action Reviews, established a Long Term Care Facility Mutual Aid Plan and instituted the Get Ready Capitol Region citizen awareness website and campaign. Through CRCOG, regional teams including Special Weapons and Tactics (SWAT), Dive, the Hartford Bomb Squad, Regional Incident Dispatch, Command Post, Special Needs training unit, and the Medical Reserve Corps also received extensive training and equipment. Individual towns have received reimbursement for first responders attending approved training or exercises;

assistance with local training and exercises, SWAT equipment, fingerprint machines, cots, upgrades to local emergency operation centers, credentialing capability, and CAPTAIN Police and Fire equipment and services.

This is only a partial listing of CRCOG projects and benefits. CRCOG also offers other benefits that cannot be measured monetarily including technical assistance in shared services, transportation and land use planning.



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT  
INTERGOVERNMENTAL POLICY DIVISION

December 27, 2013

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

Dear Mr. Hart:

Pursuant to Section 16a-4c of the Connecticut General Statutes (CGS), as amended by Section 249 of Public Act 13-247, the Office of Policy and Management (OPM) prepared a status report on its analysis of the boundaries of logical planning regions on October 1, 2013. The Act further requires that OPM complete its analysis and notify the chief executive officer of each municipality located in a planning region in which the boundaries are proposed for redesignation by no later than January 1, 2014.

This letter is your formal notification that the boundaries of the Windham Planning Region have been proposed for redesignation. Based on your input, OPM proposes to redesignate the Town of Mansfield into the Capitol Planning Region.

If the Town Council objects to this proposed redesignation, you may petition the Secretary of OPM, within thirty (30) days of receipt of this letter, to attend a meeting of the Town Council. The petition shall specify the location, date and time of the meeting, and is intended to provide the Town Council an opportunity to inform the Secretary of its objections to the proposed redesignation. Such meeting should be scheduled not later than sixty (60) days after the date of the petition.

If the Town Council has no objections to this redesignation, the Town of Mansfield is effectively eligible to become a member of the Capitol Region Council of Governments (CRCOG) and you may take the necessary steps to withdraw from the Windham Region Council of Governments and join CRCOG, in accordance with the provisions of CGS Section 4-124j.

Sincerely,

A handwritten signature in black ink, appearing to read "W. David LeVasseur".

W. David LeVasseur  
Acting Undersecretary

Cc: Mark Paquette, WINCOG  
Lyle Wray, CRCOG



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matthew Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Linda Painter, Director of Planning & Development  
**Date:** September 23, 2013  
**Re:** Council of Governments (COG) Consolidation

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**Subject Matter/Background**

As we have briefly discussed, the State of Connecticut plans to consolidate the existing regional planning organizations (RPO's) and councils of government (COG's) by January 1, 2014. Currently, Connecticut has 14 regional RPO's and COG's, which the state plans to consolidate into eight COG's. The Connecticut Office of Policy and Management (OPM) plans to issue an initial report on October 1, 2013 to the General Assembly's Planning and Development Committee outlining the state's proposed configuration.

Mansfield is currently part of the Windham Region Council of Governments (WINCOG). I sit on the WINCOG Board of Directors as Mansfield's representative. The WINCOG board has been reviewing the consolidation issue for some time. As part of our review, we have met with the three other area COG's: the Capitol Region Council of Governments (CRCOG), the Northeastern Connecticut Council of Governments (NECCOG) and the Southeastern Connecticut Council of Governments (SECCOG). At our recent meeting on September 6<sup>th</sup>, the WINCOG board indicated its preference to join CRCOG or SECCOG as a district or a sub-region, with the understanding that some of our eastern rural towns (Hampton and Scotland) would likely move to join NECCOG.

With disappointment, the WINCOG board learned this week that it will not be able to pursue its district concept in earnest as OPM plans to consolidate WINCOG and NECCOG, and will announce this proposal in its October 1<sup>st</sup> report to the legislature. OPM will, however, honor any individual town's request to join another COG, as long as that request is received by October 1, 2013. This has prompted a flurry of moves and requests by WINCOG towns. Columbia and Coventry have voted to request permission to join CRCOG, and Hampton and Scotland have asked to join NECCOG. I anticipate that Lebanon and Windham will indicate a preference for SECCOG and am uncertain how Chaplin and Willington will respond.

To assist the Town Council with its review of this item, staff has prepared the attached comparison of two COG's: CRCOG and NECCOG. We have not included SECCOG in our analysis as this option does not appear to be favored by OPM and our neighboring communities of Columbia and Coventry have expressed a desire to join CRCOG. CRCOG is comprised of 30 towns in the Metro Hartford area, with offices located in Hartford. Many of our comparable council-manager communities belong to CRCOG, including Farmington, Tolland and Glastonbury. In addition, Mansfield is part of the Greater Hartford Urbanized Transportation Area and the Coventry-Mansfield-Tolland-Willington Probate District. Most of our existing business relationships are with municipalities that either belong or intend to join CRCOG. As the largest council of governments in the state, CRCOG has significant capacity and depth of resources available to member towns. Various CRCOG members do share a number of services, including animal control, dispatch and information technology.

NECCOG is comprised of 12 towns in northeastern Connecticut, with offices located in the Dayville section of Killingly. While NECCOG does not have the capacity or depth of CRCOG, it does provide certain regional services such as animal control and revaluation.

I have asked Mark Paquette, WINCOG Executive Director, and Linda Painter, Mansfield's Director of Planning and Development, to attend Monday's Council meeting to assist you with your discussion of this item.

#### **Recommendation**

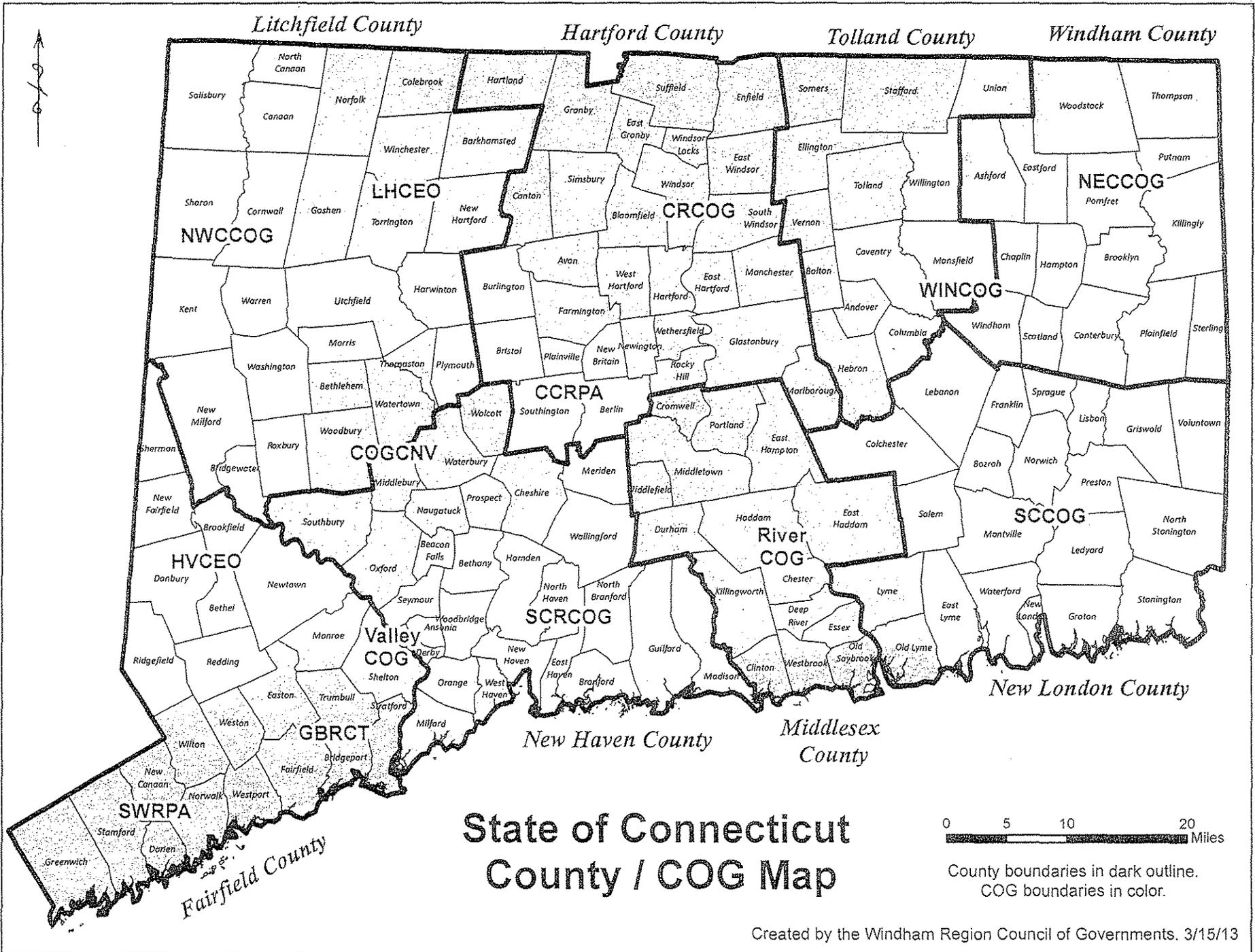
Based on its comparison of the two COG's and Mansfield's demographics, needs and interests, staff views CRCOG as a better fit for Mansfield and recommends that the Town Council endorse this option.

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

*Resolved, effective September 23, 2013, to authorize Town Manager Matthew W. Hart to issue a letter to the Connecticut Office of Policy and Management on behalf of the Town of Mansfield, indicating Mansfield's preference to join the Capitol Region Council of Governments (CRCOG) as part of the state's consolidation process.*

#### **Attachments**

- 1) State of Connecticut/County COG map
- 2) Comparison of CRCOG and NECCOG



## Summary of recent Legislation regarding the OPM Boundary Study

### SUMMARY of Changes:

#### SECTION 249

**PLANNING REGION BOUNDARY DETERMINATION:** Adds to the list of criteria the OPM secretary must consider in his analysis of state planning regions and requires him to report to the Planning and Development Committee on its status by October 1, 2013. Adds the Commissioner of Transportation to the process.

On or before January 1, 2014 the Office of Policy and Management shall conduct an analysis of the boundaries of logical planning regions designated or re-designated under section 16a-4a, as amended by this act.

Regions that voluntarily consolidate prior to Jan 1, 2014 "shall be exempt from -re-designation"

**NOTIFY MUNICIPALITY OF BOUNDARY CHANGE / APPEALS:** The secretary shall, not later than January 1, 2014, notify the chief executive officer of each municipality located in a planning region in which the boundaries are proposed for re-designation.

If the legislative body of the municipality objects to such proposed re-designation, the chief executive officer of the municipality may petition the secretary to commence an appeals process that can take up to 300 days to complete.

**NEW REGIONAL BOUNDARIES FINAL JANUARY 2015:** Any revision to the boundaries of a planning area shall be effective on January 1, 2015.

### DETAILS:

Sec. 249. Section 16a-4c of the general statutes is repealed and the following is substituted in lieu thereof (Effective from passage ):

(a) On or before January 1, 2014, and at least every twenty years thereafter, the Secretary of the Office of Policy and Management, within available appropriations, and in consultation with regional planning organizations, as defined in section 4-124i, as amended by this act, the Connecticut Conference of Municipalities, the Connecticut Council of Small Towns, the Commissioner of Transportation and the chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to planning and development, shall conduct an analysis of the boundaries of logical planning regions designated or re-designated under section 16a-4a, as amended by this act. As part of such analysis, the secretary shall evaluate opportunities for coordinated planning and the regional delivery of state and local services. Such analysis shall include, but not be limited to, an evaluation of (1) economic regions, including regional economic development districts established pursuant to chapter 588ff; (2) comprehensive economic development strategies developed by such regional economic development districts; (3) labor market areas and workforce investment regions; (4) natural boundaries, including watersheds, coastlines, ecosystems and habitats; (5) relationships between urban, suburban and rural areas, including central cities and areas outside of the state; (6) census and other demographic information, **including areas in the state designated by the United States Census Bureau as urbanized areas and urbanized clusters**; (7) political boundaries, including municipal boundaries and congressional, senate and assembly districts; (8) transportation corridors, connectivity and boundaries, including the boundaries of metropolitan planning agencies; (9) current federal, state and municipal service delivery regions, including, but not limited to, regions established to provide emergency, health, transportation or human services; and (10) the current capacity of each regional planning organization to deliver diverse state and local services and to comply with the requirements of any relevant federal transportation authorizing acts. Such analysis shall also establish a minimum size for logical planning areas that takes into consideration the number of municipalities, total population, total square mileage and whether [the] a proposed planning region will have the capacity to successfully deliver [necessary regional services] sophisticated planning

activities and regional services. Such analysis shall consider designating rural regions in areas of the state that do not have urbanized areas. The secretary may enter into such contractual agreements as may be necessary to carry out the purposes of this subsection. On or before October 1, 2013, said secretary shall submit a report, in accordance with section 11-4a, to the joint standing committee of the General Assembly having cognizance of matters concerning planning and development. Such report shall provide the status of the analysis required pursuant to this subsection.

(b) Any two or more contiguous planning regions that contain a total of fourteen or more municipalities and voluntarily consolidate to form a single [ regional council of governments or regional council of elected officials] planning region shall be exempt from re-designation pursuant to subsection (a) of this section, provided the Secretary of the Office of Policy and Management formally re-designates such planning regions prior to January 1, 2014. The secretary may, in his or her discretion, waive the requirement that such re-designated planning region contain a total of fourteen or more municipalities.

(c) (1) The secretary shall, not later than January 1, 2014, notify the chief executive officer of each municipality located in a planning region in which the boundaries are proposed for re-designation. If the legislative body of the municipality objects to such proposed re-designation, the chief executive officer of the municipality may, not later than thirty days after the date of receipt of the notice of re-designation, petition the secretary to attend a meeting of such legislative body. The petition shall specify the location, date and time of the meeting. The meeting shall be held not later than sixty days after the date of the petition. The secretary shall make a reasonable attempt to appear at the meeting, or at a meeting on another date within the sixty-day period. If the secretary is unable to attend a meeting within the sixty-day period, the secretary and the chief executive officer of the municipality shall jointly schedule a date and time for the meeting, provided such meeting shall be held not later than two hundred ten days after the date of the notice to the chief executive officer. At such meeting, the legislative body of the municipality shall inform the secretary of the objections to the proposed re-designation of the planning area boundaries. The secretary shall consider fully the oral and written objections of the legislative body and may re-designate the boundaries. Not later than sixty days after the date of the meeting, the secretary shall notify the chief executive officer of the determination concerning the proposed re-designation. The notice of determination shall include the reasons for such determination. As used in this subsection, "municipality" means a town, city or consolidated town and borough; "legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the warden and burgesses of a municipality; and "secretary" means the Secretary of the Office of Policy and Management or the designee of the secretary.

(2) Any revision to the boundaries of a planning area, based on the analysis completed pursuant to subsection (a) of this section or due to a modification by the secretary in accordance with this subsection, **shall be effective on January 1, 2015.**

Sec. 250. (NEW) (Effective from passage ) (a) On or before January 1, 2015, each regional planning agency created pursuant to sections 8-31a to 8-37a, inclusive, of the general statutes, revision of 1958, revised to January 1, 2013, and each regional council of elected officials created pursuant to sections 4-124c to 4-124h, inclusive, of the general statutes, shall be restructured to form a regional council of governments as provided in section 4-124j of the general statutes, as amended by this act.

(b) A regional council of governments may accept or participate in any grant, donation or program available to any political subdivision of the state and may also accept or participate in any grant, donation or program made available to counties by any other governmental or private entity. Notwithstanding the provisions of any special or public act, any political subdivision of the state may enter into an agreement with a regional council of governments to perform jointly or to provide, alone or in cooperation with any other entity, any service, activity or undertaking that the political subdivision is authorized by law to perform. A regional council of governments established pursuant to this section may administer and provide regional services to municipalities and may delegate such authority to sub-regional groups of such municipalities. Regional services provided to member municipalities shall be determined by each regional council of governments and may include, without limitation, the following services: (1) Engineering; (2) inspectional and planning; (3) economic development; (4) public safety; (5) emergency management; (6) animal control; (7) land use management; (8) tourism promotion; (9) social; (10) health; (11) education; (12) data management; (13) regional sewerage; (14) housing; (15) computerized mapping; (16) household hazardous waste collection; (17) recycling; (18) public facility siting; (19) coordination of master planning; (20) vocational training and development; (21) solid waste disposal; (22) fire protection; (23) regional resource protection; (24) regional impact studies; and (25) transportation.



### Council of Governments Comparison

Topic	CRCOG	NECCOG
Population Represented	Approx. 750,000 (current) <i>Mansfield would be the 10<sup>th</sup> largest town in CRCOG based on current membership.</i>	Approx. 88,000 (current) <i>Mansfield would be the largest town by nearly 10,000 residents. Mansfield's current population is equivalent to 30% of the current member towns' population.</i>
Member Towns	30 in the metro Hartford area. Many of Mansfield's council-manager comparable communities are member towns. Many of Mansfield's neighboring communities (Bolton, Columbia, Coventry, Tolland and Vernon) are existing members or plan to join CRCOG. Mansfield is a member of the Coventry, Mansfield, Tolland and Willington Probate District, and our superior court is located in Rockville (Vernon). <i>CRCOG has a familiarity working with council-manager form of government. CRCOG represents a number of urban and suburban communities as well as more rural communities such as Andover and Bolton.</i>	12 in northeastern Connecticut. Only one member town, Killingly is a council-manager town.  <i>NECCOG may not be as used to working with council-manager communities as CRCOG. NECCOG represents mostly rural communities.</i>
Dues Structure <sup>1</sup>	\$ 0.532 per capita; with base of \$2,000 for rural towns and \$3,000 for urban towns <i>Mansfield's dues would likely decrease</i>	\$.95 per capita  <i>Mansfield's dues would likely increase</i>
COG Organization Resources	More staff capacity, more resources available to member towns. Member towns share various resources and service (e.g. animal control, dispatch, IT). <i>Mansfield would pay less for dues, but have access to a greater scope of services.</i>	Does provide certain regional services (e.g. animal control, revaluation)  <i>Mansfield would pay more for dues, but have access to fewer services.</i>

<sup>1</sup> Estimated

<b>Topic</b>	<b>CRCOG</b>	<b>NECCOG</b>
Transportation & Commuting Patterns	Metro Hartford Area. <i>Mansfield is part of the Greater Hartford Urban Area for purposes of transportation planning and funding. 65% of employed residents work in the greater Hartford area (Hartford and Tolland Counties). 52% of people who work in Mansfield live in Hartford or Tolland Counties.</i>	Northeastern Connecticut, Worcester, MA. <i>15% of Mansfield residents work in the northeast corner (Windham County). 21% of people who work in Mansfield live in the northeast corner (Windham County) or Worcester area.</i>
Planning Region <sup>2</sup>	<i>Mansfield's representative to our current regional planning agency favors joining CRCOG<sup>3</sup>.</i>	
Economic Development Region	Capital Area <i>CRCOG member towns are included in the MetroHartford Comprehensive Economic Development Strategy (CEDs)</i>	Northeast <i>Mansfield is included in the Northeastern Connecticut Economic Partnership Comprehensive Economic Development Strategy (CEDs), which includes all WINCOG and NECOG Towns</i>
Other Regional Considerations	Emergency Management <i>Mansfield is not part of Region-3, of which all current CRCOG towns are included.</i>	Emergency Management <i>Mansfield is part of Region-4, of which all NECCOG towns are included.</i>
	Tourism <i>CRCOG towns are part of the "River Valley" Region, of which Mansfield is not a member town.</i>	Tourism <i>NECCOG towns are part of the "Mystic Country" Region, of which Mansfield is a member town.</i>  <i>Mansfield is part of The Last Green Valley, a 35-town National Heritage Corridor located in eastern Connecticut and south central Massachusetts</i>
	Workforce Board <i>CRCOG towns are part of the Capital Workforce Partners, of which Mansfield is not a member town.</i>	Workforce Board <i>NECCOG towns are part of the Eastern CT Workforce Investment Board, of which Mansfield is a member town.</i>

<sup>2</sup> It is likely that planning regions will be redefined post COG consolidation, and regional plans updated as a result.

<sup>3</sup> Mansfield's regional planning agency representative is Kay Holt; she will be available to provide comment if needed.

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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; Sergeant Richard Cournoyer, Resident Trooper Supervisor  
Date: July 13, 2015  
Re: Contract between the State of Connecticut, Department of Emergency Services and Public Protection, Division of State Police and the Town of Mansfield for the Services of Resident State Troopers

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**Subject Matter/Background**

Attached please find the contract renewal between the Town and the Connecticut Department of Emergency Services and Public Protection for the resident state trooper program (RST). The contract runs from July 1, 2015 to June 30, 2017 and provides for the services of seven resident troopers and one resident trooper sergeant for a total of eight personnel.

The proposed staffing plan of six troopers for the summer and nine for the academic year will not work for DESPP. Consequently, we have proposed a new plan of eight troopers year-round that is acceptable to the Department.

In addition, DESSP was not able to accept the modifications to the resident trooper contract that the Town had proposed (see attached). The renewal contract from DESPP is a standard agreement for resident trooper programs statewide.

**Financial Impact**

As the Council is well aware, the General Assembly has recently increased the reimbursement rate that municipalities must pay for participation in the RST from 70% to 85% for the first two troopers assigned and to 100% for any additional personnel. DESPP will allow cities and towns to assign the 85% reimbursement rate to the two highest paid troopers. At its June 22, 2015 meeting, the Town Council modified the budget in order to accommodate the changes to the reimbursement rate. As detailed in the attached spreadsheet, the estimated cost of the eight assigned personnel totals \$1,232,227.

### Recommendation

While the Council's Ad hoc Committee on Police Services continues to assess the Town's options, I recommend that the Council authorize me to execute the proposed contract in the form of the resolution suggested below.

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

*Resolved, effective July 13, 2015, that Town Manager Matthew W. Hart is hereby authorized to execute the Contract between the State of Connecticut, Department of Emergency Services and Public Protection, Division of State Police and the Town of Mansfield for the Services of Resident State Troopers for the period July 1, 2015 to June 30, 2017.*

### Attachments

- 1) Contract between the State of Connecticut and the Town of Mansfield for Resident State Trooper Services
- 2) Proposed Resident Trooper Contract (Town's proposal)
- 3) DESPP Commissioner re: Resident Trooper Contract
- 4) 2015-16 Resident State Trooper Program Staffing Plan (8 troopers)

**CONTRACT BETWEEN THE STATE OF CONNECTICUT DEPARTMENT OF  
EMERGENCY SERVICES AND PUBLIC PROTECTION, DIVISION OF STATE  
POLICE AND THE**

**TOWN OF:** Mansfield

**TOWN ADDRESS:** 4 South Eagleville Road  
Mansfield, CT 06268

**FOR THE SERVICES OF RESIDENT STATE POLICE TROOPERS**

**TOWN FEIN#:** 06-6002032 **AGREEMENT NUMBER:** 2000/291

**CONTRACT PERIOD:** July 1, 2015 to June 30, 2017

In consideration of the Town of Mansfield (hereinafter the "Town"), acting through its Chief Executive Officer (hereinafter the "Town CEO"), duly authorized, paying all costs pursuant to Connecticut General Statutes Section 29-5 and other good and valuable consideration, the Department of Emergency Services and Public Protection ("DESPP"), Division of State Police (hereinafter the "State Police"), acting through its Commissioner, duly authorized, hereby agrees to provide the Town of Mansfield with the services of one (1) Resident State Police Sergeant and seven (7) Resident State Police Trooper(s) during the above-referenced contract period.

This Contract is subject to the following additional terms and conditions:

**I. Law Enforcement Operations and Activities**

**A. Authority Over Police Operations.** The Town hereby delegates to the State Police the authority to supervise and direct the law enforcement operations of appointed constables and police officers in the Town as set forth below.

1. Except for terms and conditions that conflict with the Town's obligations under the Connecticut Municipal Employee Relations Act (hereinafter "the MERA") and/or are contained within any collective bargaining agreement between the Town and the town police officers' or constables' collective bargaining representative, all town police officers and constables shall be subject to applicable provisions of the current Resident State Trooper Program Administration and Operations Manual of the Department of Emergency Services and Public Protection (hereinafter the "Manual"). Copies of the Manual shall be provided to the Town CEO and each police officer or constable of the Town who shall be responsible for compliance therewith. The Town shall ensure that each police officer or constable in the Town provides a signed copy of the form attached hereto as Exhibit A evidencing such town police officer's or constable's



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION  
OFFICE OF THE COMMISSIONER

VIA EMAIL AND REGULAR MAIL

July 9, 2015

Matthew W. Hart, Town Manager  
Town Office Building  
4 South Eagleville Road  
Mansfield, CT 06268  
[Hartmw@MANSFIELDCT.ORG](mailto:Hartmw@MANSFIELDCT.ORG)

Dear Town Manager Hart:

Enclosed is the renewal Resident Trooper Contract for the period July 1, 2015 through June 30, 2017. Please note that the enclosed Contract reflects your recent request for one (1) Resident State Police Sergeant and seven (7) Resident State Police Troopers.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dora B. Schriro".

Dora B. Schriro

Enclosure

cc: Colonel Brian Meraviglia  
Lt. Col. Warren Hyatt  
Christine P. Plourde, Esq.  
RoseMarie Peshka, DESPP Fiscal

1111 Country Club Road  
Middletown, CT 06457  
Phone: (860) 885-8000 / Fax: (860) 685-8354  
An Affirmative Action/Equal Employment Opportunity Employer

receipt of the Manual and his or her understanding that he or she is responsible for adhering to its provisions, excepting only those terms and conditions that conflict with the Town's obligations under the MERA and/or are contained within any collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative.

2. The Town shall promptly advise the State Police in writing of any terms and conditions of the current Manual which the Town reasonably believes conflict with any provision of any collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative and shall provide a copy of any such agreement to the State Police.
3. During collective bargaining, the Town shall attempt to negotiate terms and conditions consistent with the performance standards and other provisions of the Manual.

#### **B. Patrol Activities and Assignments**

The Resident State Police Supervisor or Trooper, as applicable, assigned to each Town shall be responsible for making all patrol and special activity assignments for Town police officers or constables, including the law enforcement duties to be performed, taking into consideration the needs of the Town after consultation with the Town CEO, sound police practices, and any rights of the Town police officers or constables as specified in any collective bargaining agreement between the Town and the constables'/officers' collective bargaining representative and the Town's obligations under the MERA.

Prior to submission, the Town shall confer with the Troop Commander regarding anticipated grant applications related to law enforcement activities including as examples, DOT enforcement initiatives, equipment, or technology. The DESPP Grant Unit is available as a resource to assist the Town with the application process. It is understood that the Town, and not a Trooper, shall be the sole signatory on grant applications. Additionally, the Town shall be responsible for compliance with all grant terms and conditions and shall administer said grant funds in accordance with any grant approval. Any law enforcement technology or equipment purchases resulting from grant approvals shall be compatible with DESPP State Police systems in accordance with the technology interoperability identified in Section I, paragraph E below.

#### **C. Investigative Methods**

The use of investigative methods, including but not limited to the conduct of all criminal investigations, application for and execution of all arrest and search warrants, use of force, vehicular pursuits, related activities, and reporting procedures, in the Town shall be in accordance with the provisions of the Manual.

1. Serious crimes, serious injury crimes and most complex incidents that involve in-depth, follow-up investigation, crime scene processing, seizure of evidence, application for and execution of search warrants, and out-of-town investigative work shall be conducted by the Resident State Police Supervisor or Trooper, as applicable, by State Police personnel assigned to the area State Police Troop, respective State Police major crime unit or any other State Police investigative unit deemed appropriate by the State Police. The State Police may, in its sole discretion, make exceptions to this policy on a case-by-case basis. A serious or complex investigation may be assigned to a town police officer or constable by the State Police after taking into consideration the nature of the case, requirements of the investigation, the shift resources, response time, and the experience and training of the Town police officer or constable.
2. Every effort will be made by the State Police to allow a Town police officer or constable to remain involved in self-initiated, serious criminal investigations to the extent consistent with sound law enforcement investigative principles and practices.

#### **D. Reports and Records**

All police investigative records generated by Town officers shall be the property of DESPP State Police and shall be prepared, formatted and submitted in the manner approved by DESPP State Police. The Town shall forward all Freedom of Information requests for such records immediately to DESPP's Legal Affairs Unit for processing. The Town may direct requests for motor vehicle accident reports to the Troop for processing in accordance with DESPP State Police policy.

All police investigative records generated by Town officers shall comply with the retention requirements of the regulations adopted by the State Librarian under the authority of section 11-8 of the Connecticut General Statutes and shall comply with the record storage requirements outlined by the Department of Administrative Services, Bureau of Enterprise Systems & Technology.

The Town shall be responsible for providing network access to DESPP State Police Records Management System in accordance with the requirements of DESPP State Police.

#### **E. Technology**

The Town shall be responsible for and shall fully support interoperability of information technology systems and initiatives impacting technology systems between the Town and DESPP State Police. In order to fully support interoperability, the Town shall inform DESPP State Police of all anticipated technology purchases and initiatives related to law enforcement technologies before the Town purchases and/or acts on vendor agreements. DESPP State Police shall respond to the Town as to if the technology and/or initiative proposed can be interfaced with DESPP State

Police technology systems and/or whether the technology or initiative is compatible with the DESPP State Police technology systems. Compatibility shall include, but not be limited to connectivity, storage, retrieval, security and system to system communication. It is understood that the Town shall incur any costs associated with interfacing, connecting, storing, retrieving and/or creating the proposed technology system and/or initiative.

To ensure interoperability between the technologies, the Town shall identify an information technology liaison to serve as a technical contact to address technical changes and/or upgrades relating to law enforcement technologies.

#### **F. Telecommunications**

The Town shall follow all DESPP State Police procedures regarding use, access and maintenance of State Police supplied telecommunications equipment and technology. If the Town operates its own radio system and dispatch function, Town police officers/constables, when dispatched to respond to an incident by such dispatch center, shall immediately notify the Troop State Police dispatch center of the incident to which they are responding.

#### **G. Chain of Command**

Resident State Police Supervisors or Troopers, where applicable, shall directly supervise the law enforcement operations of all Town police officers or constables. The Town CEO of a resident trooper town shall have reasonable, direct access to the area State Police Troop Commander, the Resident Trooper Supervisor and Resident State Police Troopers for regular and on-going communications regarding law enforcement problems in the Town.

1. In the absence of the assigned Resident State Police Supervisor or Trooper, where applicable, the chain of command for Town police officers or constables shall progress to the area State Police Troop Commander, or his duly assigned on-duty shift supervisor, and to the State Police District Commander.
2. The intent of this contract is to provide positive direction for the working relationship between town police officers/constables and State Police personnel. All significant conflicts between Town police officers/constables and State Police personnel shall be referred to the next senior officer in the State Police chain of command.

#### **H. Use of Police Canines by Town Police Officers/Constables**

The use of police canines by Town police officers/constables shall be consistent with State Police policies and procedures. Towns electing to use alternative programs for training and certification or recertification of police canines shall assume all costs and liabilities associated with such programs. In the event a Town police canine is

employed in a manner inconsistent or contrary to policies and procedures of the Department of Emergency Services and Public Protection, the Town assumes all liability for any injuries or damages caused thereby.

## **I. Overtime**

The State Police retains the right to make overtime assignments of State Police personnel in accordance with the prevailing State Police collective bargaining agreement and state law. Overtime assignments in the Town that require state police services outside the scope of this agreement and Connecticut General Statutes Section 29-5 such as those that fall within the scope of Connecticut General Statutes Section 7-284 shall be assigned in accordance with the prevailing State Police collective bargaining agreement and paid for by the Town in accordance with the prevailing rates for private contractor extra duty overtime assignments. This provision is intended to apply only to overtime performed by state police personnel and is not intended to limit the rights of local officers or constables under any applicable local collective bargaining agreement.

## **II. Administrative Responsibility**

A. The Town shall retain administrative responsibility for its personnel, including but not limited to, ensuring compliance with entry level standards for newly hired police officers or constables and training and certification requirements established by the Police Officer Standards and Training Council (POSTC) in accordance with the provisions of Connecticut General Statutes Section 7-294a *et seq.* and associated Regulations of Connecticut State Agencies or as otherwise required by law, compensation for services rendered, hours or shifts to be worked, and provisions of uniforms and equipment.

1. Resident State Police Supervisors or Troopers, as applicable, shall cooperate with the Town by scheduling Town police officers and constables so as to enable them to meet these requirements in a timely manner.

### **B. Administrative Investigations/Discipline**

All misconduct or performance issues on the part of Town police officers or constables which cannot reasonably be resolved through counseling or the issuance of a Performance Observation Report by the Resident State Police Supervisor or Trooper, if applicable, and which may warrant the imposition of discipline, however minor, or the need for additional remedial training, shall be promptly reported to the Town CEO. The Town CEO shall be kept apprised of any counseling or the issuance of any Performance Observation Reports.

1. Allegations of misconduct on the part of Town police officers or constables which cannot reasonably be resolved through counseling or the issuance of a

Performance Observation Report by the Resident State Police Supervisor or Trooper, if applicable, and which may warrant the imposition of discipline, however minor, shall be investigated by the State Police in a manner consistent with the provisions of the Manual and with any collective bargaining agreement between the Town and the constables'/officers' collective bargaining representative, if any. The State Police may recommend the imposition of appropriate disciplinary measures and/or remedial training for Town police officers/constables. Imposition of discipline, if any, upon Town police officers/constables, or assignment for additional training to remedy performance deficiencies on the part of Town police officers/constables, shall be the responsibility of the Town.

### C. Evaluations

In accordance with its obligations under the MERA and consistent with the terms of any collective bargaining agreement between the Town and constables' or police officers' bargaining representative, the Town shall implement a work performance evaluation system for all of the Town's police officers or constables. Such work performance evaluations shall be issued at least annually.

1. The Town recognizes that evaluations are: 1) an effective supervisor's tool; and 2) that they identify superior or substandard work performance.
2. Consistent with the terms of any collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative, the Resident State Police Supervisor or Trooper, if applicable, and the Department of Emergency Services and Public Protection shall provide recommendations to the Town CEO concerning the periodic evaluation of the work performance of Town police officers or constables.
3. The Town shall make the final disposition on all work performance evaluations. Copies of completed work performance evaluations shall be filed in each Town police officer's/constable's official personnel files which shall be available to Resident State Police Supervisors and Troopers, as applicable, upon request.

## III. Payment for Services Rendered

### A. Costs and Schedule of Payments

The Town agrees to reimburse the State Police for the cost of compensation, maintenance and other expenses, including reasonably necessary overtime costs, for its assigned Resident State Police Supervisor or Trooper(s), as applicable, consistent with the provisions of Connecticut General Statutes Section 29-5, in accordance with the following:

1. The State Police shall invoice the Town on an annual basis, in arrears, for the accrued costs of services rendered under this Contract with the exception of overtime which shall be invoiced on a quarterly basis, in arrears.
2. The Town shall pay the State Police for the invoiced costs of services rendered under this Contract within thirty (30) days of receipt of each invoice. If the Town disputes all or a portion of a pending invoice, it shall be the responsibility of the Town CEO to notify the State Police in writing before payment is due.
3. The State Police shall have the right to assess a late fee in the amount of five percent (5%) of the unpaid balance of each invoice for which undisputed amounts remain unpaid after sixty (60) days. In calculating unpaid amounts, partial payments shall first be applied to the oldest outstanding balances, and then to each successive outstanding balance until fully paid.

#### IV. Risk of Loss and Indemnification

- A. The Town assumes the risk of loss for any and all activity involving full or part-time Town constables, municipal police officers, other municipal employees providing police services, law enforcement officers providing police services pursuant to a mutual aid agreement with the Town, and Town police canines, and hereby agrees to hold harmless the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, from any cause or action arising out of the activity of such full or part-time Town constables, police officers or other municipal employees providing police services, or if applicable, the activity of any town police canine, and to indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, from any liability resulting from the same.

The Town shall hold harmless and indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents, and employees, from any liability resulting from a cause or action founded either upon respondeat superior or supervisory liability arising from the acts or omissions of full or part-time Town constables, police officers or other municipal employees providing police services, or, if applicable, the activity of any town police canine, made pursuant to a provision of the collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative, that is in conflict with a provision of the Manual.

Additionally, the Town shall hold harmless and indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents, and employees, from any liability resulting from any cause or action founded either upon respondeat superior or supervisory liability arising from the acts or omissions of a constable or officer that has refused or failed to execute Exhibit A, attached hereto.

1. For the period covered by this Contract, the Town will insure itself and its employees with a \$1,000,000.00 combined single limit police professional liability or law enforcement liability insurance policy, or its equivalent, naming the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, as an additional insured with respect to any liability for acts of Town constables, municipal police officers or other municipal employees providing police services, law enforcement officers providing police services pursuant to a mutual aid agreement with the Town, or, if applicable, the activity of any town police canine, and submit a certificate of insurance (or self-insurance) to the Department of Emergency Services and Public Protection prior to the effective date of this Contract.
2. It is understood and agreed by the parties that each Resident State Police Supervisor or Trooper, as applicable, exercising his or her police power or performing services pursuant to this Contract is an employee of the State of Connecticut and not of the Town and that, except to the extent limited by law, the State of Connecticut, and not the Town, is responsible for such Resident State Police Supervisor or Trooper's actions while in the performance of their assigned duties.

#### V. Notices

Any written notices required under this Contract shall be delivered as follows:

If to the Town:

Name  
Street  
City/Town, Connecticut

If to the Department of Emergency Services and Public Protection:

Commissioner  
Department of Emergency Services and Public Protection  
1111 Country Club Road  
Middletown, CT 06457-9294

#### VI. Governor's Executive Orders

This 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 Agreement as if they had been fully set

forth in it. This agreement may also be subject to 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.

**VII. Amendment**

This Contract may be amended by formal written amendment signed by the Parties. Any amendment to modify DESPP State Police staffing at the Town shall comply with its collective bargaining notice requirements.

**VIII. Termination**

This Contract shall remain in full force and effect for the entire term of the Contract period stated above unless sooner terminated by either the Town or the State Police by providing thirty (30) days prior written notice of its intent to terminate the Contract.

Town of Mansfield

State of Connecticut  
Department of Emergency Services  
and Public Protection

By \_\_\_\_\_

By \_\_\_\_\_

Its Duly Authorized \_\_\_\_\_

Commissioner

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Assistant Attorney General  
Office of the Attorney General

Date: \_\_\_\_\_

Exhibit A

RESIDENT STATE TROOPER ADMINISTRATION & OPERATIONS MANUAL  
*ACKNOWLEDGEMENT OF RECEIPT*

I, \_\_\_\_\_, (print name), hereby acknowledge that on the date specified below, I received a copy of the Resident State Trooper edition of the A&O Manual CD-Rom, updated through General Order 15-03. I acknowledge that as a local officer/constable in the Town of Mansfield, I am responsible for complying with the provisions of this Manual except for terms and conditions that conflict with the Town's obligations under the Connecticut Municipal Employee Relations Act and/or are contained within any collective bargaining agreement between the Town of \_\_\_\_\_ and the Town's police officers or constables' collective bargaining representatives. I further acknowledge that the term "Trooper" refers to all officers, constables or those under the auspices or direct supervision of the Department of Emergency Services and Public Protection, Division of State Police.

\_\_\_\_\_  
Signature

Print Name:

Title:

Date:

Witnessed By:

\_\_\_\_\_  
Signature

Print Name:

Date:

Upon full execution of the Resident State Trooper Contract the CD that is part of Exhibit A will be forwarded to you.

Return to: Research & Planning  
cc: Official Personnel File

TOWN OF Mansfield

TOWN ADDRESS: 4 South Eagleville Road  
Mansfield, CT 06268

FOR THE SERVICES OF RESIDENT STATE POLICE TROOPERS

TOWN FEIN#: 06-6002032 AGREEMENT NUMBER: 2000/291

CONTRACT PERIOD: July 1, 2015 to June 30, 2017

In consideration of the Town of Mansfield (hereinafter the "Town"), acting through its Chief Executive Officer (hereinafter the "Town CEO"), duly authorized, paying all costs pursuant to Connecticut General Statutes Section 29-5 and other good and valuable consideration, the Department of Emergency Services and Public Protection, Division of State Police (hereinafter the "State Police"), acting through its Commissioner, duly authorized, hereby agrees to provide the Town of Mansfield with the services of one (1) Resident State Police Sergeant and nine (9) Resident State Police Trooper(s) during the above-referenced contract period.

This Contract is subject to the following additional terms and conditions:

I. Law Enforcement Operations and Activities

A. Authority Over Police Operations. The Town hereby delegates to the State Police the authority to supervise and direct the law enforcement operations of appointed constables and police officers in the Town as set forth below.

1. Except for terms and conditions that conflict with the Town's obligations under the Connecticut Municipal Employee Relations Act (hereinafter "the MERA") and/or are contained within any collective bargaining agreement between the Town and the town police officers' or constables' collective bargaining representative, all town police officers and constables shall be subject to applicable provisions of the current Resident State Trooper Program Administration and Operations Manual of the Department of Emergency Services and Public Protection (hereinafter the "Manual"). Copies of the Manual shall be provided to the Town CEO and each police officer or constable of the Town who shall be responsible for compliance therewith. The Town shall ensure that each police officer or constable in the Town provides a signed copy of the attached hereto as Exhibit A evidencing such town police officer's or constable's receipt of the Manual and his or her understanding that he or she is responsible for adhering to its provisions, excepting only those terms and conditions that conflict with the Town's obligations under the MERA and/or are contained within any collective bargaining agreement between the Town and the constables' or officers'

collective bargaining representative.

2. The Town shall promptly advise the State Police in writing of any terms and conditions of the current Manual which the Town reasonably believes conflict with any provision of any collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative and shall provide a copy of any such agreement to the State Police.
3. During collective bargaining, the Town shall attempt to negotiate terms and conditions consistent with the performance standards and other provisions of the Manual.

**B. Appointment of Resident Troopers.** Subject to State Police collective bargaining provisions and other applicable personnel policies, the Town Manager shall have the right to participate in the selection process and approve the appointments of all Resident Troopers assigned to Mansfield. All Resident Troopers shall be trained in community policing and the Town Manager shall have the right to provide input into the work performance evaluations for the senior Resident Trooper assigned to Mansfield. At the request of the Town Manager, Resident Troopers may be removed from Mansfield for cause and/or while investigations related to the Trooper(s)' performance of duties for the Town or conduct are pending.

**C. Patrol Activities and Assignments.** The Resident State Police Supervisor or Trooper, as applicable, assigned to each Town shall be responsible for making all patrol and special activity assignments for Town police officers or constables, including the law enforcement duties to be performed, taking into consideration the needs of the Town after consultation with the Town CEO, sound police practices, and any rights of the Town police officers or constables as specified in any collective bargaining agreement between the Town and the constables'/officers' collective bargaining representative and the Town's obligations under the MERA.

**D. Investigative Methods.** The use of investigative methods, including but not limited to the conduct of all criminal investigations, application for and execution of all arrest and search warrants, use of force, vehicular pursuits, related activities, and reporting procedures, in the Town shall be in accordance with the provisions of the Manual.

1. Serious crimes, serious injury crimes and most complex incidents that involve in-depth, follow-up investigation, crime scene processing, seizure of evidence, application for and execution of search warrants, and out-of-town investigative work shall be conducted by the Resident State Police Supervisor or Trooper, as applicable, by State Police personnel assigned to the area State Police Troop, respective State Police major crime unit or any other State Police investigative unit deemed appropriate by the State Police. The State Police may, in its sole discretion, make exceptions to this policy on a case-by-case basis. A serious or complex investigation may be assigned to a town police officer or constable by the State Police after taking into consideration the nature of the case,

requirements of the investigation, the shift resources, response time, and the experience and training of the Town police officer or constable.

2. Every effort will be made by the State Police to allow a Town police officer or constable to remain involved in self-initiated, serious criminal investigations to the extent consistent with sound law enforcement investigative principles and practices.

E. Reports and Records. All Town police investigative records shall be maintained by the Department of Emergency Services and Public Protection. All investigative reports shall be prepared, formatted and submitted in the manner approved by State Police. The Town shall be responsible for providing network access to the State Police records management system in accordance with the requirements of the State Police. **The State Police shall maintain an information system that is compatible with best practices in the law enforcement field and shall provide the Town Manager with monthly reports listing a summary of all patrol activity. On or before XX of each year, the State Police shall provide the Town Manager with a copy of the annual Uniform Crime Report (UCR) for Mansfield.**

F. Chain of Command. Resident State Police Supervisors or Troopers, where applicable, shall directly supervise the law enforcement operations of all Town police officers or constables. The Town CEO of a resident trooper town shall have reasonable, direct access to the area State Police Troop Commander, the Resident Trooper Supervisor and Resident State Police Troopers for regular and on-going communications regarding law enforcement problems in the Town.

1. In the absence of the assigned Resident State Police Supervisor or Trooper, where applicable, the chain of command for Town police officers or constables shall progress to the area State Police Troop Commander, or his duly assigned on-duty shift supervisor, and to the State Police District Commander.
2. The intent of this contract is to provide positive direction for the working relationship between town police officers/constables and State Police personnel. All significant conflicts between Town police officers/constables and State Police personnel shall be referred to the next senior officer in the State Police chain of command.

G. Telecommunications. The Town shall follow all State Police procedures regarding use, access and maintenance of State Police supplied telecommunications equipment and technology. If the Town operates its own radio system and dispatch function, Town police officers/constables, when dispatched to respond to an incident by such dispatch center, shall immediately notify the Troop State Police dispatch center of the incident to which they are responding. **The State Police will provide all resident troopers assigned to Mansfield with a cell phone with talk and text capabilities that can be used for legitimate work purposes related to performing their duties for the Town.**

H. Use of Police Canines by Town Police Officers/Constables. The use of police canines by Town police officers/constables shall be consistent with State Police policies and procedures. Towns electing to use alternative programs for training and certification or recertification of police canines shall assume all costs and liabilities associated with such programs. In the event a Town police canine is employed in a manner inconsistent or contrary to policies and procedures of the Department of Emergency Services and Public Protection, the Town assumes all liability for any injuries or damages caused thereby.

I. Overtime. The State Police retains the right to make overtime assignments of State Police personnel in accordance with the prevailing State Police collective bargaining agreement and state law. Overtime assignments in the Town that require state police services outside the scope of this agreement and Connecticut General Statutes Section 29-5 such as those that fall within the scope of Connecticut General Statutes Section 7-284 shall be assigned in accordance with the prevailing State Police collective bargaining agreement and paid for by the Town in accordance with the prevailing rates for private contractor extra duty overtime assignments. This provision is intended to apply only to overtime performed by state police personnel and is not intended to limit the rights of local officers or constables under any applicable local collective bargaining agreement.

## II. Administrative Responsibility

A. The Town shall retain administrative responsibility for its personnel, including but not limited to, ensuring compliance with entry level standards for newly hired police officers or constables and training and certification requirements established by the Police Officer Standards and Training Council (POSTC) in accordance with the provisions of Connecticut General Statutes Section 7-294a *et seq.* and associated Regulations of Connecticut State Agencies or as otherwise required by law, compensation for services rendered, hours or shifts to be worked, and provisions of uniforms and equipment.

1. Resident State Police Supervisors or Troopers, as applicable, shall cooperate with the Town by scheduling Town police officers and constables so as to enable them to meet these requirements in a timely manner.

B. Administrative Investigations/Discipline. All misconduct or performance issues on the part of Town police officers or constables which cannot reasonably be resolved through counseling or the issuance of a Performance Observation Report by the Resident State Police Supervisor or Trooper, if applicable, and which may warrant the imposition of discipline, however minor, or the need for additional remedial training, shall be promptly reported to the Town CEO. The Town CEO shall be kept apprised of any counseling or the issuance of any Performance Observation Reports.

1. Allegations of misconduct on the part of Town police officers or constables

which cannot reasonably be resolved through counseling or the issuance of a Performance Observation Report by the Resident State Police Supervisor or Trooper; if applicable, and which may warrant the imposition of discipline, however minor, shall be investigated by the State Police in a manner consistent with the provisions of the Manual and with any collective bargaining agreement between the Town and the constables'/officers' collective bargaining representative, if any. The State Police may recommend the imposition of appropriate disciplinary measures and/or remedial training for Town police officers/constables. Imposition of discipline, if any, upon Town police officers/constables, or assignment for additional training to remedy performance deficiencies on due part of Town police officers/constables, shall be the responsibility of the Town.

C. Evaluations. In accordance with its obligations under the MERA and consistent with the terms of any collective bargaining agreement between the Town and constables' or police officers' bargaining representative, the Town shall implement a work performance evaluation system for all of the Town's police officers or constables. Such work performance evaluations shall be issued at least annually.

1. The Town recognizes that evaluations are: 1) an effective supervisor's tool; and 2) that they identify superior or substandard work performance.
2. Consistent with the terms of any collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative, the Resident State Police Supervisor or Trooper, if applicable, and the Department of Emergency Services and Public Protection shall provide recommendations to the Town CEO concerning the periodic evaluation of the work performance of Town police officers or constables.
3. The Town shall make the final disposition on all work performance evaluations. Copies of completed work performance evaluations shall be filed in each Town police officer's/constable's official personnel files which shall be available to Resident State Police Supervisors and Troopers, as applicable, upon request.

### III. Payment for Services Rendered

A. Budget Notification. On or before XX of each year, the State Police shall provide Mansfield with an estimate of costs for Resident Trooper services for the next fiscal year.

B. Costs and Schedule of Payments. The Town agrees to reimburse the State Police for the cost of compensation, maintenance and other expenses, including reasonably necessary overtime costs, for its assigned Resident State Police Supervisor or Trooper(s), as applicable, consistent with the provisions of Connecticut General Statutes Section 29-5. Notwithstanding the foregoing, due to the number of

Resident Troopers assigned to Mansfield, Mansfield's reimbursement rate shall not exceed the lesser of the statutory rate or seventy percent (70%) for all applicable costs, including but not limited to wages, overtime and employee benefits. This 70% cap shall remain in effect as long as Mansfield continues to contract for a minimum of eight (8) troopers. The Town shall reimburse the State Police in accordance with the following procedures:

1. The State Police shall invoice the Town on an annual basis, in arrears, for the accrued costs of services rendered under this Contract with the exception of overtime which shall be invoiced on a quarterly basis, in arrears.
2. The Town shall pay the State Police for the invoiced costs of services rendered under this Contract within thirty (30) days of receipt of each invoice. If the Town disputes all or a portion of a pending invoice, it shall be the responsibility of the Town CEO to notify the State Police in writing before payment is due.
3. The State Police shall have the right to assess a late fee in the amount of five percent (5%) of the unpaid balance of each invoice for which undisputed amounts remain unpaid after sixty (60) days. In calculating unpaid amounts, partial payments shall first be applied to the oldest outstanding balances, and then to each successive outstanding balance until fully paid.

#### IV. Risk of Loss and Indemnification

A. The Town assumes the risk of loss for any and all activity involving full or part-time Town constables, municipal police officers, other municipal employees providing police services, law enforcement officers providing police services pursuant to a mutual aid agreement with the Town, and Town police canines, and hereby agrees to hold harmless the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, from any cause or action arising out of the activity of such full or part-time Town constables, police officers or other municipal employees providing police services, or if applicable, the activity of any town police canine, and to indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, from any liability resulting from the same.

The Town shall hold harmless and indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents, and employees, from any liability resulting from a cause or action founded either upon respondeat superior or supervisory liability arising from the acts or omissions of full or part-time Town constables, police officers or other municipal employees providing police services, or, if applicable, the activity of any town police canine, made pursuant to a provision of the collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative, that is in conflict with a provision of the Manual.

Additionally, the Town shall hold harmless and indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents, and employees, from any liability resulting from any cause or action founded either upon respondeat superior or supervisory liability arising from the acts or omissions of a constable or officer that has refused or failed to execute Exhibit A, attached hereto.

1. For the period covered by this Contract, the Town will insure itself and its employees with a \$1,000,000.00 combined single limit police professional liability or law enforcement liability insurance policy, or its equivalent, naming the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, as an additional insured with respect to any liability for acts of Town constables, municipal police officers or other municipal employees providing police services, law enforcement officers providing police services pursuant to a mutual aid agreement with the Town, or, if applicable, the activity of any town police canine, and submit a certificate of insurance (or self-insurance) to the Department of Emergency Services and Public Protection prior to the effective date of this Contract.
2. It is understood and agreed by the parties that each Resident State Police Supervisor or Trooper, as applicable, exercising his or her police power or performing services pursuant to this Contract is an employee of the State of Connecticut and not of the Town and that, except to the extent limited by law, the State of Connecticut, and not the Town, is responsible for such Resident State Police Supervisor or Trooper's actions while in the performance of their assigned duties.

#### V. Notices

Any written notices required under this Contract shall be delivered as follows:

If to the Town:

Name  
Street  
City/Town, Connecticut

If to the Department of Emergency Services and Public Protection:

Commissioner  
Department of Emergency Services and Public Protection  
1111 Country Club Road  
Middletown, CT 06457-9294

#### VI. Governor's Executive Orders

This 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 Agreement as if they had been fully set forth in it. This agreement may also be subject to 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.

## VII. Termination

This Contract shall remain in full force and effect for the entire term of the Contract period stated above unless sooner terminated by either the Town or the State Police by providing sixty (60) days prior written notice of its intent to terminate the Contract.

DRAFT



**STATE OF CONNECTICUT**  
Department of Emergency Services and Public Protection  
Dr. Dora B. Schriro, Commissioner

June 25, 2015

Mayor  
Town Office Building  
4 South Eagleville Road  
Mansfield, CT 06268

**Re: Resident Trooper Contracts**

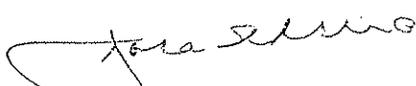
Dear Mayor:

The current Resident Trooper contract expires on June 30, 2015. Due to a Special Session of the General Assembly convening in the final days of this fiscal year, kindly be advised that the FY14 – FY15 Resident Trooper contract and all current billing rates will be extended for a period of one month, through July 31, 2015. These current rates will be used as an interim measure until final rates are established.

Final rates are expected to be retroactive to July 1 and a reconciliation payment may be required. You will be receiving the FY16 – FY17 Resident Trooper contract from us within 10 days of the close of the Special Session.

Thank you for your patience.

Very truly yours,

  
Dora B. Schriro

1111 Country Club Road  
Middletown, Connecticut 06457  
Phone: (860) 685-8000 Fax: (860) 685-8354  
<http://www.ct.gov/despp>

2015-2016 Resident State Trooper Program  
 8 Troopers  
 85% for top two  
 12 month positions

	Salary	Fringe & Overhead	Total Cost	85%
Benzie	89,318	98,949	188,267	160,027
Cournoyer	98,730	103,744	202,474	172,103
	188,048	202,693	390,741	332,130
				100%
Hickey	89,318	98,420	187,738	187,738
Miller	68,453	80,177	148,630	148,630
Sanders	68,453	78,949	147,401	147,401
Stackpole	62,464	73,660	136,124	136,124
Strogoff	61,585	71,337	132,922	132,922
Woodward	68,453	78,828	147,280	147,280
	418,725	481,372	900,097	900,097
Totals:	606,773	684,065	1,290,838	\$ 1,232,227

1,267,470 Budgeted  
 (1,232,227) estimated cost  
 35,243 savings

PAGE  
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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; David Dagon, Fire Chief  
**Date:** July 13, 2015  
**Re:** Fire Department Staffing and Structure

---

**Subject Matter/Background**

At Monday's meeting, Chief Dagon will make a presentation to the Council regarding the staffing and structure of the Mansfield Fire Department, including management's recommendations for future staffing levels.

For your reference, I have attached information that management previously presented to the Council during the budget workshops we held this past spring.

**Attachments**

- 1) Fire and Emergency Services Staffing

ISSUE PAPER  
FIRE AND EMERGENCY SERVICES STAFFING

Fire and Emergency Services overtime expenditures consistently exceed the budget. Staff believes that the reasons are due to several trends and a structural deficit. Firefighter/EMT staffing is comprised of four work groups currently at four paid staff members per shift, assigned to three fire stations. There are two 12-hour shifts per day, 365 days per year. All the shifts on three of the four work groups for one of the four paid staff positions as well as all shift vacancies (e.g. for sick leave, vacation leave) on all four work groups, are first offered to part-time employees. Part-time employees are compensated at 75% the pay rate of a full-time employee. Full-time employees earn overtime at 1.5 times their rate of pay for all hours worked in addition to their full-time schedule, which averages 42 hours per week.

The number of part-time firefighters available to staff duty shifts changes frequently, fluctuates seasonally and is fundamentally unstable. Since 2005 the fire department has conducted seven entry-level part-time firefighter hiring processes. The estimated cost to hire five part-time employees in 2014, from the time the process was initiated until the appointed employees were capable of staffing shifts, was \$54,230.

A long term trend facing this department and many others is declining volunteer membership. Volunteer members represent an essential element of the department's emergency response personnel and our service delivery system. Availability of qualified volunteer members to respond to emergencies during certain periods, such as weekdays, is very limited. Limited availability places a greater reliance on full-time and part-time employees to respond to certain types of calls while off duty resulting in additional straight-time and overtime costs.

Other recent trends that are challenging the department's ability to meet service-level expectations are overlapping and multiple calls for service, Emergency Medical Services responses and the challenges of responding to calls in both areas with more density (e.g. Sports Center and neighborhoods adjacent to campus) and those that are more semi-rural in character.

Due to current economic restraints, management recommends a multi-faceted approach that includes incremental increases in funding to adjust the make-up of full-time and part-time career staff, continued improvements to volunteer benefits and exploring partnerships with neighboring departments regarding mutual aid response strategies. We believe that this approach will improve the number of career and volunteer members that are available to respond to emergencies and expand volunteer participation in non-emergency activities.

Management proposes to continue the steps taken last year when one full-time firefighter was added to the department; that additional full-time firefighter position did result in salary expenditure savings. The department believes that continuing a program of incremental increases to full-time staff will serve to stabilize the department's combination workforce and reduce overtime liabilities.

For this budget, staff recommends the addition of one full-time firefighter, at a net cost of \$66,000. The adjustment would increase the regular salary line but would reduce the reliance on part-time employees whose numbers fluctuate dramatically, help stabilize overtime expenditures and diminish the need for annual budget adjustments. This issue is somewhat complex and will be addressed more thoroughly during budget workshops.

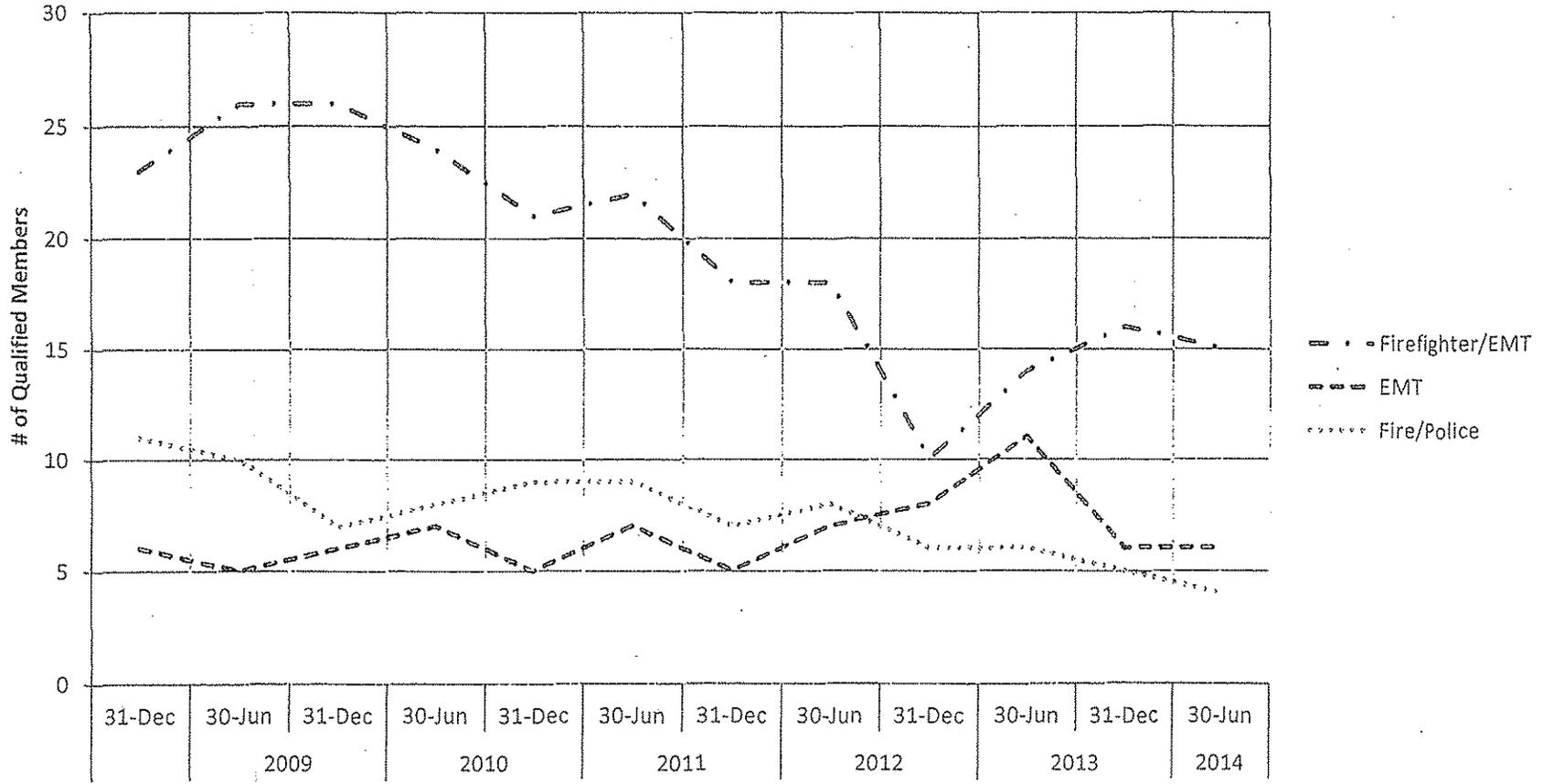
## Part Time Employment History

41 Part-Time Firefighters hired, 8 Part-Time Firefighters remain active

Retention Rate = 19.5%

	First & Last Initial	P/T Employment Date	P/T Employment Status (Yes/No)
1	R.B.	03/01/03	No
2	W.C.	03/01/03	No
3	W.J.	03/01/03	No
4	C.L.	03/01/03	No
5	T.M.	03/01/03	No
6	J.S.	03/01/03	No
7	S.S.	03/01/03	No
8	M.S.	03/01/03	No
9	J.S.	03/01/03	No
10	G.T.	03/01/03	No
11	M.T.	03/01/03	No
12	P.V.	03/01/03	No
13	R.B.	11/17/05	No
14	K.M.	11/17/05	No
15	C.W.	05/08/06	No
16	E.C.	09/15/08	No
17	E.R.	09/15/08	No
18	B.J.	09/15/09	No
19	J.B.	08/08/11	No
20	M.C.	08/08/11	No
21	J.D.	08/08/11	No
22	T.J.	08/08/11	No
23	R.L.	08/08/11	No
24	G.S.	08/08/11	No
25	E.B.	03/01/03	No
26	T.B.	07/17/13	No
27	J.L.	07/17/13	No
28	R.M.	07/17/13	No
29	A.T.	07/07/14	No
30	C.B.	07/07/14	No
31	J.D.	07/07/14	No
32	A.H.	07/07/14	No
33	J.C.	12/08/14	No
1	C.B.	03/01/03	Yes
2	J.M.	03/01/03	Yes
3	J.G.	12/10/07	Yes
4	T.K.	12/05/07	Yes
5	J.S.	09/15/09	Yes
6	J.R.	10/01/10	Yes
7	C.P.	08/08/11	Yes
8	J.S.	07/07/14	Yes

### MFD Active Volunteers



# Analysis of \*Overlapping / \*\*Multiple Emergency Calls for Service

July 27<sup>th</sup> @06:30 hours - October 19<sup>th</sup> @06:30 hours, 2014  
(12 week period)

<u>Total Calls Received:</u>	540
• EMS	400
• Mutual Aid received	50
• Mutual Aid given	67
• Number of times overlapping or multiple calls for service occurred:	147 (27.2% of all calls)

## Calls by Time of Day in 6 hour Increments:

00:30 – 06:30	73
06:30 – 12:30	149
12:30 – 18:30	161
18:30 – 00:30	157

## Calls by District

107	127
207	95
307	232
Out of District	86

## Calls Received from Friday @21:00 hrs. to Sunday @03:00 hrs. on the Following Dates:

August	22 <sup>nd</sup> – 24 <sup>th</sup>	9
August	29 <sup>th</sup> – 31 <sup>st</sup>	11
September	5 <sup>th</sup> – 7 <sup>th</sup>	6
September	12 <sup>th</sup> – 14 <sup>th</sup>	16
September	19 <sup>th</sup> – 21 <sup>st</sup>	10
September	26 <sup>th</sup> – 28 <sup>th</sup>	9
October	3 <sup>rd</sup> – 5 <sup>th</sup>	14
October	10 <sup>th</sup> – 12 <sup>th</sup>	13
October	17 <sup>th</sup> – 19 <sup>th</sup>	<u>8</u>

Total:	96 calls	(17.8% of all calls)
Overlapping/Multiple Calls:	30 calls	(31.3% of weekend calls)

*\*Overlapping call(s) refer to situations where an additional call for service is received within 60 minutes of a previous call (usually occurs with Emergency Medical Services requiring ambulance transport).*

*\*\*Multiple call(s) refer to additional calls for service received within a very short period of time (~15 mins.) requiring a variety of different resources.*

### Financial Impact of 5/4 Staffing Model

A shift vacancy existed for 16 pay periods due to a work-related injury.

Savings of staffing 4 FFs per shift instead of 5 FFs per shift: \$44,143 (16 pay periods)

There were 111 shifts during the 16 pay periods that would have been filled by either part-time (PT) firefighters or full-time (FT) firefighters on overtime. Based on past experience, 67% of these vacant shifts would have been filled by PT firefighters, and 33% would have been filled by FT firefighters.

#### Total cost to fill Shift Vacancy (Savings)

Firefighter	Hourly Wage	Shifts	Hours	Total Wages	Benefits
Part-Time (67%)	\$21.80	74	888	\$19,358	\$668
Full-Time OT (33%)	\$43.59	37	444	\$19,354	\$4,763
Totals		111	1332	\$38,712	\$5,431
Savings					\$44,143

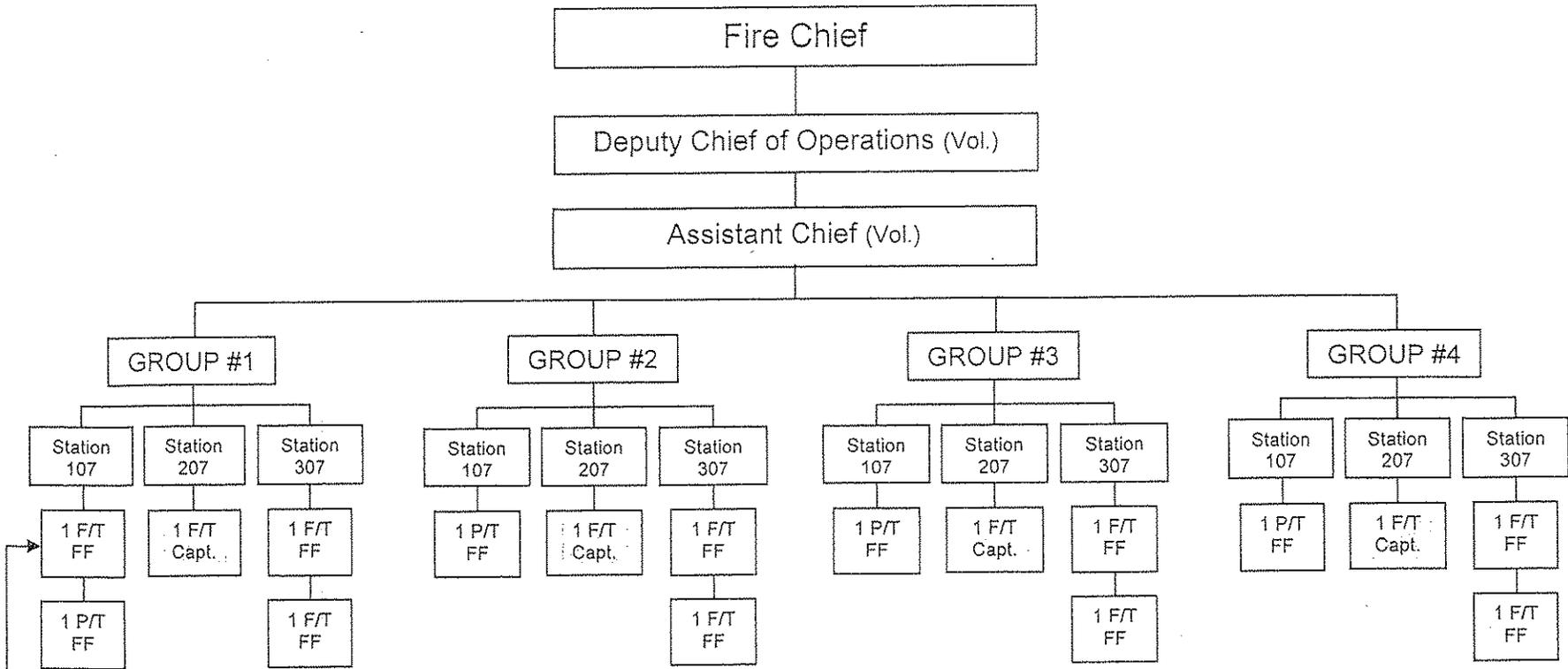
# Mansfield Fire Department

Proposed Transition of On-Duty Staffing

Fiscal Years 2016 - 2018

# Mansfield Fire Department

Organizational Chart  
*On-Duty Staffing – Current Year*  
2014/15



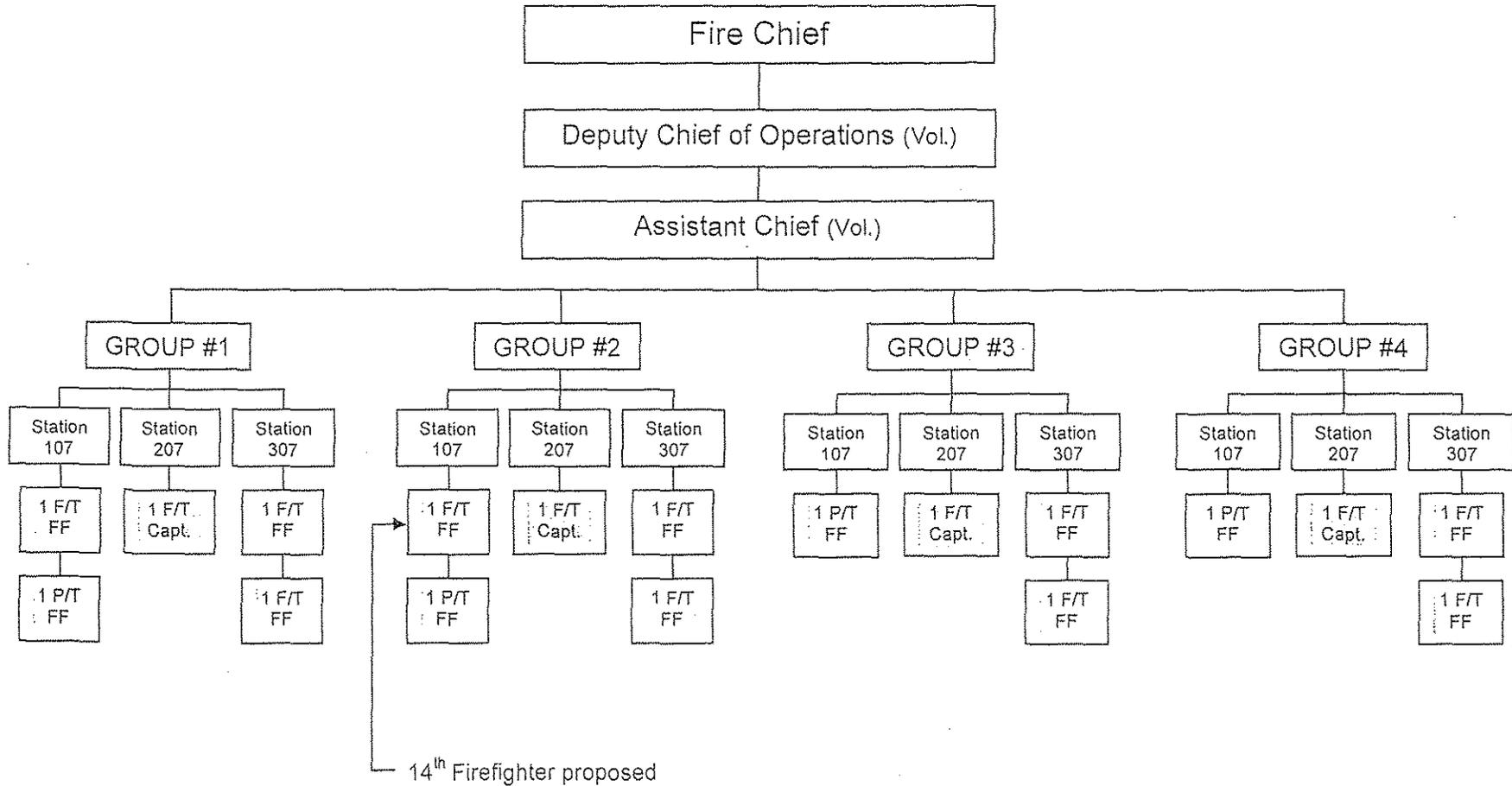
-72-

13<sup>th</sup> Full-Time Firefighter added for the current fiscal year

# Mansfield Fire Department

## Organizational Chart

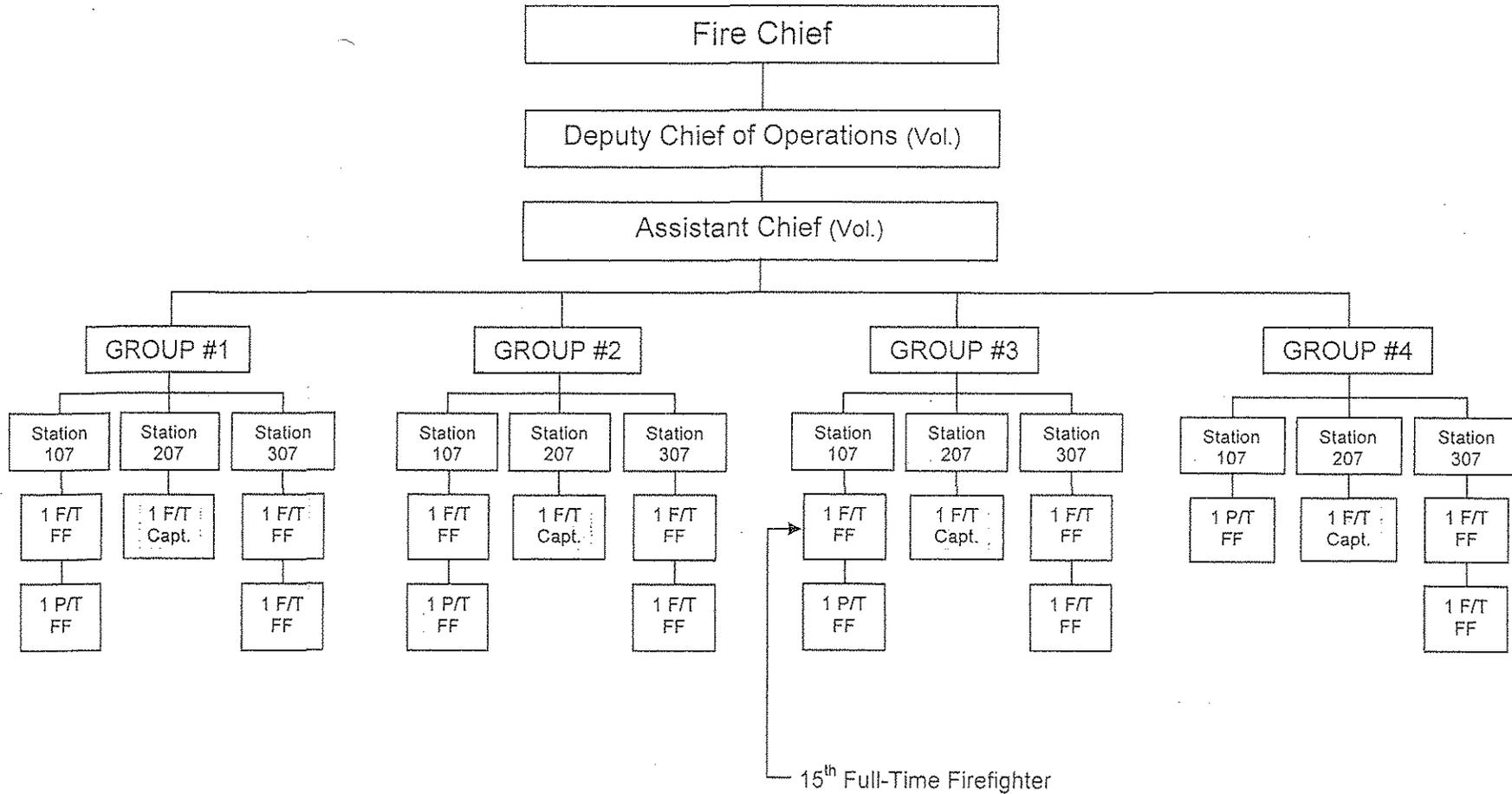
*Proposed On-Duty Staffing – Transitional Period  
2015/16*



# Mansfield Fire Department

## Organizational Chart

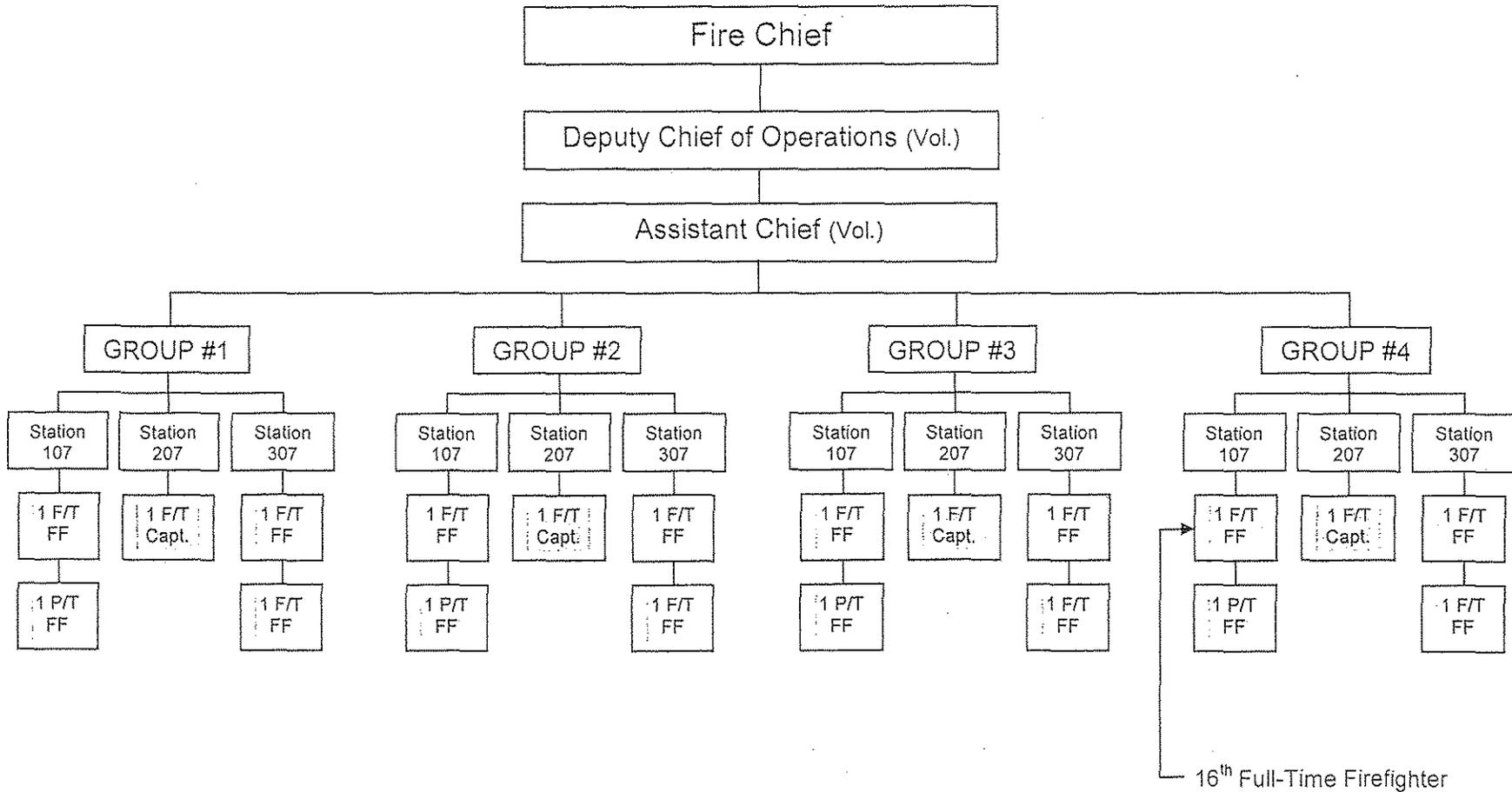
*Proposed On-Duty Staffing – Transitional Period  
2016/17*



# Mansfield Fire Department

## Organizational Chart

*Proposed On-Duty Staffing – Transitional Period  
2017/18*



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**Mary L. Stanton**

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**From:** Ellen Tulman <eldonohue@gmail.com>  
**Sent:** Saturday, June 20, 2015 5:48 PM  
**To:** Town Clerk; Town Council  
**Cc:** Town Mngr  
**Subject:** School Budget 2015-2016

Members to Town Council,

I am writing to express my support for the proposed budget increase that was put forth to the citizens of Mansfield for a vote on Tuesday June 16, 2015.

We purchased our home in Storrs 5 years ago. We moved to Mansfield very specifically because of the school system. While neighboring towns offered homes that appealed to us, we were determined to move to Mansfield to give our children the best possible public school education in the area. In order to continue to draw other families into Mansfield (when real estate is more affordable in surrounding towns), we need to continue to offer the high quality education that has been a hallmark of our town.

I am a Special Education teacher with 20 years of experience. I have had the opportunity to see many public schools throughout the state in my various professional roles. I have seen rural, urban, & suburban schools. NONE have offered the "complete package" that Mansfield offers. This "package" include the small class sizes, support for languages & arts, high quality & frequent physical education, adequate access to school psychologists. It is this "complete package" that makes our schools so valuable. We are a community which values education, please continue to provide the students of Mansfield with all of these tools in order to help them to grow to be happy, healthy, and productive citizens.

I am a parent of 2 Goodwin Elementary students. We have been so very pleased with the high caliber of the teaching staff. These teachers not only possess strong credentials, but they are also happy. They feel supported, inspired, and excited. Teachers must have adequate supports (ie Curriculum Coordinators) in order to focus on their students and to meet the (ever more complicated) needs of their students. Our schools are successful because of our teachers. Please support them.

My husband and I both work and we understand the importance of carefully budgeting money. But, making cuts in to the educational system in Mansfield is short sighted. The proposed increase does not increase taxes to most home owners, which is an additional reason to continue to support Mansfield Public Schools and vote for the proposed increase.

Thank you,  
Ellen Tulman  
74 Ball Hill Road  
Mansfield, CT 06268

## Mary L. Stanton

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**From:** Lee Girard <leeusaf15e@gmail.com>  
**Sent:** Sunday, June 21, 2015 9:27 AM  
**To:** Town Council; Town Clerk  
**Cc:** Elizabeth Paterson; Paul M. Shapiro; Stephen Kegler; Peter Kochenburger; Virginia Raymond; William Ryan; Elizabeth Wassmundt; Town Mngr; Kimberly Parker-Girard  
**Subject:** 2015-2016 Budget Reduction

Dear Town Council-

Now that the referendum has passed, and Town residents have made it clear that they want to adjust the budget for the Town of Mansfield, I would recommend that you closely look at our overhead and expenses in each department to find additional savings. The referendum in my view is an indication of how business has been conducted at our town offices.

The business I work for is constantly looking at ways to improve our bottom line while maintaining customer loyalty. At times this becomes very challenging which could impact employees positions.

To ensure we exhaust all avenues before impacting individuals lives, we look at ways to stream line and improve efficiency's in each department, including products and services.

This type of approach has maintained a consistent employee level with minimum impact. Over the past 5 years we have been asked to reduce our (60 plus million dollar) budget size by an average of 6%. We have been able to maintain these reduction levels, and improve our overall profit position.

The way we achieve this consistently is by creating a business culture that uses (Kaizen) process improvement workshops that focus on efficiency's and waste reduction.

I would recommend that the Town Council strongly consider implementing the Kaizen business model to review each department within the Town, to identify ways to review and reduce waste.

As a town we need to identify ways to save for the future, not borrow as much, and create alternative revenue streams. (Not just Grand List items)

**I recommend the town council consider a rate reduction of 2.25 mills.**

Please consider conducting department reviews (Kaizens) to identify and execute changes that will ensure department efficiency's and savings. This will help you every year when conducting your Strategic and budget planning.

<http://www.kaizen.com/about-us/definition-of-kaizen.html>

Thank You

Lee James Girard  
29 Woodmont Drive  
Mansfield Center, CT

## Mary L. Stanton

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**From:** Sara-Ann Bourque on behalf of Matthew W. Hart  
**Sent:** Monday, June 22, 2015 8:31 AM  
**To:** Sara-Ann Bourque  
**Subject:** FW: Concern over budget cuts

-----  
Sara-Ann Chainé Bourque, MSOM  
Executive Assistant to the Town Manager  
Town of Mansfield  
860-429-3336, ext. 5

All E-mails are for official Town business only and privacy should not be assumed. E-mails are public documents unless subject matter is protected by State or Federal Laws.

**From:** Betsy Paterson [[mailto:betsy\\_paterson@hotmail.com](mailto:betsy_paterson@hotmail.com)]  
**Sent:** Monday, June 22, 2015 8:23 AM  
**To:** Matthew W. Hart  
**Subject:** FW: Concern over budget cuts

FYI

> **From:** [daggettmellone@charter.net](mailto:daggettmellone@charter.net)  
> **Subject:** Concern over budget cuts  
> **Date:** Thu, 18 Jun 2015 16:17:41 -0400  
> **To:** [TownCouncil@mansfieldct.org](mailto:TownCouncil@mansfieldct.org)

>  
> Dear Council Members,

>  
> I am writing to express my concerns regarding the rumors of upcoming budget cuts that will be implemented as a result of this week's referendum. I am among the many residents that attended and voted in favor of the budget at the town meeting and at the referendum. I was strongly in favor of the budget increase that was approved during the town meeting.

>  
> My impression from participating in this process for the first time in 6 years that I have lived here is that there is a minority of outspoken and organized residents that feel strongly against taxes and spending in general. Unfortunately, the majority of the people I know at my work and at my children's school do not feel this way but are also not aware of what was at stake this year, nor what the referendum was about, nor that town residents have a say on the town's budget. Ignorance is not an excuse, but I think it's regretful that there is no system to reach each resident to inform them of how the budget is created, how changes can be implemented and how it's finalized through a vote and some times a referendum. I hope this town council will consider a simple informational pamphlet to be distributed to all residents in future years.

>  
> I hope that you take into consideration that most residents want what's best for our schools and the education of our children, even if they don't know what's going on. I beg you to not cut the education budget. Having heard the articulate arguments of education experts from UCONN that spoke in various occasions, I

feel strongly that we need a math and an L.A. coordinator for our schools.

>

> Thank you for your consideration,

>

> Barbara Mellone

> 235 Baxter Road

>

Mary L. Stanton

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**From:** Sara-Ann Bourque on behalf of Matthew W. Hart  
**Sent:** Monday, June 22, 2015 8:31 AM  
**To:** Sara-Ann Bourque  
**Subject:** FW: budget

-----  
Sara-Ann Chainé Bourque, MSOM  
Executive Assistant to the Town Manager  
Town of Mansfield  
860-429-3336, ext. 5

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-----  
**From:** Betsy Paterson [[mailto:betsy\\_paterson@hotmail.com](mailto:betsy_paterson@hotmail.com)]  
**Sent:** Monday, June 22, 2015 8:23 AM  
**To:** Matthew W. Hart  
**Subject:** FW: budget

FYI

-----  
**Date:** Sun, 21 Jun 2015 14:06:34 +0000  
**From:** [rufusblanshard@sbcglobal.net](mailto:rufusblanshard@sbcglobal.net)  
**To:** [towncouncil@mansfieldct.org](mailto:towncouncil@mansfieldct.org)  
**Subject:** budget

Dear Town Council, My friends and I were generally DELIGHTED at the outcome of the referendum, and hope this will lead to annual referenda on the budget to accomplish what Betsy Paterson wrote would enable everyone to participate and not just a handful of voters. I hope you will consider cutting administrative costs, and probably a few positions, in the schools. I also think we should spend on equalizing opportunities in the schools for such things as travel, so that every student has a crack at the trips.

I think our infrastructure needs a lot of work: roads, sidewalks. We need to much, much less to benefit the University. Jane Blanshard

June 22, 2015

Dear Mayor Paterson and other Town Council Members,

We are writing to urge you to reconsider the proposal to reduce the education budget by \$165,694. We recognize your hard work and efforts and understand the challenges that come with making these decisions. Nonetheless, we feel that such a proposal overlooks the voices of the residents of the town that have been actively involved in this process and the obligations we have to offer basic levels of services necessary to maintain the quality of our schools.

To begin, the original vote on May 12<sup>th</sup> overwhelmingly supported the budget, with 223 voting to approve it and 69 to defeat it. This clearly showed the intention of the community. This position is further reflected in the 783 referendum votes indicating that the education budget was too low.

Additionally, community members, including parents and educators, for several months have written countless letters and taken a lot of time to present their cases to the Board of Education and Town Council in person. They not only supported the original budget that was proposed by the Board of Education but also amended it for a slight increase.

Two main issues were at the heart of this collective work. First, the proposals supported the addition of teaching positions that are essential to meet district guidelines for class sizes, numbers that are supported by research. Second, they ensured that we maintain the Language Arts and Mathematics Coaches positions that are essential as we transition to the Common Core. As noted by Interim Superintendent Richard Kisiel, the proposed cut would result in reductions in personnel, programs, and technology, all of which are necessary to maintain the quality of our schools. We anticipate that such a drastic cut to the education budget may result in the elimination of some of the staff positions.

Further, the education budget has remained flat in recent years. Our district has been in a gradual decline in services when you factor in the inflation adjusted revenue, and it is important that we bring the levels back to those established prior to the recession. We hope you recognize the challenges this has presented and feel that the district has made judicious decisions to try to maintain acceptable levels of service. However, given elimination of staff positions in the past few years, the proposed cut at this scale has reached a tipping point that the district should not be in a position to make. We understand that keeping the \$165,694 in the education budget would cost the median homeowner less than \$30 per year. This is a bargain and well worth the investment.

As long-term residents and parents of three children who attend the Mansfield schools, the decision to cut the education budget has real and lasting implications regarding the quality of education we expect for our children. We, along with other parents, strongly support ensuring we maintain or increase the level of services offered in our schools. We expect that our elected officials respond both to the views of the entire community and also to make decisions that will benefit all in the future. We hope that you not move forward with the proposed cut in the education budget. Thank you for your attention.

Regards,  
Tutita and Douglas Casa  
75 Maple Road

# MEMORANDUM

Town of Mansfield  
 Town Manager's Office  
 4 So. Eagleville Rd., Mansfield, CT 06268  
 860-429-3339  
 maria.capriola@mansfieldct.org



To: Town Council

cc: Matthew Hart, Town Manager

From: Maria Capriola, Assistant Town Manager  
*At the Request of the Personnel Committee*

Date: June 22, 2015

Re: Timeline – Town Manager Performance Review Process

The Personnel Committee met June 15<sup>th</sup> to discuss the process and timeline for the Town Manager's performance review. The Committee has asked me to distribute the timeline to Council. The timeline, including tasks and due dates, is noted below. Matt will distribute his self-evaluation to Council.

<u>Task</u>	<u>Date</u>	<u>Person/People Responsible</u>
Online survey instruments updated	6/30/15	Toni Moran, Maria Capriola
Self-evaluation due to Council	7/17/15	Matthew Hart, Town Manager
Council members complete performance review online via Survey Monkey	7/18-8/2/15	Council Members
"360 degree" performance review completed online via Survey Monkey	7/18-8/2/15	Department Heads, Other Noted Individuals
Personnel Committee prepares draft evaluation	8/3-8/23/15	Personnel Committee
Town Council meets in Executive Session to discuss performance review	8/24/15	Town Council
Town Council meets in Executive Session in a special meeting in advance of Council meeting to conduct performance review with Town Manager	9/14/15	Town Council & Town Manager
Town Council adopts review and makes changes to compensation plan, if any	9/28/15	Town Council

## 1. Welcome

### Intro and instructions

1. Welcome to the E-version of Mansfield's Town Manager Review for the year July 1, 2014 - June 30, 2015.

This survey should be simple to complete. If you can not finish the survey in one session, your answers will be saved and you may login to finish your survey at another time. However, you must login using the link provided to you in the original e-mail and you must use the same computer you used to begin the survey.

You must answer each question in order to proceed. In sections 2 to 6, Council members will use an objective rating scale that permits you to render an opinion on whether the Town Manager exhibits the characteristic. Council members may select "Outstanding," "Satisfactory," or "Needs Improvement."

Each section also allows you to add remarks on the category. Please take advantage of this opportunity to comment. The text of comments need not be confined to the visible space provided. The comment sections have provided some of the most valuable information to the Town Manager. However, while an answer to each question is required, comments are not.

Section 7 asks Council members to rate the Town Manager's performance in relation to supporting his progress/performance towards completing his fiscal year 2014/2015 goals.

We ask that you complete the survey by August 2nd, 2015. Please call Toni if you have questions or concerns: 429-0798.

Are you ready to proceed?

Yes

## 2. Organizational Management and Leadership

2. Plans and organizes the work that effectively implements the decisions of the Town Council.

Outstanding                       Satisfactory                       Needs Improvement

3. Effectively oversees and manages the daily operations of the organization.

Outstanding                       Satisfactory                       Needs Improvement

4. Explores alternatives and presents well thought-out and properly documented recommendations.

Outstanding                       Satisfactory                       Needs Improvement

5. Provides appropriate support and assistance to the Town Council.

Outstanding                       Satisfactory                       Needs Improvement

6. Takes responsibility for setting realistic objectives for the organization based on Council goals.

- Outstanding                       Satisfactory                       Needs Improvement

7. Keeps the Town Council appropriately informed about the status of the organization and any changes.

- Outstanding                       Satisfactory                       Needs Improvement

8. Knows when to act and when to defer action.

- Outstanding                       Satisfactory                       Needs Improvement

9. Is knowledgeable of town, state, and federal laws and ordinances affecting operations and enforces those laws.

- Outstanding                       Satisfactory                       Needs Improvement

10. Makes hard decisions when required and accepts responsibility for those decisions and those of subordinates.

- Outstanding                       Satisfactory                       Needs Improvement

11. Selects, leads, directs and develops staff effectively.

- Outstanding                       Satisfactory                       Needs Improvement

12. Please provide general remarks for the Organizational Management and Leadership category.

3. Fiscal and Business Management

13. Plans, organizes and administers the adopted budget. Ensures compliance with Council goals and guidelines.

- Outstanding                       Satisfactory                       Needs Improvement

14. Plans, organizes and presents the annual General Fund budget and capital improvement program with appropriate documentation and justification.

- Outstanding                       Satisfactory                       Needs Improvement

15. Effectively oversees the maintenance, preservation and operation of town buildings, equipment, technology, and other facilities.

- Outstanding                       Satisfactory                       Needs Improvement

16. Ensures the most cost effective and economic use of human and fiscal resources.

- Outstanding                       Satisfactory                       Needs Improvement

17. Makes informed, reasoned and responsible fiscal recommendations and decisions.

- Outstanding                       Satisfactory                       Needs Improvement

18. Please provide general remarks for the Fiscal and Business Management category.

#### 4. Communication and Relationship with Town Council

19. Maintains effective and timely communication, both verbal and written, with the Council.

- Outstanding                       Satisfactory                       Needs Improvement

20. Sensitive to Town Council concerns and priorities.

- Outstanding                       Satisfactory                       Needs Improvement

21. Manager and staff are available and responsive to elected town officials.

- Outstanding                       Satisfactory                       Needs Improvement

22. Maintains a system of reporting town plans and activities.

- Outstanding                       Satisfactory                       Needs Improvement

23. Avoids biases based on issues, personalities, or partisanship.

- Outstanding                       Satisfactory                       Needs Improvement

24. Responds equally to each member of the Town Council and implements directives of the Council as a whole rather than individually.

- Outstanding                       Satisfactory                       Needs Improvement

25. Please provide general remarks for the Communications and Relationship with the Town Council category.

## 5. Community and Intergovernmental Relations

26. Effectively communicates Council policies and decisions to the public.

- Outstanding                       Satisfactory                       Needs Improvement

27. Maintains an image of the town that represents helpfulness, quality services and professionalism.

- Outstanding                       Satisfactory                       Needs Improvement

28. Appropriately willing to meet with citizen and community groups and advisory committees regarding their interests and concerns.

- Outstanding                       Satisfactory                       Needs Improvement

29. Is courteous and sensitive to the public.

- Outstanding                       Satisfactory                       Needs Improvement

30. Promptly responds to citizen concerns.

- Outstanding                       Satisfactory                       Needs Improvement

31. Maintains awareness of developments in other governmental jurisdictions that are relevant to the town.

- Outstanding                       Satisfactory                       Needs Improvement

32. Maintains effective working relationships with groups and other governmental entities with which the town is involved.

- Outstanding                       Satisfactory                       Needs Improvement

33. Please provide general remarks for the Community and Intergovernmental Relations category.

## 6. Personal and Professional Traits

34. Demonstrates composure, appearance and attitude appropriate for an executive position.

- Outstanding                       Satisfactory                       Needs Improvement

35. Maintains personal integrity in actions and decisions.

- Outstanding                       Satisfactory                       Needs Improvement

36. Makes unbiased decisions based on facts and qualified opinions.

- Outstanding                       Satisfactory                       Needs Improvement

37. Innovative.

- Outstanding                       Satisfactory                       Needs Improvement

38. Self-motivated.

- Outstanding                       Satisfactory                       Needs Improvement

39. Energetic.

- Outstanding                       Satisfactory                       Needs Improvement

40. Values and implements personal and professional development of self and others.

- Outstanding                       Satisfactory                       Needs Improvement

41. Effectively motivates the organization.

- Outstanding                       Satisfactory                       Needs Improvement

42. Please provide general remarks for the Personal and Professional Traits category.

7. Facilitation of Council Goals and Objectives

43. Please rate the Town Manager's progress/performance towards completing his fiscal year 2014/2015 goals.

Goal Area: General Government

- 1) Prepare FY 2015/2016 operating budget and CIP.
- 2) Continue efforts to protect state's obligation to provide PILOT funding.
- 3) Continue intergovernmental collaborations to protect PILOT and other state support.
- 4) Make substantial progress on negotiations with firefighters union.
- 5) Replace senior staff (including Facilities Management Director).
- 6) Review and implement best practices policies, performance measures and program review for an informational presentation to Council.
- 7) Review and update financial policies and procedures; when possible assure that partner boards and other organizations also have clearly stated policy directives, responsible and effective monitoring and compliance policies for expenditures, to assure impartiality and accountability.
- 8) Continue to review police services with the long term goal of 24/7 coverage.
- 9) Negotiate successor agreement with Connecticut State Police.
- 10) Prepare a long term plan for public safety, police, and fire.
- 11) Evaluate the Community School of the Arts collaboration.

Outstanding

Satisfactory

Needs Improvement

Comments

44. Please rate the Town Manager's progress/performance towards completing his fiscal year 2014/2015 goals.

Goal Area: Infrastructure

- 1) Develop proposed Four Corners sewer project and bond referendum for Town Council consideration.
- 2) Complete negotiation of new sewer services agreement with UCONN.
- 3) Assist CWC with monitoring construction of water supply project.
- 4) Initiate an assessment of long term facilities needs for inclusion in CIP.
- 5) Update pavement management plan for all town roads and sidewalks.
- 6) Complete North Eagleville sidewalk project.
- 7) Begin construction of Storrs Road/Flaherty Road walkway; begin design of Route 89 walkway.

Outstanding

Satisfactory

Needs Improvement

Comments

45. Please rate the Town Manager's progress/performance towards completing his fiscal year 2014/2015 goals.

Goal Area: Regionalism

- 1) Complete transition from WINCOG to CRCOG.
- 2) Continue work with CCM and COST.

Outstanding

Satisfactory

Needs Improvement

Comments

46. Please rate the Town Manager's progress/performance towards completing his fiscal year 2014/2015 goals.

Goal Area: Storrs Center and Economic Development

- 1) Add elements to Town Square as funding becomes available.
- 2) Work with developers on Phase II (Wilbur Cross Way) and Phase III (for sale housing).
- 3) Complete regional transportation impact study.
- 4) Prepare proposed ordinance to regulate Town Square and other public components of Storrs Center.
- 5) Work with EDC to complete economic development strategy component of Mansfield, especially as it concerns Four Corners.

Outstanding

Satisfactory

Needs Improvement

Comments

47. Please rate the Town Manager's progress/performance towards completing his fiscal year 2014/2015 goals.

Goal Area: Sustainability

- 1) Complete plan of conservation and development component of Mansfield Tomorrow project.
- 2) Complete open space acquisitions as approved by the Town Council.
- 3) Set specific goals and strategies for reducing the Town of Mansfield's carbon footprint and implement.

Outstanding

Satisfactory

Needs Improvement

Comments

48. Please rate the Town Manager's progress/performance towards completing his fiscal year 2014/2015 goals.

Goal Area: Town Council

- 1) Assist Town Council with review of expanding rental certification zone.
- 2) Assist Ad hoc Committee for Responsible Contracting with completing its work.
- 3) Assure that information provided to some members is equally provided to the full Council.

Outstanding                       Satisfactory                       Needs Improvement

Comments

49. Please rate the Town Manager's progress/performance towards completing his fiscal year 2014/2015 goals.

Goal Area: Education

- 1) Monitor and evaluate conditions of school buildings.

Outstanding                       Satisfactory                       Needs Improvement

Comments

50. Please rate the Town Manager's progress/performance towards completing his fiscal year 2014/2015 goals.

Goal Area: Town/University Relations

- 1) Continue professional-to-professional collaboration with UCONN, especially in areas related to development, infrastructure, student housing and public safety, with full attention to town needs.
- 2) Continue to facilitate partnerships between state police and UCONN. In particular, develop written agreements regarding enforcement powers between UCONN police and Mansfield resident state troopers.
- 3) Complete impact study for Next Generation CT initiative.

Outstanding

Satisfactory

Needs Improvement

Comments

51. Please provide general remarks for the Facilitation of Council Goals and Objectives category.

52. What do you see as major goals for the next evaluation period (FY 15/16, July 1, 2015 - June 30, 2016)?

**8. Overall Performance Rating**

Please provide an overall rating for the Town Manager's Performance.

53. Please provide an overall rating for the Town Manager's performance.

- Outstanding                       Satisfactory                       Needs Improvement

**9. Survey Complete?**

54. Have you completed this survey?

When you select Yes and complete this survey, your answers will be submitted and you will no longer be able to access and edit your answers. Do not select Yes until you are satisfied that your answers are complete.

- Yes

As one of Matt's direct reports or members of the management team, you are being asked to participate in the 360 degree survey evaluation of the Town Manager's performance. The 360 degree evaluation occurs once every three years. Your answers will be confidential to the extent legally possible. The results of this survey will be summarized in a report to Council. There are 19 questions, each allowing an opportunity for comments. The survey will not allow you to proceed unless you check a response to each question, however comments are not required. The Council would like to thank you for your contributions.

1. Selects, leads, directs and develops staff effectively.

Outstanding

Satisfactory

Needs Improvement

Comments

2. Strives to create an environment that promotes innovation, accomplishment and accountability.

Outstanding

Satisfactory

Needs Improvement

Comments

3. Delegates authority responsibly to department heads and staff while retaining responsibility for ultimate staff performance.

Outstanding

Satisfactory

Needs Improvement

Comments

4. Makes hard decisions when required and accepts responsibility for those decisions and those of subordinates.

Outstanding

Satisfactory

Needs Improvement

Comments

5. Maintains effective and timely communication, both verbal and written, with staff.

- Outstanding                       Satisfactory                       Needs Improvement

Comments

6. Avoids biases based on issues, personalities, or partisanship.

- Outstanding                       Satisfactory                       Needs Improvement

Comments

7. Conducts fair and informative employee evaluations.

- Outstanding                       Satisfactory                       Needs Improvement

Comments

8. Responsive to inquires and suggestions from staff.

- Outstanding                       Satisfactory                       Needs Improvement

Comments

9. Possesses and promotes an attitude and feeling of helpfulness, courtesy and sensitivity to the public.

- Outstanding                       Satisfactory                       Needs Improvement

Comments

10. Able to separate career from personal life

- Outstanding                       Satisfactory                       Needs Improvement

Comments

11. Willing to spend necessary time to do a good job.

Outstanding

Satisfactory

Needs Improvement

Comments

12. Understands values, attitudes and goals of others.

Outstanding

Satisfactory

Needs Improvement

Comments

13. Fosters a team environment.

Outstanding

Satisfactory

Needs Improvement

Comments

14. Effectively motivates the organization.

Outstanding

Satisfactory

Needs Improvement

Comments

15. Exercises sound financial management, budget, and capital planning skills.

Outstanding

Satisfactory

Needs Improvement

Comments

16. Promotes employee learning and development.

Outstanding

Satisfactory

Needs Improvement

Comments

17. Working with available resources, budget decisions reflect needs of departments.

- Outstanding                       Satisfactory                       Needs Improvement

Comments

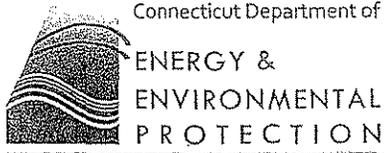
18. Effectively oversees and manages the daily operations of the organization.

- Outstanding                       Satisfactory                       Needs Improvement

Comments

19. Please provide general remarks in regards to the Town Manager's overall performance.

PAGE  
BREAK



**Notice of Tentative Determination to Approve  
An Exemption to Connecticut General Statutes Section 25-68d(b) (Flood Management)  
And Intent to Waive Public Hearing  
Applicant(s): Connecticut Department of Transportation (DOT)  
Application No.: FM-201503335  
City/Town: Coventry and Mansfield**

The Commissioner of the Department of Energy and Environmental Protection (“DEEP”) hereby gives notice that a tentative determination has been reached to approve the following application. The Commissioner also intends to waive the requirement for public hearing provided that a hearing may be held on this application if the Commissioner determines that the public interest will best be served thereby, and shall hold a hearing upon receipt of a petition as more thoroughly described below.

Application Number: FM-201503335

Applicant’s Name and Address: Connecticut Department of Transportation  
2800 Berlin Turnpike, P.O. Box 317546  
Newington, CT 06131-7546

Contact Name and Phone No.: Mark W. Alexander, 860-594-2931

Type of Permit: Flood Management Exemption

Relevant statute(s)/Regulation: Section 25-68d of the Connecticut General Statutes,

Exemption From: Sec.25-68h-3(e)(1) of RCSA

Project Description: Bridge Replacement

Project Location: Route 275 over Willimantic River, Coventry & Mansfield

Water(s): Willimantic River

**COMMISSIONER’S FINDINGS/REGULATORY CONDITIONS**

The proposed activity will affect the Special Flood Hazard Area of the Willimantic River.

According to CGS Section 25-68d(d), the commissioner, after public notice of the application for exemption and an opportunity for a public hearing in accordance with the provisions of this Section, may approve such exemption if he determines that the agency has shown that the activity or critical activity is in the public interest, will not injure persons or damage property in the area of such activity, complies with the provisions of the National Flood Insurance Program, and, in the case of a loan or grant, the recipient of the loan or grant has been informed that

increased flood insurance premiums may result from the activity or critical activity. The agency has determined that the proposed activity meets these requirements and recommends issuance by the commissioner of an approval of exemption for this project.

### INFORMATION REQUESTS/PUBLIC COMMENT

This application has been assigned No. FM-201503335; please use this number when corresponding with DEEP regarding this application. Interested persons may obtain a copy of the application from the applicant's contact noted above. The applications and supporting documentation are available for inspection at the DEEP, Bureau of Water Protection & Land Reuse, 79 Elm Street, Hartford, CT from 8:30am to 4:30pm, Monday through Friday. Questions may be directed to Colin Clark of the Inland Water Resources Division at (860) 424-3214 or [colin.clark@ct.gov](mailto:colin.clark@ct.gov).

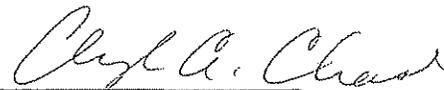
Before making a final decision on this application, the Commissioner shall consider written comments on the application from interested persons. Written comments on the application should be directed to Colin Clark, Bureau of Water Protection & Land Reuse, Inland Water Resources Division, Department of Energy and Environmental Protection, 79 Elm Street, Hartford, CT 06106-5127, or may be submitted via electronic mail to: [colin.clark@ct.gov](mailto:colin.clark@ct.gov), no later than thirty (30) days from the publication date of this notice.

### PETITIONS FOR HEARING

Petitions shall be signed by 25 persons and should include the application number noted above and also identify a contact person to receive notifications. Petitions may also identify a person who is authorized to engage in discussions regarding the application and, if resolution is reached, withdraw the petition. Original signed petitions may be scanned and sent electronically to [deep.adjudications@ct.gov](mailto:deep.adjudications@ct.gov) or may be *mailed or delivered* to: DEEP Office of Adjudications, 79 Elm Street, 3rd floor, Hartford, CT 06106-5127. All petitions must be received within the comment period noted above. If submitted electronically, original signed petitions must also be mailed or delivered to the address above within ten days of electronic submittal. If a hearing is held, timely notice of such hearing will be published in a newspaper of general circulation.

10/12/15

Publication Date



Cheryl A. Chase, Director  
Inland Water Resources Division  
Bureau of Water Protection and Land Reuse

### ADA PUBLICATION STATEMENT

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov)

**Sara-Ann Bourque**

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**Subject:** FW: State of CT: P-Card Program Rebate 2014 - Town of Mansfield  
**Attachments:** P-Card Rebate Policy.pdf

**From:** Dimatteo, Kerry [<mailto:Kerry.Dimatteo@CT.Gov>]  
**Sent:** Thursday, June 25, 2015 4:08 PM  
**To:** Cherie Trahan  
**Cc:** Felix, Michael  
**Subject:** State of CT: P-Card Program Rebate 2014 - Town of Mansfield

Good Afternoon Cherie,

Congratulations! This year you will be receiving a portion of the State's P-Card rebate. JPMorgan Chase Bank presented the State of Connecticut with a rebate check in the amount of \$990,039.72. Our goal is to hit a million. We are almost there!

**Town of Mansfield** will be receiving payment from the Department of Administrative Services in the amount of **\$7,495.44**.

For your records, I have forwarded the email from last year's rebate earnings. As always, I would be happy to hear your feedback on the program.

Thank you for contributing to the growing success of the P-Card Program!

Kerry

-Kerry DiMatteo | P-Card Administrator | State of Connecticut | DAS Procurement Services | Phone: 860-713-5072 | E-mail: [kerry.dimatteo@ct.gov](mailto:kerry.dimatteo@ct.gov)



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**From:** Dimatteo, Kerry  
**Sent:** Thursday, June 05, 2014 4:41 PM  
**To:** 'Cherie Trahan'  
**Cc:** Felix, Michael  
**Subject:** State of CT: P-Card Program Rebate - Town of Mansfield

Good Afternoon Cherie,

Each year the State of Connecticut receives a rebate check from JPMorgan Chase Bank (P-Card Vendor) based on the annual charge volume generated with the State Purchasing Card Program. This year JPMorgan Chase Bank presented the State with a rebate check in the amount of \$885,163.92.

In recognition of your involvement in our state Purchasing Card Program, the Department of Administrative Services and the Office of the State Comptroller would like to congratulate **Town of Mansfield** on your rebate earnings of **\$ 8,244.62** and take this opportunity to acknowledge your participation and contribution to the State P-Card Program.

Based on our Rebate Policy\*, you will be receiving payment from the Department of Administrative Services (DAS) Business Office for your portion of the rebate earnings. For your convenience, I have copied the policy below my contact information. \*P-Card Rebate Policy.pdf is attached to this email.

If you have any questions, concerns or comments about how the Purchasing Card Program is working for you, I'd love to hear them. Also, please let me know if I should be including others at your agency on my email contact list.

Thank you for your participation in the P-Card Program and for contributing to its growing success!

Kerry

Kerry DiMatteo  
P-Card Administrator  
State of Connecticut  
DAS Procurement Services  
165 Capitol Ave., 5th floor  
Hartford, CT 06106  
860-713-5072  
[kerry.dimatteo@ct.gov](mailto:kerry.dimatteo@ct.gov)

\*\*\*\*\*  
\*\*\*\*\*

**The State of Connecticut Purchasing Card Rebate Policy**

**The State of Connecticut Purchasing Card Contract earns a rebate based on the terms and conditions outlined in the contract award. Each entity using the State of Connecticut's Purchasing Card contract (previous award number 02PSX0123 and current award number 07PSX0269) cumulatively contributes to the rebate earned with each purchase made via the P-Card.**

**The State's contracted bank issues a rebate check to the State of Connecticut, and provides a breakdown, by entity, of the rebate earnings for the total spend in one calendar year.**

If the entity is a municipality, municipal school, or not-for-profit, and the rebate earned is \$100 or more, then the Department of Administrative Services Business Office will issue a check in the amount earned to that particular entity.

All rebate money that does not fall under the above parameters, will be deposited into the State of Connecticut's General Fund.

\*\*\*\*\*  
\*\*\*\*\*



165 Capitol Avenue  
Hartford, CT 06106-1658

**The State of Connecticut Purchasing Card Rebate Policy**

The State of Connecticut Purchasing Card Contract earns a rebate based on the terms and conditions outlined in the contract award. Each entity using the State of Connecticut's Purchasing Card contract (previous award number 02PSX0123 and current award number 07PSX0269) cumulatively contributes to the rebate earned with each purchase made via the P-Card.

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Kerry S. DiMatteo  
P-Card Administrator  
DAS Procurement Services

4-1-09  
Date

- cc:
- Office of the State Comptroller – Fiscal Policy Division
- DAS – Business Office
- DAS – Procurement Services
- File



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601  
Phone (312) 977-9700 Fax (312) 977-4806

Item # 11

June 16, 2015

Matthew W. Hart  
Town Manager  
Town of Mansfield  
4 So. Eagleville Road  
Storrs Mansfield CT 06268-2574

Dear Mr. Hart:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2014** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management

An award for the Certificate of Achievement has been mailed to:

**Cheryl A. Trahan**  
**Director of Finance**

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,  
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

06/16/2015

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Mansfield** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Cheryl A. Trahan, Director of Finance**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



Eastern Highlands Health District

4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3321

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**Date:** 7/1/15

**Contact:** Ana Zeller, RD, Community Health and Wellness Coordinator  
[zellerae@ehhd.org](mailto:zellerae@ehhd.org)  
 860-429-3361

## FOR IMMEDIATE RELEASE

### Have a Memorable, Safe and Healthy Summer!

With summer officially upon us, the Eastern Highlands Health District (EHHD) encourages residents to get outside and enjoy the activities offered in the beautiful area we live in. While enjoying the longer days and great outdoors is vital for overall well-being, EHHD advises residents to protect their health while they go about our daily activities this summer.

Director of Health Rob Miller comments that "summer is a great time to enjoy the great outdoors and swim, bike, hike, travel, barbeque and participate in activities we've been waiting for all year. But with the opening of pools, parks, beaches and the unveiling of backyard grills it's important not to get too caught up in the fun and forget basic safety precautions that will prevent injuries and accidents. Get outside and stay active- but play it safe." Follow the simple precautions below that will allow you to enjoy summer while staying safe.

#### Food Safety and Nutrition

1. **Skip the greasy food on the road trips.** Car sickness is a type of motion sickness that occurs when the brain receives conflicting information from the ears, eyes and nerves, all of which help the body perceive motion. Avoiding greasy or heavy foods (such as fast food) before you hit the road or on the road can help reduce the undesirable symptoms of motion sickness.
2. **Keep drinking (and we don't mean alcohol!).** Fluids, fluids and more fluids are the secret weapon to making it through a hot day outdoors. Avoid sugary drinks and alcohol, which cause the body to lose fluids more rapidly leading to dehydration. Stick with unsweetened iced teas, seltzer and fruit-infused water, as your main summer beverages.
3. **Snack smart.** A healthy summertime diet should be based on an abundance of fresh fruits and vegetables. Fruits and vegetables are full of antioxidants which protect your skin from sun-damage, slow the aging process, and are even shown to protect against cancer! Try kale as the base of your salad (massage it with olive oil to make it soft), or choose grilled veggies on the grill instead of the traditional side of potato salad. Find more delicious recipes on [www.ehhd.org/wellness](http://www.ehhd.org/wellness).
4. **Food Borne Illness Prevention.** The CDC estimates that foodborne illness sickens about 48 million people in the US each year, resulting in 128,000 hospitalizations and 3000 deaths. About 30 percent of the population- young children, the elderly and pregnant women- are especially susceptible to foodborne pathogens. Protect yourself and your friends and family in these ways:
  - Cook meat, poultry and seafood thoroughly. Get a food thermometer and cook beef, lamb, veal and pork to 160 degrees Fahrenheit and poultry such as chicken and turkey to 165 degrees Fahrenheit. Cook fish and other seafood until flesh is cooked thoroughly through and it appears "done." Visit [www.foodsafety.gov](http://www.foodsafety.gov) for more details.
  - Don't cross-contaminate one food with another. Wash your hands, cutting boards and

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*Preventing Illness & Promoting Wellness for Communities In Eastern Connecticut*  
 Andover • Ashford • Bolton • Chaplin • Columbia • Coventry • Mansfield • Scotland • Tolland • Willington



## Eastern Highlands Health District

4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3321

utensils after they've been in contact with raw meat, poultry or fish.

- Wash food thoroughly to remove visible dirt, and discard the outermost leaves of a head of lettuce or cabbage.
- Avoid the growth of bacteria in your food- refrigerate leftover foods promptly. Make sure hot food stays hot (above 140 degrees F) and cold food stays cold (below 40 degrees F).

### Water Safety

1. **Know what drowning actually looks like.** Drowning is the 5<sup>th</sup> leading cause of unintentional death in the U.S. From a distance someone who's drowning might look like they're treading water. If they are unresponsive to questions or their eyes look glassy or unfocused they might be drowning. Always stay within an arm's reach of a child who can't swim.
2. **Stay healthy at the pool.** Stay out of the water if you have diarrhea, shower before you get in the water, teach your kids not to pee or poop in the water and don't drink the water.

### Beat the Heat and the Sun...And Have Some Fun!

1. **Don't leave the kids or pets inside the car, even for a minute.** Each summer, about 36 kids across the country die from heat-related deaths from being left inside a hot car. The effect is amplified in a car, which acts like a greenhouse trapping sunlight and heat inside. Even on a mild 80 degree day, a child's body can reach as high as 106 degrees Fahrenheit in a half hour left inside a car. Children's bodies can lose their ability to cool themselves at these temperatures, leading to dehydration, heat stroke, seizures and even death. A simple way to prevent locking your child into a hot car is to remind yourself to take them out by putting something you need next to your child (i.e. your left shoe, wallet, briefcase, or cell phone.) You will go to grab your item and remember your child!
2. **Protect your skin.** Protecting your skin now can prevent you from getting cancer later. Apply SPF 15 or higher sunscreen every 2 hours, and avoid direct sun light. Visit [www.ehhd.org/sun](http://www.ehhd.org/sun) for more tips on sun safety, and the Environmental Working Group's Guide to Health Sunscreens to assess what sunscreen will be best for you and your family (<http://www.ewg.org/2015sunscreen/>).
3. **BLAST away your risk for tick-borne illness.** Bathe or shower soon after coming indoors, Look for ticks and remove with fine tipped tweezers, Apply repellants to skin and/or clothing, Sculpt your landscape to prevent tick habitat, and Treat your pets with a product recommended by your vet. Visit [www.ehhd.org/tickprevention](http://www.ehhd.org/tickprevention) for more information for tick borne disease prevention.
4. **Laugh a lot and have a fun, safe and healthy summer!** Laughter releases stress and promotes social well-being.

Follow the steps above to make this summer memorable for all the good times, not the "summer bummers" that bring trips to the emergency room. Visit [www.ehhd.org/healthandsafety](http://www.ehhd.org/healthandsafety) for a printable version of these health and safety tips. For monthly health, wellness and safety updates from EHHD please register at [www.ehhd.org/newsandupdates](http://www.ehhd.org/newsandupdates).

*Sources for this press release include cdc.gov, foodsafety.gov, webmd.com, and cancer.org*

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*Preventing Illness & Promoting Wellness for Communities In Eastern Connecticut  
Andover • Ashford • Bolton • Chaplin • Columbia • Coventry • Mansfield • Scotland • Tolland • Willington*

**Sara-Ann Bourque**

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**Subject:** FW: Mansfield Library Express Coming to Storrs Center

**From:** [MansfieldLibrary@MansfieldCT.org](mailto:MansfieldLibrary@MansfieldCT.org) [mailto:[MansfieldLibrary@MansfieldCT.org](mailto:MansfieldLibrary@MansfieldCT.org)]

**Sent:** Monday, June 29, 2015 11:30 AM

**To:** Matthew W. Hart

**Subject:** Mansfield Library Express Coming to Storrs Center

The Mansfield Public Library is excited to announce the launch of Mansfield Library Express at the Nash-Zimmer Transportation Center. This limited service library outpost will be a quick and convenient place to pick up items you have requested and return items you borrowed from the library. Take a bus, walk, drive your car, jump rope, ride a bike, or hop-along-in! It's all waiting for you at the Library Express.

How does Library Express work?

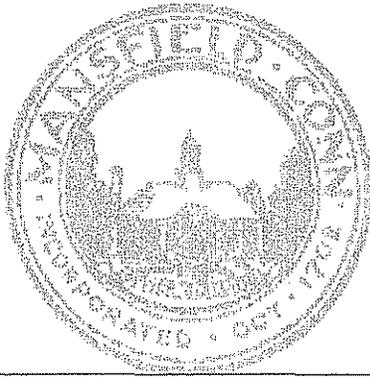
1. Request what you want via our online catalog (<http://ci-mt.iii.com/iii/encore/>).
2. We let you know when your items are ready for pick up.
3. Pick up your items at the Library Express! (and return them too!)

The Mansfield Library Express will open on Tuesday, July 14, 2015, and will be open Monday - Friday from 8 AM to 5 PM. Perfect for people who live or work in the Storrs area. You can start requesting items via the online catalog starting Friday, July 10, 2015. Visit the Mansfield Library website for more details, <http://MansfieldPublicLibraryCT.org/library-express/>



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# THE MANSFIELD MINUTE

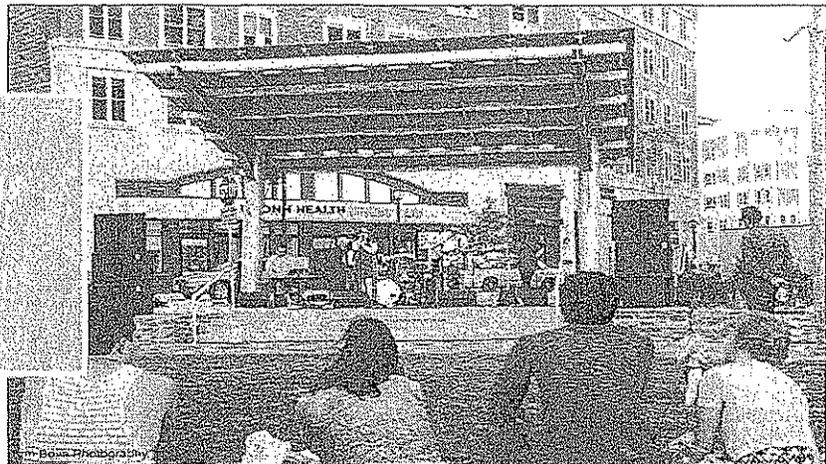
JULY 2015

[www.mansfieldct.gov](http://www.mansfieldct.gov)

- Town Hall will be closed on Friday, July 3, in celebration of Independence Day.
- The first installment of personal property, real estate and motor vehicle tax bills are due on July 1. You have until August 1 to pay and avoid penalty interest.
- Mansfield Advocates for Children 5K Run to benefit the Community Playground! Saturday, July 18, 8—11AM at the E.O. Smith Track.
- Family Fun Night at Bicentennial Pond, Friday, July 24, 4:30—7:30 PM.
- Free WRTD bus passes are available at the library, senior center, human services, and town clerk's office.

## Town Square — It's all happening here.

The Mansfield Downtown Partnership celebrated the completion of the Town Square at a ribbon-cutting and dedication on Friday, May 29. The celebration marked the completion of a major civic achievement and the end of a unique decades-long effort.



The Town Square has played host to both planned and impromptu events over the last year. The Celebrate Mansfield Festival was held for the first time on the Square last September and will be held there again on September 20 from noon until 4 PM. This summer, the popular Live Music Wednesdays concert series moved to the Square. The Funky Dawgz will perform on July 1 from 6:30—8 PM. This series flows directly into the Parks and Recreation Department's summer concert series that will be held

*(Continued on page 2)*

## Town Budget Means Lower Taxes For Many

On June 22, the Town Council adopted the FY 2015/16 Budget totaling \$38,444,120 by a vote of 8-1. The two most significant cost drivers of this budget were the price of medical insurance premiums and the loss of State aid to Mansfield. This budget preserves most services while limiting tax increases for most property owners. Due to increased costs charged by the state for the Resident Trooper program, the Town will reduce the number of full time Resident State Troopers from 10 to 6 during the summer months and will maintain 9 troopers during the academic year.

The mill rate required to support this budget is 29.87 mills or an increase of 1.92 mills. However, due to Revaluation where residential values saw a decrease and commercial values saw an increase, this tax rate increase was mitigated for most homeowners. In fact, the median homeowner will see a *decrease of \$89 per year*. Go to [www.mansfieldct.gov/filestorage/1904/1936/2419/20150622\\_budget\\_adjustments.pdf](http://www.mansfieldct.gov/filestorage/1904/1936/2419/20150622_budget_adjustments.pdf) for details.

(Continued from page 1)

for the first time on the Square. The concerts are scheduled for July 2, 9, 16, and 23 from 6:30—8 PM. See page 4 for more details.

As part of the week long Puppeteers of America's National Puppetry Festival, activities will be held on the Town Square on August 15. Several other groups are performing throughout the summer on the Square. Check out the Partnership's downtown events calendar for more information at <http://www.mansfieldct.gov/DowntownEventsCalendar>

### DowntownEventsCalendar

### *A History of the Square*

When the Town began planning for the development of Storrs Center in the late 1990s, one of the first things people requested was a central gathering space. This request helped guide the plans for the downtown as they evolved. The 2002 Downtown Mansfield Master Plan supported this need by calling for a central civic space that would “foster public events.”

The Partnership and Storrs Center master developer LeylandAlliance continued to keep this key need in the forefront as the plans moved

from concept to design. The Municipal Development Plan for Storrs Center detailed more specific goals for a town square that would “. . . *have the character of a public outdoor room [and would] be a focus for the life of the community. People will want to go there, shop, work, meet, talk, and live. . . [The] square will be a key component of the public realm and a center of civic activity.*”

The Partnership and LeylandAlliance embarked on creating the *Storrs Center: Special Design District Design Guidelines*, which now serve as the zoning regulations for the downtown district. These guidelines more clearly defined the shape and size of the Town Square, with details on sidewalk widths, suitable landscaping elements, and appropriate types of street furniture.

In 2007, following three nights of public hearings, the Planning and Zoning Commission unanimously approved the *SC: SDD Design Guidelines* and incorporated them into the Town's zoning regulations.

The last step in the planning process was conducted by the Partnership over the course of the past two years. The landscape architecture firm Kent + Frost was selected, through a competitive process, to serve as the lead designer for the Town Square. Then, the Partnership reached out to groups of community stakeholders, including the Town's Parks and

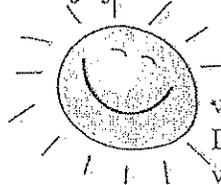
Recreation, Planning and Development, Police, Youth Services, and Senior Services Departments; the Town's Committee on the Needs of Persons with Disabilities; the Town Council; the Planning and Zoning Commission; the Garden Gate Club; Mansfield Advocates for Children; Storrs Farmers Market; E. O. Smith High School; downtown business owners; faculty and staff from UConn's Landscape Architecture program and School of Fine Arts; the Partnership's Board of Directors, Advertising and Promotion Committee, and Planning and Design Committee; and LeylandAlliance. The Partnership received input initially on the general wishes from stakeholders for this shared community space and then received feedback on the design from Kent + Frost as it progressed.

On September 17, 2013, the Partnership held a public hearing to receive comments on the proposed design by Kent + Frost. Following the hearing, the Town's Director of Planning and Development granted the zoning permit for the Town Square.

With the well-vetted plans in hand, the Partnership oversaw construction through the fall of 2013 and early spring of 2014. The Town Square opened for public use in May 2014, although the design was not yet fully realized. With the installation of the Jeffrey P. Ossen Family Foundation Pavilion roof; *Weaving Shuttle*, a sculpture by Connecticut artist David Boyajian; trellises; and lighting this spring, the Town Square is now complete.

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

## Enjoy the Great Outdoors— At the Library!



*New spaces for you to explore.*

We have two new gardens, a story walk in the playground, wifi, and the Doris Davis Garden is getting refreshed with new plantings and chairs.

Explore our new Children's Garden and learn a bit of all a garden has to offer. We've planted veggies, a watermelon patch, flowers and more! Or stroll by the Butterfly Garden, created by students from Southeast Elementary, and enjoy the blooms that butterflies love. Walk around the playground and read *The Goblin's Story* with your family!

*Thank you to the Friends of Mansfield Library for generously funding the Children's Garden and all our summer programs. Our thanks to Altrusa International and the Jeffrey P. Ossen Family Foundation for making the Story Walk possible.*

## Register NOW for Emergency Notifications



If you haven't done so already, we urge you to enroll your contact information, including home and cell phone numbers as well as text and

email addresses by visiting the CodeRED [enrollment page](#) at [www.MansfieldCT.gov](http://www.MansfieldCT.gov). You must have a Mansfield home or work address in order to register. You can also specify your notification preferences at that time.

If you can't register online, call 860-429-3328 and town staff will help to complete your registration over the phone. Required information includes first and last name, street address (physical address, no P.O. boxes), city, state, zip code and primary phone number. You can also enter additional phone numbers.

All Mansfield businesses should register, as well as all Mansfield residents who have unlisted phone numbers, or those who have changed their phone number or address within the past year. People who use a cell or VoIP phone as their primary number should also register so they will be in the system.

## Mansfield History comes alive!

Don't forget our local gem, the [Mansfield Historical Society Library and Museum](#) is open weekends during the summer, 1:30 – 4:30 PM.



Stop!

Look!

Listen!

**Mansfield Library  
Express Coming to  
Storrs Center**

Mansfield Library Express is coming to the Nash-Zimmer Transportation Center in July! This limited service library outpost will be a quick and convenient place to pick up items you have requested and return items you borrowed from the library. Take a bus, walk, drive your car, jump rope, ride a bike, or hop-along-in! It's all there for you at the Library Express.

How does Library Express work?

1. Request what you want via our [online catalog](http://lci-mt.iii.com/iii/encore/) (<http://lci-mt.iii.com/iii/encore/>).
2. We let you know when your items are ready for pick up.
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## Public Works Storrs Center Streetscape Extension

Construction of the Storrs Center Streetscape Extension is moving forward. The contractor, Pondview Construction, Inc. has finished the tree cutting and widening of embankment along route 195 as well as decorative light bases. In the next few weeks the base material for the walkway will be placed. The project is scheduled to be completed in mid-October.

## Celebrate the Glorious Fourth of July!

Nothing beats a parade, a picnic, a little swimming, and some fireworks to celebrate Independence Day. Nothing spoils the fun faster than someone getting hurt. Every year, many people are injured and fires are started by the unsafe or illegal use of fireworks — don't become one of them! Remember: **ONLY** sparklers and fountains are legal in CT and you have to be at least 16 years old to use them.

# July Events and Activities in Mansfield

## Parks and Recreation

**Summer Family Concerts**  
Thursdays, 6:30—8:00 PM

 On the Town Square.  
Rain or shine.

*July 2: Radio Waves*

Outstanding vocal performances combine with infectious grooves to give you the perfect blend of musical entertainment!

*July 9: Kidsville Kuckoo Revue*

The Singasaurus and his crew will delight audiences with their sing-along favorites..

*July 16: The Kerry Boys*

Dynamic and popular CT Irish Balladeers dazzle fans with humorous high-energy performances!

*July 23 Windham Concert Band*

Enjoy traditional band music including marches, overtures, and musical theater selections.

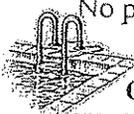
*All concerts free of charge.*

**Summer Family Fun Night**

Saturdays, July 11 & 25,  
4:30-7:30 PM

Try the inflatable slide or use the Tot Toys in the gym, try a game of poolside basketball, stop in the Community Room to do a puzzle or play some board games.

No pre-registration required.



**Free Day at the**

**Community Center**

Wednesday, July 15, 6-9 PM

Whether you're new to the community center or have been here often, if you're a Mansfield Resident you can visit for FREE.

## Mansfield Public Library

**Agility Dogs Demonstration**

Tuesday, July 7, 1:00 PM  
Amazingly talented dogs!

**New England Drones**

**Family Demonstration**

Wednesday July 8, 11 AM  
Following plane stories at Wonderful Wednesdays storytime.

**Stonewall Apiary Beekeeping**

Tuesday July 14, 2:30 PM  
Learn all about beekeeping;  
sample some honey.



**Turtle Dance Music**

Saturday July 18, 10:30 AM  
Non-stop musical fun  
for young kids.

**Dancin' With Hoops  
with Judi Ann Jones**

Tuesday July 21, 2 PM

Hula hooping fun for everyone.

**Country Quilt Llama Farm  
presents "Hooked on Llamas"**

Friday July 24, 1:00 PM  
Learn all about llamas and  
meet a real llama.



**S.T.E.A.M. Ice Cream  
with Carolyn Stearns**

Thursday July 30, 1 PM  
Winning combination of stories,  
science, math and ice cream.

**Storyfaces presents Hero Tales**

Tuesday, July 28, 6:30 PM:  
An amazing blend of art  
and story telling!

**Tween and Teen Programs**

Wednesdays, 2:00—3:30 PM

*July 1: Liquid Nitrogen Fun!*

*July 8: Brushbots*

*July 15: Candy Olympics*

*July 22: Comic Book Decoupage*

## Mansfield Senior Center

**Shutdown Week is July 27-31**

**Lyme Disease Info**

Thursday, July 9, 11 AM

Join us for an informative presentation on prevention, diagnosis and treatment of Lyme Disease. Sponsored by Price Chopper.

**FoodShare**

Thursdays, Jul. 9 & 23

11:30 -12:15 PM

Wrights Way back parking lot.  
Please bring your shopping bags.

**American Revolution in CT**

**2nd Summer Series Event**

Friday, July 17, 5 PM

Oven Roasted Top Round of Beef,  
Baked Potatoes, Salad & Sundaes.  
Cavalry Life during the American  
Revolution. \$7 per person.

**Emergency Preparedness &  
Code Red Registration**

Wednesday, July 22, 1 PM

Mansfield Fire Marshal

Fran Raiola & Officer Will Bigl  
will discuss emergency prepared-  
ness & Mansfield's CodeRED  
notification system.

**The Llamas are Coming!**

**The Llamas are Coming!**

Friday, July 24, 11 AM

Llamas from the Country Quilt  
Llama Farm will join us for a  
family event! Families are  
encouraged to pet & touch the  
llamas. Picnic lunch at the Senior  
Center with hot dogs, baked  
beans, potato salad and ice cream  
sandwiches! \$5.00 per person.  
Register at 860-487-9870.

Town of Mansfield, Connecticut

Audrey P. Beck Municipal Building

4 South Eagleville Road, Mansfield, CT 06268

[mansfieldct.gov](http://mansfieldct.gov)

860.429.3336



**Sara-Ann Bourque**

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**Subject:** FW: Storrs Center Selected as Finalist for ULI Global Awards for Excellence

**From:** Mansfield Downtown Partnership [<mailto:noreply@mansfieldct.org>]  
**Sent:** Thursday, June 25, 2015 4:39 PM  
**To:** Matthew W. Hart  
**Subject:** Storrs Center Selected as Finalist for ULI Global Awards for Excellence

## Storrs Center Selected as Finalist for ULI Global Awards for Excellence

June 25, 2015 - Storrs Center is one of twenty-two real estate developments that have been selected as finalists in the 2015 Urban Land Institute (ULI) Global Awards for Excellence. The competition is widely recognized as one of the land use industry's most prestigious award programs and includes entries from around the globe.

Award finalists advance to the final stage of the competition, with a group of winners to be announced in October at the ULI Fall Meeting in San Francisco. The winning projects will be selected from an international jury of ULI members representing a multidisciplinary collection of real estate development expertise, including finance, land planning, development, public affairs, design, and other professional services.

"This year's finalists were selected from an impressive group of international submissions that have each added value to their larger community," said jury chair Michael Covarrubias, chairman and chief executive officer of TMG Partners in San Francisco, California. "This diverse group of projects illustrate how the intersection of financial feasibility, design, and a vision for comprehensive development define essential qualities of life in the neighborhoods and areas they serve."

The competition, established in 1979, recognizes real estate projects that achieve a high standard of excellence in design, construction, economics, planning and management. The program, open to the entire industry (not just to ULI members), is viewed as the centerpiece of ULI's efforts to identify and promote best practices in all types of real estate development.

"We are thrilled that Storrs Center has been selected as a finalist for the ULI Global Awards for Excellence," said Howard Kaufman, CEO and Principal of LeylandAlliance LLC, the master developer of Storrs Center. "It is a significant honor for Storrs Center to be recognized as one of the finest new real estate projects in the world. Credit goes to our entire development team, and our great partners at EdR, the Mansfield Downtown Partnership, the Town of Mansfield, the University of Connecticut, and the community as a whole."

The competition is part of the Institute's Awards for Excellence program, which is based on ULI's guiding principle that the achievement of excellence in land use practice should be recognized and rewarded. ULI's Awards for Excellence recognize the full development process of a project, not just its architecture or design. The criteria for the awards include leadership, contribution to the community, innovations, public/private partnerships, environmental protection and enhancement, response to societal needs, and financial viability. Throughout the program's history, all types of projects have been recognized for their excellence, including office, residential, recreational, urban/mixed-use, industrial/office park, commercial/retail, new community, rehabilitation, and public projects and programs.

#####

Storrs Center is a mixed-use town center and main street corridor at the crossroads of the Town of Mansfield, Connecticut and the University of Connecticut. Located along Storrs Road adjacent to the University, the Town Hall, the regional high school, and the community center, Storrs Center knits thoughtful architecture, pedestrian-oriented streets, and public spaces into a series of small neighborhoods that make up the new fabric of the town center. Ground floor retail and commercial uses opening onto landscaped sidewalks reinforce traditional street front activity and is supported by residences above and shared community spaces.

[www.storrscenter.com](http://www.storrscenter.com)

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## Delivering Quality Water

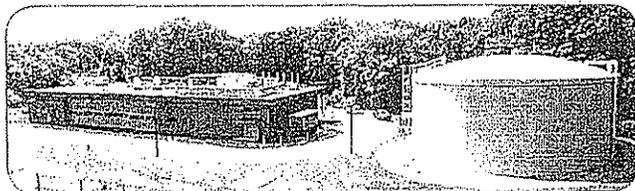
The University of Connecticut is pleased to provide you, our water system customers, with the 2014 Water Quality Report. We provide this report to our customers to fulfill the consumer confidence reporting requirement of the federal Safe Drinking Water Act (please see the water quality test results on page 3) and to keep you apprised of important water system developments.

For several years UConn has been planning and implementing measures designed to help meet our water supply goals of ensuring an adequate quantity of pure drinking water while making efficient use of available resources. Major investments were made to reduce water losses from our transmission and distribution systems. We provided extensive outreach to inform our students, staff and off-campus customers of the importance of water conservation. The result was a year-to-year reduction or sustained level of water use, despite a growing service population.

Specific milestones towards meeting our water supply goals were achieved in 2013. The University began replacing potable water used at its central utility plant with treated reclaimed water. Also, an Environmental Impact Evaluation assessed the possible alternatives to meet long term water needs and identified an interconnection with Connecticut Water Company to be the most environmentally sound and least costly option.

Building off the successes of 2013, this past year saw much sustained progress. The reclaimed water facility continued to reduce the utility plant's need for potable water. Overall potable water demand in the system is nearly 9 percent less than what it had been before reclaimed water was available. Design of the pipeline that would interconnect the UConn and Connecticut Water systems was completed, and an application to secure a water diversion permit, was made to the Department of Energy and Environmental Protection (DEEP). We continue working to complete the permitting process and obtain the final approvals for the project so we can move forward with the additional supply to meet the long term needs of the University and Mansfield.

Thank you for taking the time to review this report. If you have questions concerning the drinking water quality results, please call, week days between 8 a.m. and 5 p.m., the University's Department of Environmental Health and Safety at 860-486-3613, or New England Water Utility Services, Inc.'s (NEWUS) project manager at 860-486-1081. NEWUS is the contract operator subsidiary of Connecticut Water Company.



*Reclaimed Water Facility*

## Regulatory Oversight

The University's Main Campus and Depot Campus systems experienced no water quality or monitoring/reporting violations for this reporting period. To ensure that tap water is safe to drink, the Federal Environmental Protection Agency (EPA) and the State of Connecticut Department of Public Health (DPH) establish and enforce regulations that limit the amount of certain substances in the water provided by public water systems. Water quality testing is an ongoing process, and the frequency of testing for each parameter is prescribed by these drinking water regulations. Due to testing schedules, not all of these tests were required during 2014, but the most recent test data is shown in the table located on page 3. Samples from the University's water systems are tested regularly at state-certified laboratories to ensure compliance with state and federal water quality standards. Water samples are collected for water quality analysis from our wells, from entry points into our systems, and from sample locations within our distribution system.

## Securing Additional Water Supply for the Long Term

To address the anticipated long term water supply needs of UConn and nearby areas in Mansfield, a detailed study in the form of an Environmental Impact Evaluation was prepared, published, publicly reviewed, and ultimately approved in 2013 under the state's Environmental Policy Act. Among the alternatives that were studied, the alternative of securing an interconnection with Connecticut Water Company was determined to be the most environmentally sound, most consistent with the state plan of conservation and development, and most economical. The agreements reached between UConn and Connecticut Water Company and Mansfield and Connecticut Water were structured to meet the long-term interests of the campus, its neighbors, and the region.

In April 2014, the University and Connecticut Water jointly submitted a permit application to DEEP for the approval needed to interconnect the two supply systems (the Diversion Permit). The Diversion Permit application requested that the permit extend for 25 years and that Connecticut Water be authorized to provide up to 1.18 million gallons per day (mgd) on average and a maximum of 1.85 mgd for a peak day during that period. Water would come from Connecticut Water's Northern Western system's Lake Shenipsit Reservoir. In December 2014, DEEP issued a Notice of Tentative Determination based on its finding that the permit application was complete and the proposed diversion: 1) is necessary, 2) will not significantly affect long-range water resources management, and 3) will not impair proper management and use of the state's water resources. Publication of the DEEP notice, which included a draft of the permit, including a list of conditions to protect the environment, initiated a 30-day public comment period and public hearing process, that extended into 2015. The public hearing process was closed in May and a ruling is anticipated during the late spring or summer of 2015.

Working in partnership with the Town of Mansfield, Connecticut Water established a Water System Advisory Group with representatives from the Town, UConn, nearby communities, and other stakeholders, which will meet quarterly and provide local input to ensure communication and collaboration relating to the Connecticut Water system. The group will also make recommendations about best management practices, including water conservation programs, and the company will work with the Advisory Committee to implement such programs.

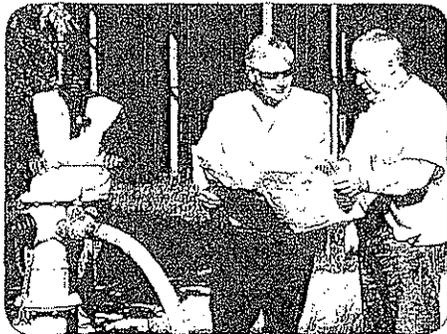
## System Description

The University owns and operates the Main Campus water system in Storrs and the Depot Campus section in Mansfield. Although the Main and Depot systems are interconnected, the source of water within each system can vary. The Main Campus receives water from gravel-packed wells located in the Fenton River and Willimantic River Wellfields. The Depot Campus receives water only from the Willimantic River Wellfield. UConn's wells do not pump directly from the Fenton and Willimantic Rivers; rather, the wells are located near the rivers and pump groundwater from underground aquifers. As groundwater moves very slowly through the fine sands that make up these aquifers, the water is naturally filtered. The result is water of excellent chemical, physical, and bacteriological quality pumped from each wellfield. The only water treatment added is sodium hydroxide for pH adjustment and corrosion control, and chlorine for disinfection.

The University continues to have an ample supply of high quality drinking water to meet the needs of its current on-campus and off-campus users. In addition, it has over 7.6 million gallons of water storage capacity to meet all domestic, process, and fire protection needs. Large booster pumps help maintain adequate system pressures, and emergency generator power ensures continued operation during electric power outages.

## Water Quality

As water travels over the land surface and/or through the ground, it dissolves naturally occurring minerals and in some cases, radioactive material, and can pick up substances resulting from the presence of animals or human activity, including:



- viruses and bacteria, which may come from septic systems, livestock and wildlife;
- salts and metals, which can be natural or may result from storm water runoff and farming;
- pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff or lawn care;
- organic chemicals, which originate from industrial processes, gas stations, storm water runoff and septic systems; and
- radioactive substances that can be naturally occurring.

To ensure safe tap water, EPA prescribes limits on these substances in water provided by public water systems. The presence of these contaminants does not mean that there is a health risk. The University complies with EPA and DPH water quality requirements to ensure the quality of the water delivered to consumers. There were no water quality violations in the University's systems in 2014.

## Stage 2 Disinfectants and Disinfection Byproduct Rule (Stage 2 DBP rule)

The EPA's Stage 2 Disinfectants and Disinfection Byproducts Rule (DBP rule) requires all water systems to evaluate the potential for producing elevated levels of certain "disinfectant by-products" that have potential adverse health effects. These chemical compounds can be produced by the reaction of disinfecting chemicals with naturally occurring chemical compounds found in the water. Water quality test results over eight consecutive quarterly sampling periods showed that none of the samples contained levels of disinfection by-products in excess of allowable levels. Because of these favorable sample results, the University's water system has been designated as in compliance with the DBP rule.

## Health Information

Consumer Confidence Reports are required to contain public health information for certain contaminants and compounds, even if the levels detected in the system were less than the Maximum Contaminant Levels (MCL) established for those parameters. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk for infections. These people should seek advice about drinking water from their health care providers. EPA and the Federal Center for Disease Control guidelines on reducing the risk of infection by *Cryptosporidium* and other microbial contaminants are available from EPA's Safe Drinking Water Hotline (800-426-4791).

**CRYPTOSPORIDIUM.** *Cryptosporidium* is a microbial parasite found in surface waters throughout the U.S. Since the University uses groundwater (wells) rather than surface water (reservoirs), the University is not required to test for *Cryptosporidium*.

**COPPER & LEAD.** The University currently meets regulatory requirements for both lead and copper. Lead and copper samples were collected in 2014. The 90th percentiles for both lead and copper were below the EPA Action Level. Nonetheless, the University believes it is important to provide its customers with the following information regarding lead and copper.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The University's water systems provide high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap water for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water is available from the Safe Drinking Water Hotline or at [www.epa.gov/safewater/lead](http://www.epa.gov/safewater/lead).

Similarly, elevated copper levels can also have health impacts. Copper is an essential nutrient, but like lead, its levels can vary from location to location. Some people who drink water containing copper in excess of the Action Level over a relatively short period of time could experience gastrointestinal distress and may also suffer liver or kidney damage. People with Wilson's disease should consult their personal physician. If you are concerned about elevated copper levels, you may wish to have your water tested. Running your tap for 30 seconds to 2 minutes before using for drinking or cooking will significantly reduce copper levels in the water.

## Water Quality Testing

The results of tests conducted on water samples for regulated compounds are summarized in this report. While most of the monitoring was conducted in 2014, certain substances are monitored less than once per year because the concentrations are expected to be relatively constant. If levels were tested prior to 2014, the year is identified in parentheses.

As required by the EPA and the DPH, the University also periodically tests for "unregulated contaminants." Unregulated contaminants are those that do not yet have a drinking water standard set by EPA. The purpose of monitoring for these contaminants is to help EPA decide whether the contaminants should have a standard. The last required samples for those unregulated compounds were collected in July 2009 with all sample results below detection levels.

### University of Connecticut Water System

Water Quality Test	MCL	MCLG	Highest Level Detected	Range of Detections	MCL Exceeded?	Possible Contaminant Source
Copper (ppm)	AL 1.3	AL 1.3	0.299*	0.006-0.480	No	Corrosion of household plumbing systems
Lead (ppb)	AL 15	AL 15	11*	ND-27	No	Corrosion of household plumbing systems
Barium (ppm)	2	2	0.015	0.015	No	Erosion of natural deposits
Chloride (ppm)	250	NA	25.7	25.7	No	Erosion of natural deposits
Nitrate (ppm)	10	10	0.72	0.60-0.72	No	Runoff from fertilizer use
Sodium (ppm)	NL=28	NA	24.4	24.4	No	Erosion of natural deposits
Sulfate (ppm)	NA	250	10.8	10.8	No	Erosion of natural deposits
Turbidity (ntu)	5 ntu	NA	0.27**	ND-4.52	No	Soil runoff, pipe sediment, or precipitation of minerals or metals
Total Coliform (# of monthly positive samples)	1	0	0	ND	No	Naturally present in the environment
Alpha Emitters (pCi/L) (2013)	15	0	5.1	ND-5.1	No	Erosion of natural deposits
Combined Radium (pCi/L) (2013)	5	0	1.08	ND-1.08	No	Erosion of natural deposits
Chlorine (ppm)	MRDL 4	MRDLG 4	0.83	0.04-0.83	No	Water additive used to control microbes
HAAS (ppb) [Haloacetic acids]	60	NA	3.8	ND-3.8	No	By-product of drinking water disinfection
TTHMs (ppb) [Total Trihalomethanes]	80	0	17.9	3.8-17.9	No	By-product of drinking water disinfection

\* Compliance is based on 90th Percentile Value as listed here.

\*\*Compliance is based on Running Annual Average as listed here.

### Definitions and Key Terms

**AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

**MCL (Maximum Contaminant Level):** The highest level of a contaminant allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology. Typically when MCLs are exceeded a violation occurs and public notification is required.

**MCLG (Maximum Contaminant Level Goal):** The level of a contaminant in drinking water below which there is no known or expected health risk. MCLGs allow for a margin of safety.

**MRDL (Maximum Residual Disinfection Level):** The highest level of a disinfectant allowed in drinking water.

**MRDLG (Maximum Residual Disinfection Level Goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health.

**Detected Contaminant:** A detected contaminant is any contaminant measured at or above a Method Detection Level. Just because a contaminant is detected does not mean that its MCL is exceeded or that there is a violation.

NA: Not applicable.

ND: Not detected.

NL: Notification level.

**ppb (parts per billion):** One part per billion = ug/L; the equivalent of 1 penny in \$10,000,000.

**ppm (parts per million):** One part per million = 1 mg/l; the equivalent of 1 penny in \$10,000.

**PCi/L (picocuries per liter):** A measure of radioactivity.

**TT (Treatment Technique):** A required process intended to reduce the level of a contaminant in drinking water.

## Managing Demand

Since the summer of 2013, treated non-potable water provided by the University's reclaimed water facility has supplied UConn's utility plant make-up water for steam production, process cooling for the heat-and-power producing turbines, and produced the chilled water used for air conditioning in many campus buildings.

The reclaimed water facility produced about 240,000 gallons per day (gpd) in 2014 but is capable of processing significantly more. To offset some of the potable water demands of several planned projects, three campus buildings now in development have been designed to use reclaimed water. The STEM Residence Hall, the Tech Park's Innovation Partnership Building, and a new science and engineering building will use reclaimed water for toilet flushing and/or to meet their cooling needs. By substituting processed wastewater for high-quality drinking water for those uses in these buildings, the University expects to save more than 44,000 gpd of potable water during the cooling season.

Also in 2014, UConn renewed a campus-wide water fixture retrofit program. In recent years, many of the campus's older buildings had been renovated with water-conserving fixtures, but many of the newer buildings can benefit from advances made in water saving devices as of spring 2015. Nearly all of the residence halls' faucet aerators and shower heads had been replaced with low flow fixtures. As toilets are replaced and academic buildings are also addressed, the University expects to see an overall 20 percent reduction in its peak day water demand compared to 2013.

## Reliability

During the fall of 2014, the University started a project to replace the main transmission pipe connecting the Willimantic wellfield to the Storrs campus storage and distribution system. The original cast iron pipe was installed in the early 1970s and has shown signs of deterioration.

The University has repaired several leaks in recent years, including replacing 3,500 feet transmission main along Hunting Lodge Road in 2006. (Note - this piping will remain in place and is not being replaced as part of the Phase I and II projects.) A comprehensive study indicated that the pipe lies in soil that can be corrosive to cast iron over time. Phase I of this project involves installing about 13,500 feet of new 16-inch diameter pipe adjacent to the existing supply line from the wellfield at Spring Manor Farm to just past the Cedar Swamp Brook crossing of Hunting Lodge Road. The new cast iron pipe is entirely wrapped in polyethylene, preventing contact with corrosive conditions.

All of the pipe planned in Phase I has been installed, and will soon be tested before it is put into service. The project includes restoration of disturbed areas, including paved roads, and will be complete before the end of summer 2015. Phase II of the project will replace most of the remainder of the pipe route to the UConn storage tanks. Design of Phase II is underway, and construction should begin in 2015 and extend into 2016.



*Willimantic  
Transmission Project*

## Source Protection

The University actively protects its wells, wellfields, and the Fenton and Willimantic Rivers, which are valuable water resources. Pursuant to the Connecticut Environmental Policy Act (CEPA), the University undertakes Environmental Impact Evaluations for construction projects based on their size, location, cost or other factors. This process,

administered through the State Office of Policy and Management (OPM), provides state agencies, the town of Mansfield, environmental organizations, and interested citizens an opportunity to participate in the review process on a project regarding its potential environmental impact. The University also cooperates with Windham Water Works regarding watershed inspections on the Main Campus. These inspections are designed to protect the Fenton River Wellfield and the Fenton River, as well as the downstream reservoir that serves the Windham Water system.

The University utilizes its aquifer mapping information to delineate the areas of groundwater recharge for its wellfields. This technical evaluation, required by DEEP, shows the critical areas of direct recharge that must be protected from certain development. DPH, in conjunction with DEEP, maintains Source Water Assessment Program (SWAP) reports on the Fenton River and Willimantic River wells. These reports evaluate potential threats of contamination to our wells. The University's wellfields have an Overall Susceptibility Rating of "LOW," the best possible rating. To ensure continued source protection, however, the University will remain vigilant in protecting all of its water supply sources in the years to come. For more information regarding the SWAP report, visit the DPH's Web site at [www.ct.gov/dph](http://www.ct.gov/dph). In 2014, the University completed the CEPA process and design for the Main Accumulation Area for regulated wastes which will be relocated out of the public water supply watershed (Willimantic Reservoir) to North Campus.

## Emergency Notification



UConn and its contract operator, NEWUS, have established a notification system to alert its customers of water supply interruptions. These notifications will be sent when water is planned to be temporarily unavailable due to construction or other improvements or during emergencies such as a broken water main. UConn on-campus consumers are notified through the Building & Emergency Contact (B&EC) system. This enables an email to be sent to the listed contacts of the buildings expected to be affected by the outage. Off-campus customers are notified through NEWUS' emergency notification call system.

Notifications will include as much information as possible, including the expected duration of the outage, if known, and any special instructions. In order for us to promptly notify our customers, it is important that our contact information for you is complete and up to date. Employees can check their B&EC contact information by accessing [www.beclist.uconn.edu](http://www.beclist.uconn.edu) using their NET ID. Off-campus customers who wish to update their phone number, please call 1-800-286-5700 or send an email to [customerservice@ctwater.com](mailto:customerservice@ctwater.com).



*Fenton River*

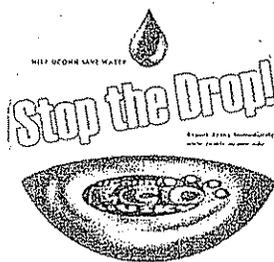
## Water Usage

Overall, the total potable water usage in 2014 increased slightly compared to 2013 but was in line with the growth in service population and was still nearly 9 percent less than what it was in 2012, before the reclaimed water was being used at the UConn utility plant. From 2005 to 2014, the average daily demand on the UConn water system decreased from 1.49 million gallons per day (mgd) to 1.16 mgd. While the on-campus service population increased by 23 percent over that time, the average daily water demand decreased by more than 22 percent.

To accomplish that reduction, the University made many water system changes to the actual infrastructure and its operations, which has helped to increase our overall water use efficiency. We continue to build on the progress made in previous years by renewing our program to replace water fixtures in campus buildings with water-saving devices, and the University remains diligent on reducing wasted water through routine leak detection and repair.

In addition to reclaimed water and other improvements made to the water system, the cooperation we have received from our consumers towards conserving water certainly helped contribute to our overall drop in water usage.

Much of the summer and fall months of 2014 were particularly dry, and the resulting lower streamflows led to our requests for voluntary and, for several weeks, mandatory water conservation. We appreciate your efforts to conserve water when we issue our conservation requests and throughout the year.



## Water Conservation

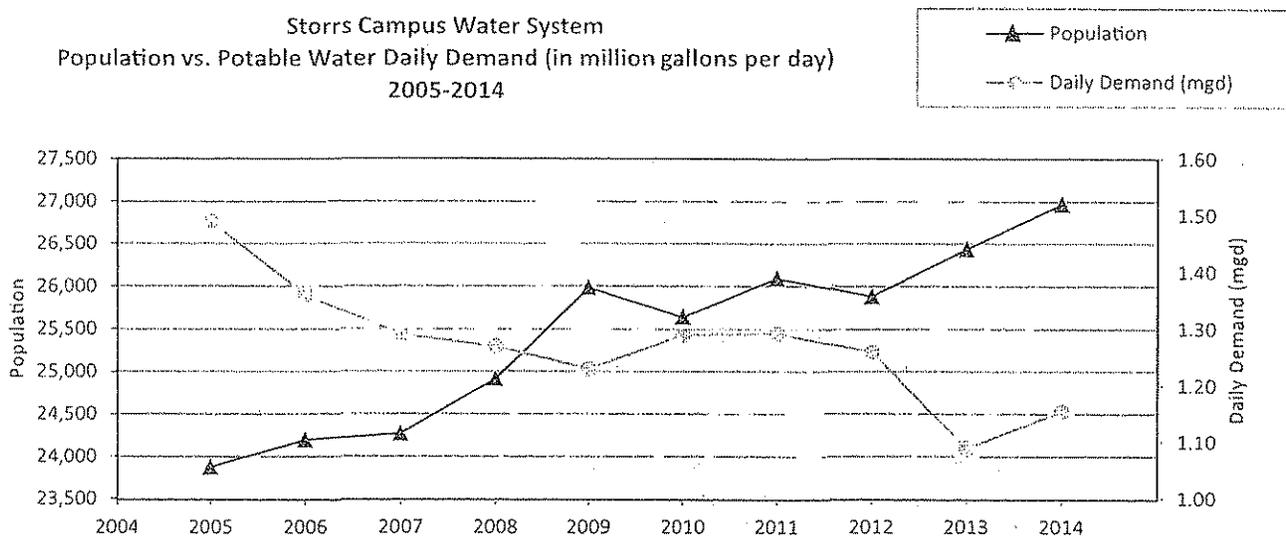
While our water system does not pump water directly from the local rivers, it does extract groundwater from local aquifers that help sustain them. Extended dry weather naturally reduces streamflow which, in turn, may stress fish and other biotic stream habitat. That's why we respond with conservation measures of our own and request our customers to conserve water during these periods. UConn and NEWUS appreciate your cooperation and encourage the wise and efficient use of water at all times by applying the following tips:

- Install water-efficient fixtures and equipment, such as water-saving shower heads and toilets.
- Take shorter showers.
- Turn off faucets and showers when not in use.
- Wash full loads in washing machines/dishwashers.
- Limit running water in food preparation.
- Limit outdoor watering to early mornings or evenings, and do not water on windy days.
- Mulch around plants to reduce evaporation.
- Limit running water time when washing a car, or use a car wash.

Repair leaks:

- In UConn dorms, promptly report leaks to your Resident Advisor.
- In other campus buildings, report leaks to Facilities Operations at 860-486-3113.

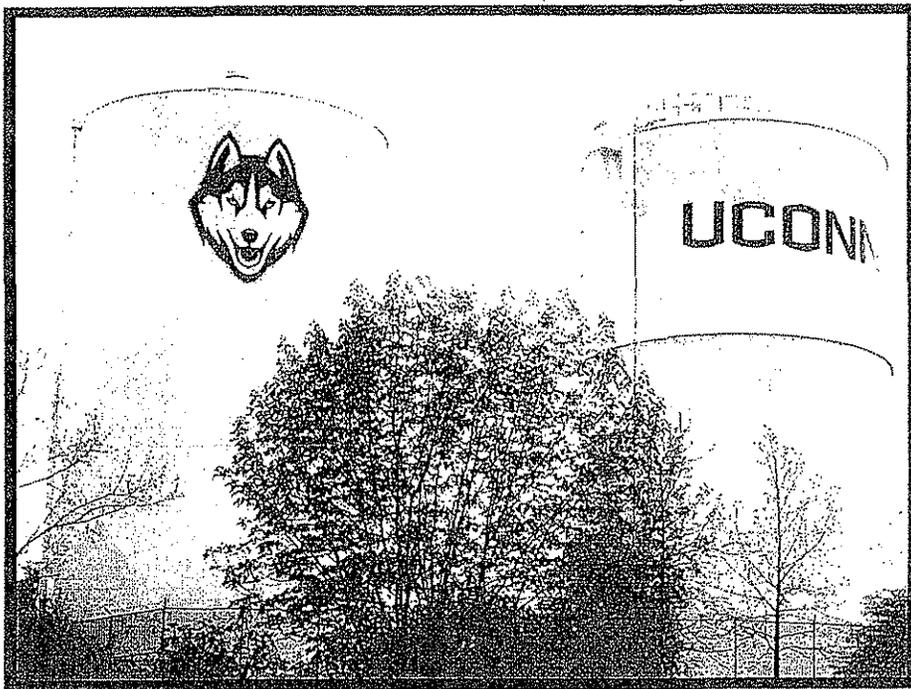
Storrs Campus Water System  
Population vs. Potable Water Daily Demand (in million gallons per day)  
2005-2014



**University of Connecticut**

Facilities Operation Building  
5 LeDoyt Road, Unit 3252  
Storrs, CT 06269

**2014  
Annual Water Quality Report**



*Proudly Presented By:*

**UCONN**

UNIVERSITY OF CONNECTICUT



Office of the President  
Michael Kirk  
Deputy Chief of Staff

Item #17

June 15, 2015

Mathew W. Hart  
Town Manger  
Audrey P. Beck Municipal Building  
4 South Eagleville Road  
Mansfield, CT 06268

Re: *Purchase of the Nathan Hale Inn by the University of Connecticut*

Dear Matt:

Please be advised that the University of Connecticut intends to complete the purchase of the Nathan Hale Inn on or about Wednesday, July 1, 2015. At that time, all property comprising the Nathan Hale Inn, now titled in the name of Campus Associates Limited Partnership, will become titled in the name of the University. Such property includes the building and personal property located at 855 Bolton Road, Storrs, CT.

As you are aware, the University is an agency of the State of Connecticut, and as such, its property is exempt from taxation under section 12-81(2) of the Connecticut General Statutes. We note that taxes on the Nathan Hale property have been paid through the end of the current fiscal year (per bill numbers 2013-01-0000599 and 2013-02-0040457, copies enclosed). Provided that the July 1 closing takes place as anticipated, the property will be exempt from tax for the entirety of the 2015-2016 fiscal year and thereafter, and no proration or refund of property tax will be sought for the current fiscal year.

Sincerely,

Michael Kirk  
Deputy Chief of Staff

Enc.

352 MANSFIELD ROAD, UNIT 1049  
STORRS, CT 06269-1049  
PHONE 860.486.2337  
FAX 860.486.2627

*An Equal Opportunity Employer*



Town of Mansfield

Town of Mansfield  
 4 SOUTH EAGLEVILLE ROAD  
 STORRS MANSFIELD, CT 06268  
 (860) - 429 - 3307

Payment Details

Tax Payer Information	
Bill #:	2013-1-0000599 (REAL ESTATE )
Unique ID:	0016 0036 0017Z
District & Flag:	District: 0
Name:	CAMPUS ASSOC LIMITED PARTNERS
Address:	
Property Location:	855 BOLTON RD 0016 0036 0017Z
Volume:	
Page:	
Town Benefit:	0.00
Elderly Benefit (C):	0.00

Bill Information as of 06/15/2015					
Due 1:	07/01/2014	Inst1:	\$31,744.22	Total Installment:	\$63,488.44
Due 2:	01/01/2015	Inst2:	\$31,744.22	Paid:	\$63,488.44
Due 3:		Inst3:	\$0.00	Tax/Princ/Bint Due:	\$0.00
Due 4:		Inst4:	\$0.00	Interest Due:	\$0.00
Assessment	\$437,370	Total:	\$63,488.44	Lien Due:	\$0.00
Exempt	\$0	Total	\$0.00	Fee Due:	\$0.00
		Adjustment:			
Net	\$437,370	Mill	27.95	Total Due:	\$0.00
		Rate			
To Pay This Bill in Full:					\$0.00

Payment History						
Pay Date	Type	Tax/Principal	Interest	Lien	Fee	Total
12/29/2014	PAY	\$31,744.22	\$0.00	\$0.00	\$0.00	\$31,744.22
07/21/2014	PAY	\$31,744.22	\$0.00	\$0.00	\$0.00	\$31,744.22

\* Total Payments made to taxes in 2014: \$63,488.44

\* This is not a tax form, contact your financial advisor for information regarding tax reporting.

Date Generated: 06/15/2015



Town of Mansfield

Town of Mansfield  
 4 SOUTH EAGLEVILLE ROAD  
 STORRS MANSFIELD, CT 06268  
 (860) - 429 - 3307

Payment Details

<b>Tax Payer Information</b>	
Bill #:	2013-2-0040457 (PERSONALPROPERTY)
Unique ID:	P40110
District & Flag:	
Name:	NATHAN HALE INN
Address:	
Property Location:	855 BOLTON RD CAMPUS ASSOCIATES LP
Volume:	
Page:	
Town Benefit:	0.00
Elderly Benefit (C):	0.00

<b>Bill Information as of 06/15/2015</b>					
Due 1:	07/01/2014	Inst1:	\$10,352.26	Total Installment:	\$20,704.52
Due 2:	01/01/2015	Inst2:	\$10,352.26	Paid:	\$20,704.52
Due 3:		Inst3:	\$0.00	Tax/Princ/Blnt Due:	\$0.00
Due 4:		Inst4:	\$0.00	Interest Due:	\$0.00
Assessment	\$740,770	Total:	\$20,704.52	Lien Due:	\$0.00
Exempt	\$0	Total	\$0.00	Fee Due:	\$0.00
		Adjustment:			
Net	\$740,770	Mill	27.95	Total Due:	\$0.00
		Rate			
To Pay This Bill in Full:					\$0.00

<b>Payment History</b>						
Pay Date	Type	Tax/Principal	Interest	Lien	Fee	Total
12/29/2014	PAY	\$10,352.26	\$0.00	\$0.00	\$0.00	\$10,352.26
07/21/2014	PAY	\$10,352.26	\$0.00	\$0.00	\$0.00	\$10,352.26

\* Total Payments made to taxes in 2014: \$20,704.52

\* This is not a tax form, contact your financial advisor for information regarding tax reporting.

Draft Generated 06/15/2015

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