



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
Monday, July 27, 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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1. Storrs Center Update (Item #1, 07-13-15 Agenda) (Oral Report)	
2. Community/Campus Relations (Item #2, 05-11-15 Agenda) (Oral Report)	
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REGULAR MEETING – MANSFIELD TOWN COUNCIL  
July 13, 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, Wassmundt

Excused: Raymond, Ryan, Shapiro

II. APPROVAL OF MINUTES

Ms. Moran moved and Mr. Kochenburger seconded to approve the minutes of the June 17, 2015 special meeting as presented. The motion passed unanimously. Ms. Moran moved and Mr. Kochenburger seconded to approve the minutes of the June 22, 2015 meeting as presented. The motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Cindy Dainton, Mansfield City Road, commented on the changes in the world which have taken place since the enactment of the Town Charter and urged Council members to review the provisions of the Charter. (Statement attached)

IV. REPORT OF THE TOWN MANAGER

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

- Suggested Item 6, Fire Department Staffing and Structure, be postponed to a future meeting since three Councilors were not in attendance. By consensus the Council agreed to the postponement.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Paterson asked Councilors if they wished to discuss the proposed State Police gun range in Willington, as members have received numerous emails on the subject. By consensus the Councilors agreed to have staff gather information to be included as a communication in the next packet. Information would include available data on potential environmental concerns.

VI. OLD BUSINESS

1. Storrs Center Update

The Town Manager reported that a review of the contracts indicates that the Town is not precluded from charging user fees for the commuter club at the Nash-Zimmer Transportation Center. Mr. Hart also noted that Storrs Center is one of 22 real estate developments across the world that has been chosen as finalist in the 2015 Urban Land Institute Global Awards for Excellence. The Town Manager commended MDP Executive Director Cynthia vanZelm and all the Town's partners for this prestigious honor.

2. Community Water and Wastewater Issues

Mr. Hart noted the Connecticut Water Company project update information can be accessed from the Town's website and that the draft Environmental Impact Evaluation for the Four Corners sewer project is being prepared.

VII. NEW BUSINESS

3. Agreement between the Town of Mansfield and the Mansfield Downtown Partnership Inc. for Management of the Nash-Zimmer Transportation Center.

Ms. Moran moved and Mr. Kochenburger seconded to authorize the Town Manager to execute the Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for the Management of the Nash-Zimmer Transportation Center.

The Town Manager explained the combination of existing positions which would allow for the hiring of a 30 hour per week transportation coordinator. The hired individual would be an employee of the Downtown Partnership. A report to the Council on the Downtown Partnership's discussion regarding their current and future role will be provided at a future date.

4. Capitol Region Council of Governments (CRCOG)

An additional handout from Lyle Wray, Executive Director of CRCOG, regarding the change in dues was distributed. (handout attached).

5. 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.

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

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.

The Town was unable to obtain the changes to the contract that staff requested but continues to work on a few of the items for inclusion in the Operating Guidelines. The Town will contract for eight troopers year round and will continue to explore other options.

The motion to approve the resolution passed unanimously.

6. Fire Department Staffing and Structure

As agreed to earlier in the meeting this issue will be discussed at a future meeting.

VIII. REPORTS OF COUNCIL COMMITTEES

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

- The reappointment of Nancy Silander and William Simpson to the Town/University Relations Committee for a term ending 3/13/2016

- The appointment of George Rawitscher, Lyle Scruggs, Juliana Barrett, Chadwick Rittenhouse, Greg Anderson, Laura Cisneros, Timothy Vadas, Margaret Rubega, Gary Bent and Don Hoyle to the ad hoc Climate Change Committee

The motions to approve the recommendations passed unanimously.

By consensus the Council approved the Committee on Committees' recommendation to change the ad hoc Committee's section of the Sustainability Committee's charge increasing the total membership to ten.

Mr. Kegler updated members on the Committee's plan to have a booth at the Celebrate Mansfield Festival to both honor current volunteers and solicit new volunteers.

Ms. Moran, Chair of the Personnel Committee, outlined the timeline for the Town Manager's performance review process.

IX. DEPARTMENTAL AND COMMITTEE REPORT

No comments offered

X. PETITIONS, REQUESTS AND COMMUNICATIONS

7. Letters re: FY 2015-16 Budget
8. M. Capriola re: Timeline – Town Manager Performance Review Process
9. Connecticut Department of Energy & Environmental Protection: Notice of Tentative Determination to Approve An Exemption to Connecticut General Statutes Section 25-68d(b) (Flood Management) And Intent to Waive Public Hearing
10. State of Connecticut: P-Card Program Rebate 2014
11. Government Finance Officers Association: Certificate of Achievement for Excellence in Financial Reporting
12. Eastern Highlands Health District: Have a Memorable, Safe and Healthy Summer
13. Mansfield Library Express Coming to Storrs Center
14. Mansfield Minute – July 2015
15. Storrs Center Selected as Finalist for ULI Global Awards for Excellence
16. UCONN 2014 Water Quality Report
17. UCONN re: Purchase of the Nathan Hale Inn by the University of Connecticut  
Staff will check to see if taxes will be paid for the October 2014 tax period

XI. FUTURE AGENDAS

No additional items offered

Ms. Moran moved and Mr. Kegler seconded to recess the meeting and enter into executive session to discuss the sale or purchase of real property, in accordance with CGS §1-200(6)(D) and to include Town Manager Matt Hart and Natural Resources and Sustainability Coordinator Jennifer Kaufman in the discussion

Motion passed unanimously.

XII. EXECUTIVE SESSION

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

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

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

XIII. ADJOURNMENT

The Council reconvened in regular session. Mr. Kegler moved and Mr. Marcellino seconded to adjourn the meeting at 9:28 p.m.

The motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

July 13, 2015

Dear Mayor Patterson, Deputy Mayor Shapiro, Council Person Moran, Council Person Kegler, Council Person Ryan, Council Person Kochenburger, Council Person Raymond, Council Person Marcellino, and Council Person Wassmundt:

My name is Cindy Dainton. I reside on Mansfield City Road in Mansfield Center. As a matter of full disclosure, I am not a Mansfield native but was transplanted here when I was 4 years old. I attended the following Mansfield Public Schools: Storrs Grammar School, Buchanan School, Southeast School, Mansfield Middle School and EOSmith High School. I have a Bachelors of Science Degree and a Master's Degree in Human Development/Gerontology.

Democracy, a form of governance by the people, is an important element in the Town of Mansfield. An element that I believe each of you holds very dear as elected members of the Town Council. My comments have nothing to do with any political party but rather about democracy. It is time to look at the Town Charter and specifically at the requirement for the Town Budget Meeting (Chapter C, Article IV, C405).

The town of Mansfield was incorporated in October of 1702. Queen Anne's War began in 1702. At this time, schools only taught reading and writing. There were only two "Grammar" schools in the state of Connecticut. Towns that had less than 100 families were only required to have schools open for six months of the year. Taxes to support schools were not adopted until later on in the 1700's.

I have been researching the Town Charter online using the Town of Mansfield website. According to the charter published online, it was adopted in November 1970. At this time, chalk, as found in your gift bag, was widely used in the classrooms in the schools in Mansfield. IPI Math, Home Economics, Industrial Arts, Music, Languages, English, Social Studies, and Science were just some of the classes taught. Computers were only beginning and were not common place in schools. In fact, my father collected the disposed of computer cards from the lab and we made holiday wreaths out of them. Instead of computers there were slide rules. Penmanship was taught in the elementary schools and "bluebooks" were widely used in high schools and colleges all across our country. These subjects and "tools" could be considered historic, some of which are no longer used or taught.

The Town Charter was revised on November 2<sup>nd</sup>, 1993, April 4<sup>th</sup>, 1996 and August 6<sup>th</sup>, 2007. I believe that the time for change has once again come forward. As can be seen at the recent budget season, the participation was almost 7 fold at the referendum rather than the budget meeting. There are a number of reasons for this:

- Greater publicity for the referendum
- Longer number of hours for voting allowing for those who cannot attend a budget meeting (work schedules, physical limitations, etc) to participate
- Environment was pleasant and non-threatening at the referendum

One does not need to look far to realize that our Nation, our State, and our Town are undergoing changes and challenges.

I have full faith that this Town Council will be able to resolve this issue in a prudent and reasonable fashion. Each of the elected members plays a very important part in the governance of the Town of Mansfield. Thank you for your patience. May Democracy prevail!

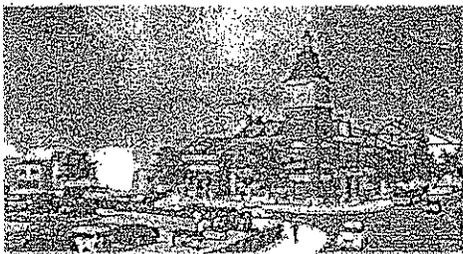
Respectfully,

Cindy Dainton

## MEMORANDUM

TO: The Town of Mansfield  
FROM: Lyle Wray, Executive Director  
RE: CRCOG Dues Change  
DATE: November 19, 2014.

At its most recent Board meeting, Capitol Region Council of Governments' Policy Board voted to change the CRCOG's dues structure as well as increase the dues for the Shared Services Fund to open more opportunities for CRCOG to take advantage of shared service opportunities without state or federal aid. As a result, the dues base was equalized to \$3,000 per town and \$0.64 per capita. Town of Mansfield's dues in FY2014-2015 is \$16,748 and will be \$19,495.36 in FY2015-2016. This letter is to inform you of that change and also to give you a partial listing of CRCOG projects that benefit the Town of Mansfield.



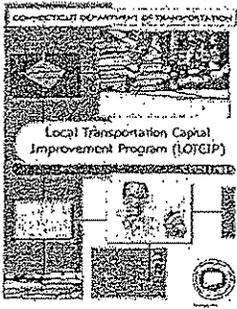
All CRCOG municipalities in the region benefited from receipt of a \$4.2 million HUD Sustainable Communities Regional Planning Grant for the MA/CT Knowledge Corridor. A wide range of activities, all of which will be completed by October 31, 2014, support metropolitan and multi-jurisdictional planning efforts that integrate housing, land use, economic and work force development, transportation and infrastructure investments. In addition, CRCOG received a \$300,000 Federal Emergency Management Agency (FEMA) grant that funded the 2014 update of the Capitol Region Natural Hazard Mitigation Plan. Once the Department of Energy and Environmental Protection and FEMA approve the plan, participating municipalities can apply for FEMA hazard mitigation project grants. CRCOG staff also provides GIS analysis, map production, and technical assistance such as U.S. Census Data analysis, as well as the acquisition and development of aerial imagery and other data products in conjunction with hosting and maintaining a regional web-based GIS system. CRCOG also established the Capitol Region Green Clearinghouse to share best practices that support regional sustainability in the areas of green infrastructure, access and mobility, environment, affordable housing, and food security.

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.

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 17 bids in FY2013-14, saving its members over \$1.8 million. CRPC also runs a Natural Gas Consortium and a CRCOG Electricity Consortium that resulted in FY2013-14 savings of over \$400,000 for members of those consortia. CRPC has also seen a large increase in utilization of our Job Order Contracting program (eZIQ) which provides on-call construction and renovation services to our members. To date, over \$9 million of projects have been completed for our member municipalities and agencies in eZIQ. CRPC serves 95 member municipalities and agencies and CRCOG dues include CRPC membership.

CRCOG also launched a new IT Services Cooperative in FY2014 that helps municipalities leverage their access to the expanding state-run high speed fiber Nutmeg Network and includes a competitively bid partnership with Connecticut Center for Advanced Technology, houses the CRCOG regional online permitting system and will include a competitively bid fiber build-out contract.

Mansfield did not participate in the CRPC program. Depending on the level of participation, towns of comparable size have received benefits ranging from \$4,600 to over \$70,000. Mansfield also participates in the Regional GIS Parcel Layer and Web Update which will be going live in December of 2014. Mansfield's portion of the update is \$5,940.



In FFY 2013, CRCOG obligated over \$6 million in federal STP Urban Transportation Funds to start design, right of way acquisition or construction of previously approved road projects. Over the last year, the CRCOG Transportation Program also advanced municipal transportation, enhancement, or congestion related projects. CRCOG also provided 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. Regarding future funding for municipally sponsored projects, CRCOG worked to expend the first year of Local Transportation Capital Improvement Program funds of \$6.5 million by finalizing agreements, programming projects, and establishing the on-call framework needed to successfully implement the program. CRCOG will continue to work with the Town and other stakeholders to

advance a \$540,000 study of gateway corridors to UConn Storrs. The town also received approximately \$32,350 from 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 \$14.5 million in Public Safety dollars, comprised of funds 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. For the region as a whole, CRCOG has facilitated numerous 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 the following: \$200/day 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 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. Through the increase in dues, CRCOG will have more opportunities to establish additional programs that will benefit the CRCOG membership.

Please contact Pauline Yoder at (860) 522-2217, extension 245 or [pyoder@crcog.org](mailto:pyoder@crcog.org) if you have any questions. CRCOG would be happy to make a presentation to your locally elected body on our current work and on the dues memo at your convenience.



**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 27, 2015  
**Re:** Fire Department Staffing and Structure

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**Subject Matter/Background**

At Monday's meeting, Chief Dagon will make a presentation to the Town 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. Storms 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.

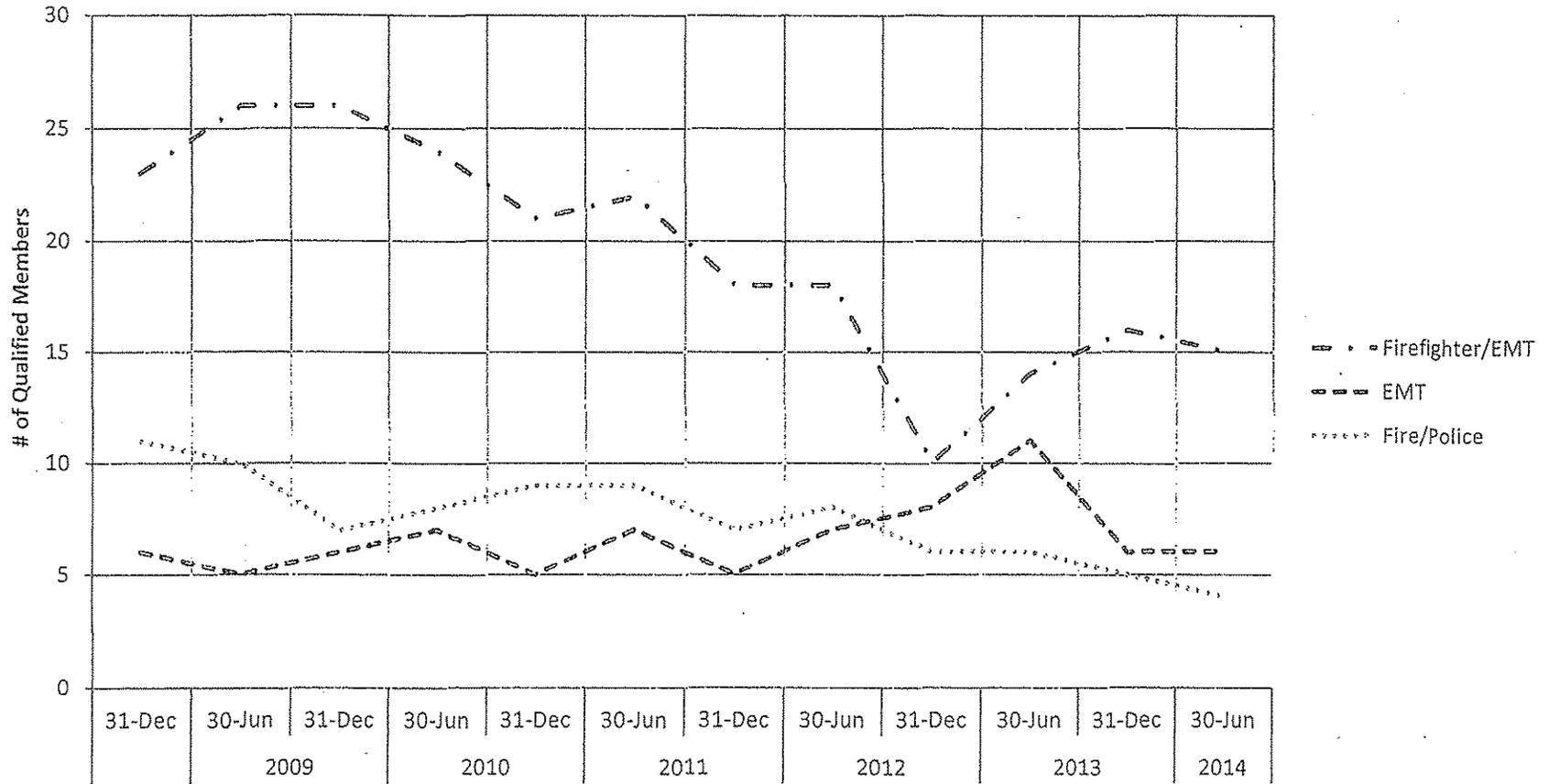
## Part Time Employment History

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

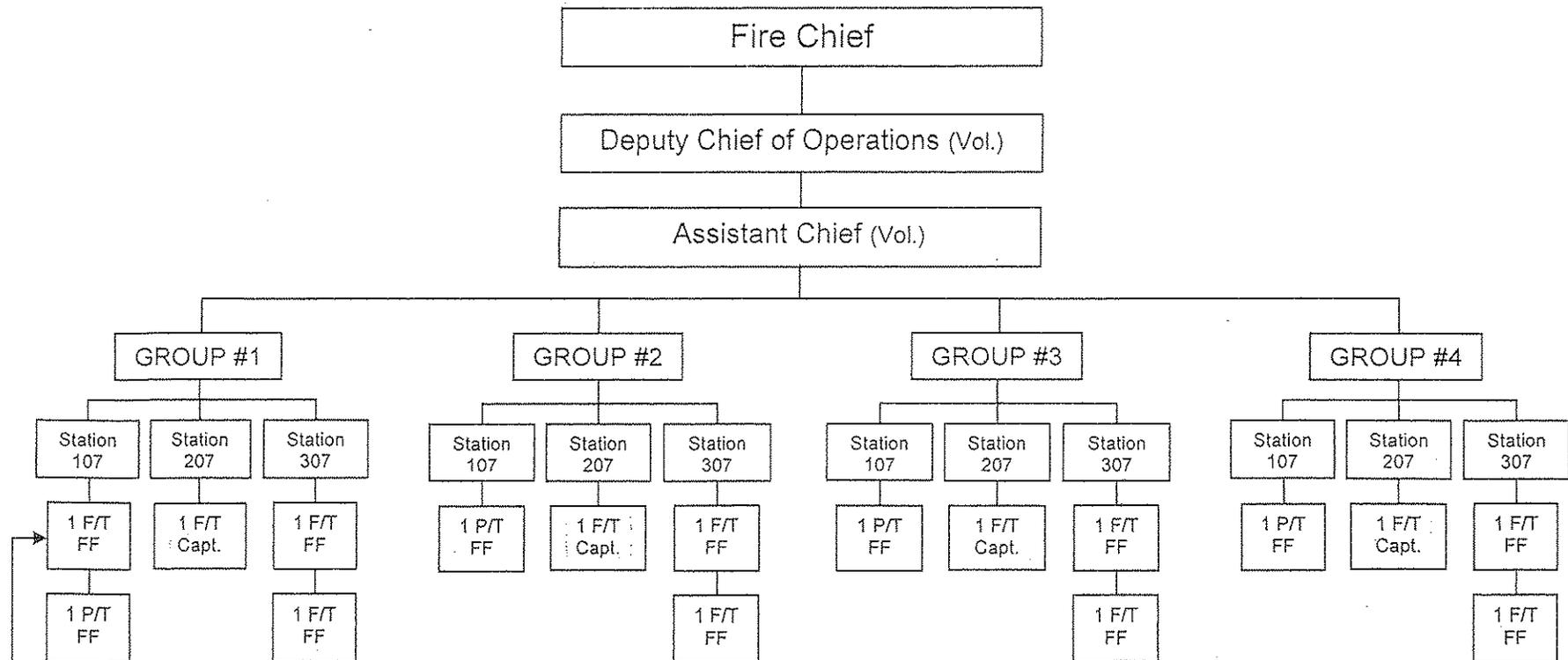
# Mansfield Fire Department

Proposed Transition of On-Duty Staffing

Fiscal Years 2016 - 2018

# Mansfield Fire Department

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

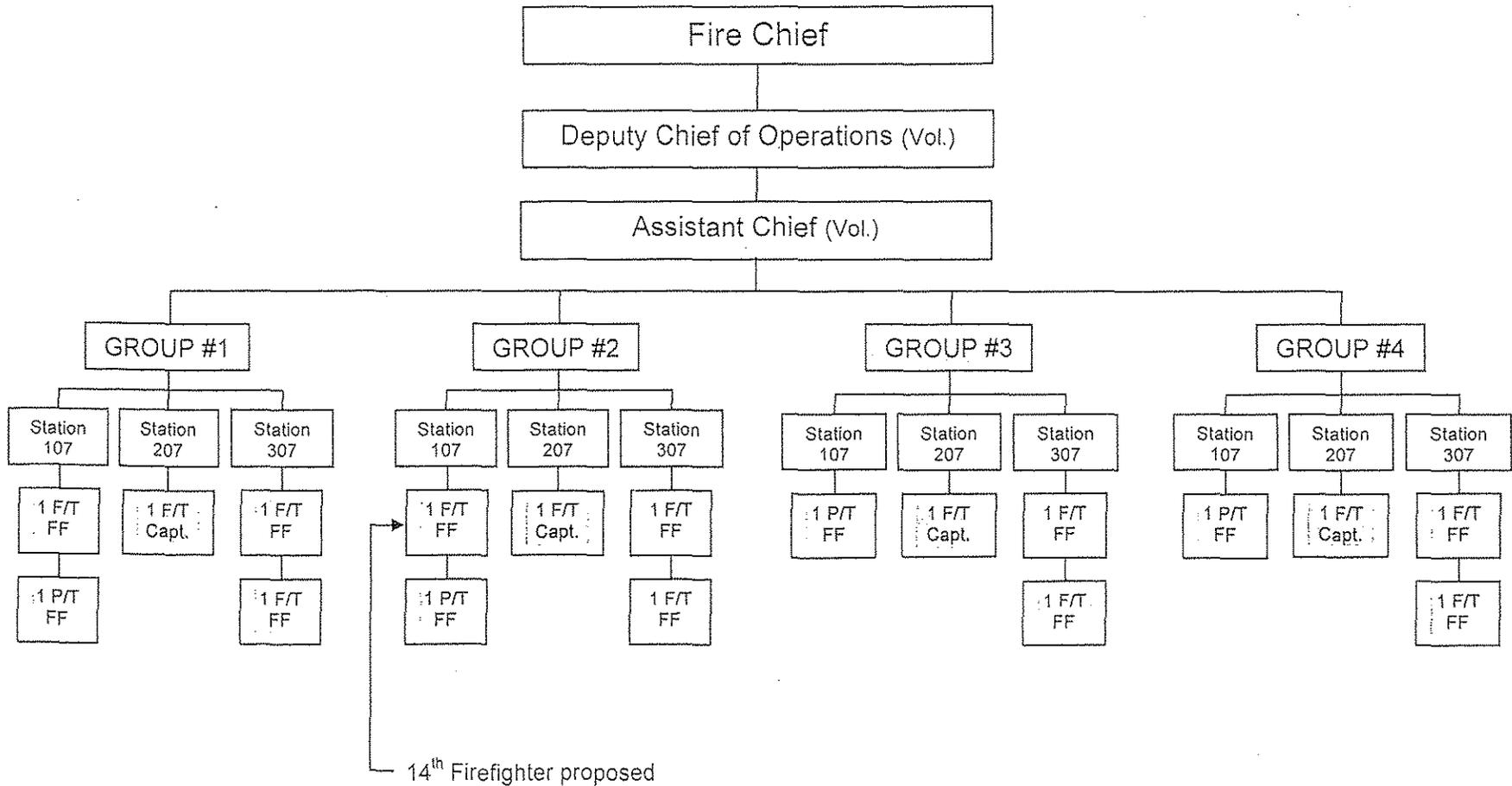


13<sup>th</sup> Full-Time Firefighter added for the current fiscal year

# Mansfield Fire Department

## Organizational Chart

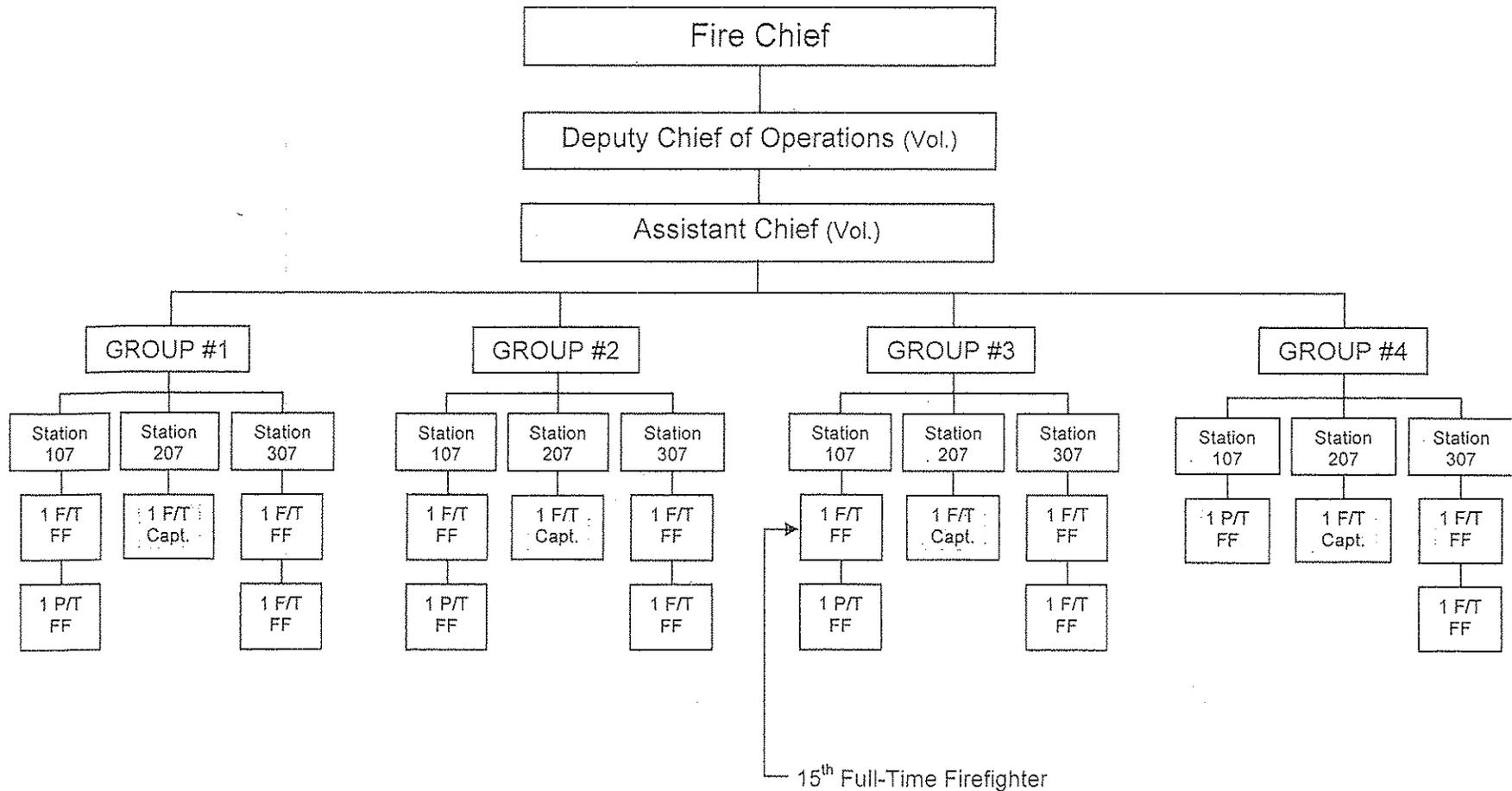
*Proposed On-Duty Staffing – Transitional Period  
2015/16*



# Mansfield Fire Department

## Organizational Chart

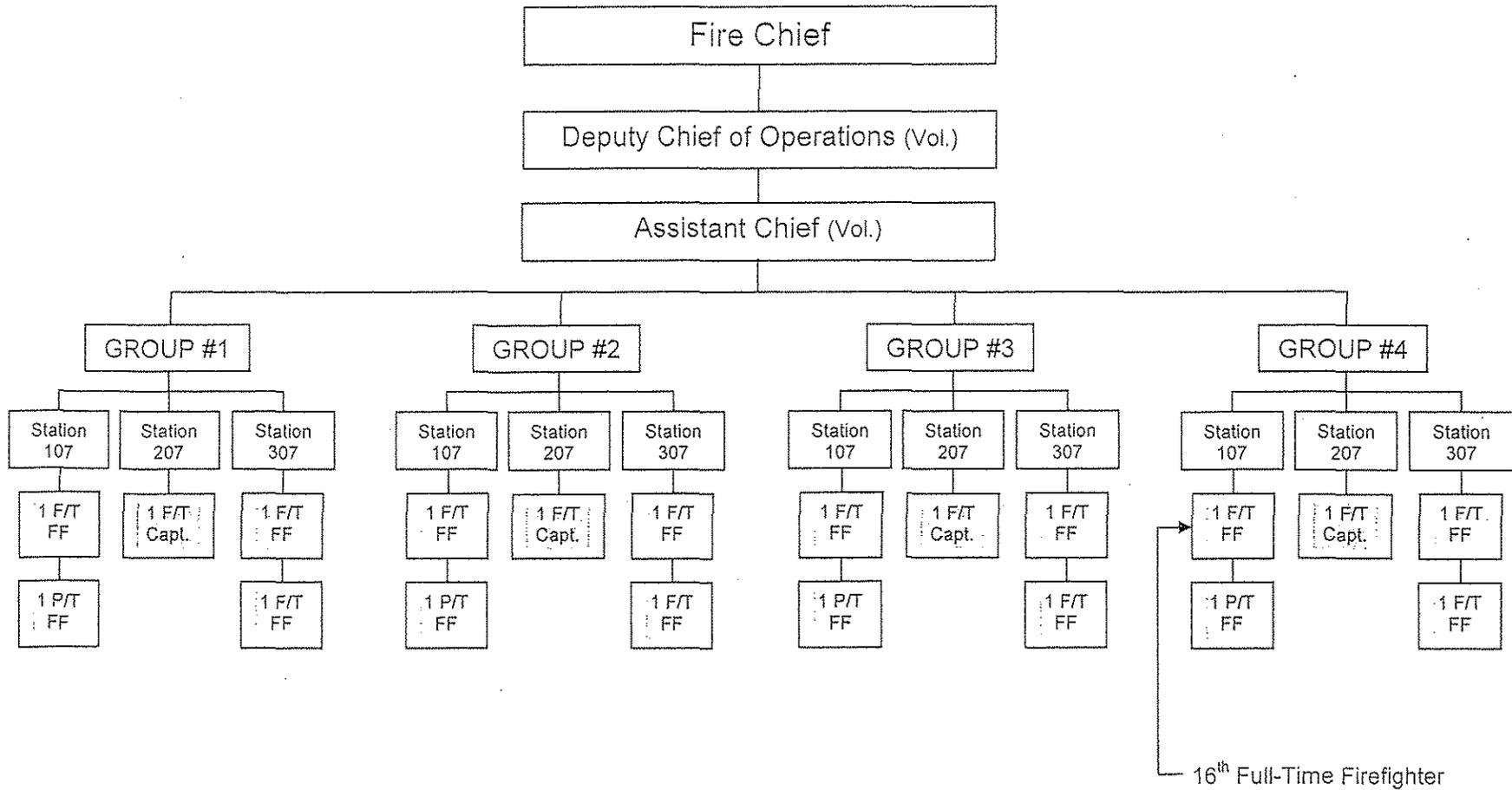
*Proposed On-Duty Staffing – Transitional Period  
2016/17*



# Mansfield Fire Department

## Organizational Chart

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



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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Mary Stanton, Town Clerk  
**Date:** July 27, 2015  
**Re:** Cancellation of August 10, 2015 Regular Town Council Meeting

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**Subject Matter/Background**

With summer vacation schedules, the Town Council has often cancelled one of its regular August meetings. In terms of managing the Council's workload, it would make the most sense to cancel the August 10<sup>th</sup> meeting.

**Recommendation**

If the Town Council wishes to cancel the August 10, 2015 regular meeting, the following motion is in order:

*Move, to cancel the August 10, 2015 regular meeting of the Mansfield Town Council.*

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O'MALLEY, DENEEN, LEARY, MESSINA & OSWECKI

ATTORNEYS AT LAW

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THOMAS J. O'MALLEY (ret)  
DONALD J. DENEEN (ret)  
ANDREW G. MESSINA, JR.  
(1940-2009)

June 16, 2014

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

Re: Ordinance 76-4 Purchasing

Dear Matt:

A question has arisen regarding procurement by the Town of professional services pursuant to Section 76-4(I) of the Code of Ordinances. Specifically it is asked whether the Town's use of the State Bid Purchasing list meets the requirements of this section, in lieu of the Town issuing its own RFP/RFQ for those professional services.

Section 76-4(I) provides, in part, "as the procurement of professional services is generally exempt from the requirements of competitive sealed bidding, all contracts for professional services, including legal services, shall be obtained in accordance with the following guidelines." Subsection (1) further provides that "A request for proposal (RFP) or request for qualifications (RFQ) shall be written for all requests for professional services [other than for specialized legal services] in excess of \$10,000." Subsection (2) provides a limited exception to this RFP/RFQ process by providing that "when the scope of work is less precise, the preferred method of obtaining professional services shall be through the use of competitive negotiation. The process used for the solicitation of proposals shall assure that a reasonable and representative number of vendors are given an opportunity to compete. The Town Manager may limit the number of qualified vendors considered and may approve solicitation by invitation or public notice."

The term "shall" is generally understood to be mandatory rather than directory. Subsection (1) provides that procurement of professional services with a cost in excess of \$10,000 "shall be obtained through an RFP or RFP process. Subsection (2) provides an exception to this provision, in situation in which "the scope of work is less precise." In such a case, the Town Manager may use competitive negotiation. This section provides that the Town Manager solicit proposals and must assure that a reasonable and representative number of vendors are given an opportunity to compete.

The State of Connecticut Bid Purchasing system qualifies bidders for various goods and

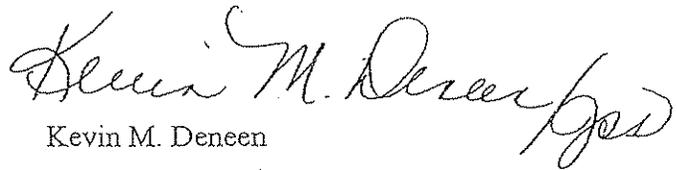
services using a Request for Bids/Qualifications process. Historically, the Town has viewed the State's system of qualifying bidders as an RFP/RFQ process. While it is understandable that staff has viewed the State's use of an RFP/RFQ process for its purchasing as a RFP/RFQ under the ordinance, it is my opinion that the purchasing ordinance of Mansfield, as presently written, contemplates that the Town issue its own RFP/RFQ for those professional services contracts which are for specific projects.

The use of the State of Connecticut Bid Purchasing list is permitted under the ordinance under Subsection (2), i.e., when the scope of professional services is "less precise." Unfortunately the ordinance does not presently define the term "less precise" or provide the standard to which this must be applied.

As presently enacted, in cases in which there is a sufficiently precise scope of services, the Town should engage in its own RFP/RFQ. In cases in which the scope of services is 'less precise', the Town Manager may utilize the State's Bid List, while ensuring a sufficient and representative number of vendors are given an opportunity to bid. The ordinance as presently written is somewhat problematic in that it does not define "less precise" as the standard for determining whether the State bid can be used for particular contracts.

Please feel free to contact me with any further questions.

Very truly yours,

A handwritten signature in cursive script that reads "Kevin M. Deneen". The signature is written in dark ink and is positioned above the printed name.

Kevin M. Deneen

KMD/lhc

# MEMORANDUM

Town of Mansfield  
 Town Manager's Office  
 4 So. Eagleville Rd., Mansfield, CT 06268  
 860-429-3336 x5  
 Maria.Capriola@mansfieldct.org



To: Mansfield Board of Education

Cc: Richard Kiesel, Interim Superintendent  
 Mansfield Town Council  
 Matt Hart, Town Manager  
 Maria Capriola, Assistant Town Manager  
 Kevin Deneen, Town Attorney  
 Mansfield Ethics Board

From: Toni Moran, Town Council Personnel Committee Chair

Date: July 9, 2015

Re: Ethics Code Referral – Gift Provisions

---

Thank you for your response to our Ethics Code referral on the gift provisions. We appreciate Dr. Kiesel and Jay Rueckl joining us at our June 15<sup>th</sup> meeting to debrief us on your discussions regarding the matter. Following that conversation the Personnel Committee identified the following remaining concerns and suggestions:

- The \$25 value assigned to incidental individual gifts, along with no limitation on the number of gifts received, appears too high
- The \$150 value assigned to group gifts appears too high
- To be most effective, training and education efforts regarding the Ethics Code regulations should include staff, not just parents and students
- It appears that limited qualitative data was gathered from affected stakeholder groups
- The jurisdictional issue as to Town Code v. MBOE Policy applicability remains unresolved between the parties.

It would be very helpful to Council members to know how parents and staff in general view the issue of student and parent gift giving. We would greatly appreciate receiving additional information from you on this, and on what constitutes a good gift policy, and how training and education efforts for staff, parents, and students could be conducted. For example, perhaps a survey of parents could be conducted and the results of that survey be provided to our respective boards.

Our hope is that the MBOE is agreeable to continuing the conversation on gift giving and to providing us this additional information. Please contact Matt Hart, Maria Capriola or myself to coordinate details such as a timeframe for which this information could be gathered and disseminated to our Committee.

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June 30, 2015

Town Clerk Mary Stanton  
Town of Mansfield  
4 South Eagleville Rd.  
Mansfield, CT 06268

**RE: Historic Documents Preservation Grant # 078-OI-16, Cycle 1, FY 2016**

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant application for the **Town of Mansfield** in the amount of **\$4,000.00** has been approved.

To receive the grant award, the municipality must now enter into a contract with the State Library. Please find the following documents enclosed:

1. **Instructions for Completing the Contract Documents**
2. **Targeted Grant Contract**
3. **Certified Resolution Form**

Please return the Targeted Grant Contract and Certified Resolution Form no later than **August 14, 2015**. Once returned, the contract will be signed by the State Librarian. We will mail a copy of the fully executed contract to the MCEO and notify you by email.

Grant work and expenditures can begin only after the municipality has received its copy of the fully executed contract and must be completed by June 30, 2016. Grant award payments will be processed within 30 days after the contract has been fully executed. The final report must be submitted by September 1, 2016. For complete grant administration requirements, see the FY 2016 Grant Guidelines.

**Please complete and return the enclosed documents by August 14th**, following the enclosed instructions. To request an extension of this deadline, or if you have questions or need assistance, please contact Kathy Makover at [kathy.makover@ct.gov](mailto:kathy.makover@ct.gov) or (860) 566-1100 ext. 303.

Sincerely,

LeAnn R. Power, CRM  
Public Records Administrator

Enclosures (3)

cc: Town Manager Matthew W. Hart

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July 13, 2015

Town of Mansfield  
Attn: Matt Hart, Town Manager  
4 South Eagleville Road  
Mansfield, CT 06268

Board of Selectmen  
40 Old Farms Road  
Willington, CT 06279  
(860) 487-3100  
(860) 487-3103 Fax  
[www.willingtonct.org](http://www.willingtonct.org)

Dear Neighboring Town Official,

As you may be aware, the Town of Willington is in the midst of a fight with the State of Connecticut regarding the possible siting of a State Police Firearms Training Facility on privately owned property in a residential neighborhood in the center of our small, quiet town.

Our Board of Selectmen, along with many of our Boards and Commissions, voted to formally oppose this facility that we fear would destroy life in Willington as we know it. It seems these votes and letters from our Conservation Commission, Board of Education, Economic Development Commission and Historic District Commission (not to mention hundreds of individual residents) are being ignored.

People in Willington and our neighboring towns are worried about their property values, future mil rates and the effect this facility would have on their day-to-day lives and businesses. They are also justifiably concerned about the water quality in our region. This is why you are seeing "Save Willington" signs on lawns throughout the Quiet Corner and beyond.

Please consider joining the Town of Willington, either personally or in your official capacity, to tell our State leaders that the proposed site in Willington is not an appropriate place for this massive, multi-million dollar firearm training facility. As Senator Guglielmo has been saying, the State should consider working with other agencies to share existing facilities OR build this facility on property the State already owns (far from residential neighborhoods, schools, churches and historical sights.)

You can help us stop the State of Connecticut from wasting (potentially hundreds of thousands of taxpayer dollars) on property appraisals and environmental assessments by calling Governor Malloy's Office at 860-566-4840. We feel enough is known about the inappropriateness of the Willington site now to move on to other ideas.

Sincerely,



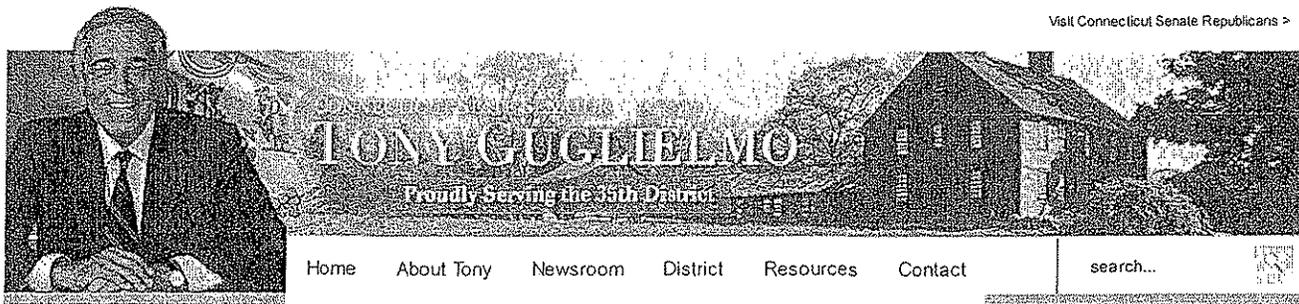
Christina Mailhos  
First Selectman  
Town of Willington

p.s. – To learn more about this, please visit [www.willingtonct.org](http://www.willingtonct.org) and look for the Proposed Firearms Training Facility link.

C: Sen. Anthony Guglielmo  
State Rep. Sam Belsito  
State Rep. Kurt Vail  
State Rep. Gregg Haddad  
Lyle Wray, Executive Director – CRCOG  
John Filchak, Executive Director – NECCOG

Encl.

Visit Connecticut Senate Republicans >



## Gun Range Proposal is Off the Mark

July 10, 2015

Like  Tweet 28

By Senator Tony Guglielmo

If you haven't heard a swath of land in Willington is on the table as a potential site for a new state gun range. The Department of Emergency Services and Public Protection (DESPP), is proposing to relocate its existing Firearms Training Facility and Program located on Nod Road in Simsbury to a new site. The proposed sites are in East Windsor and Willington on Ruby Road. Many residents in town think this is a bad idea. I agree.

Despite two raucous public hearings and lots of letters against the project because of potential for noise, more traffic and environmental pollution the state is still going ahead with an environmental impact study on the Willington site.

Aside from the range of issues a gun facility would bring this is a costly project that should have every taxpayer appalled. Moving the gun range from point A to point B (wherever that ends up being) is a totally unnecessary expense of public funds. The price tag is an estimated \$6.5 million to \$11 million. The State Bond Commission has not yet signed off on money for this project, but funds have been *authorized*.

Approval for the project to move forward beyond the environmental impact study – which is required by law – is pending. Land still has to be purchased and construction plans have to be finalized. Ultimately, the plan has to go before the state Bond Commission for final approval and money.

Despite the fact that the people of Willington may be the underdog in this fight – I'm still optimistic. There are many better options for the governor and the state to consider. The alternatives are cheaper and better for Public Safety.

For instance the submarine base in Groton has its own range the Groton New London Sub-base range and it's available to the state police. They already allow outside groups to use the range. I also spoke with one of the security personnel at the base. He spent six years in the military and 23 years as a local police officer. He told me the range is capable of handling every type of firearm that the state police use. It has the latest in air filtration systems and is state-of-the-art.

In addition the Department of Corrections has a range, as does the Connecticut National Guard.

The National Guard uses Stones Ranch Military Reservation in Niantic. From its military website write up the place is impressive boasting "a multi-use tactical training area for the Connecticut National Guard encompassing about 2,000 acres. It is the only Department of Defense-supported maneuver training site in the state of Connecticut and the only maneuver training area available to the Guard within the state."

The local police departments also have a number of shooting ranges both private and public at their disposal including:

### RELATED CONTENT

June 11, 2015

Willington landowner won't sell property to state for shooting range [Journal Inquirer]

May 22, 2015

Bill Expanding Workers Comp for First Responders Approved by Senate [Hartford Courant]

May 22, 2015

Senate votes to expand workers' comp for cops, firefighters [CT Mirror]

Like Share  Follow @TonyGuglielmo

### SIGN-UP FOR CAPITOL UPDATES

Email

Mailing City

- Torrington, when officers have to qualify, train on a new weapon or practice shooting they go to Tactical Arms Indoor Range in town.
- West Hartford has a range.
- Canton police use the Metacon range in Simsbury.
- Farmington's range is used by many departments in the greater Hartford area. The town's website clearly states: *The department maintains an outdoor firing range. The range is paved and lighted and consists of 18 angled steel bullet traps as well as a training house with full facilities. The range can be used for formal firearms training, for practice shooting, other types of training, and misc. meetings. Authorization for range usage must be obtained from either the training supervisor or the on-duty supervisor.*

I would also suggest it is better for Public Safety if State Police Troopers use a variety of different shooting ranges around the state. That reduces their travel time and keeps them in their service area for longer periods of time.

If the local police departments can share why can't state police?

#### *Cost vs Convenience*

I asked the Office of Legislative Research to look into this idea of cost versus convenience. They looked at each gun range located on state-owned property, provide its size by acreage, when it was built and last upgraded, and the cost of upgrades made in the past 10 years. I wanted to know whether it made sense to move a facility at a cost of more than \$6 million.

They identified eight gun ranges [PDF]. While located on state-owned property, not all of the ranges are state owned and operated. For example, the range used by the Military Department is federally owned, and the Department of Energy and Environmental Protection (DEEP) operates two ranges located on state property in cooperation with private entities. The ranges used by Departments of Correction (DOC), Emergency Services and Public Protection (DESPP), are all state owned and operated.

What this proves is that there are many existing shooting range options for our state police. The state however, has to be willing to share..Anyone who would like to voice their concerns can call the Governor's office at: 860-566-4840 or Toll-Free: 800-406-1527. This is your money.

*Senator Guglielmo is a ranking member of the Public Safety Committee and represents the 35th senatorial district.*

Write a Letter to the Editor

# TOWN OF WILLINGTON

---

Board of Selectmen  
40 Old Farms Road  
Willington, CT 06279  
(860) 487-3100  
(860) 487-3103 Fax  
[www.willingtonct.org](http://www.willingtonct.org)

June 4, 2015

Mr. Jeff Bolton  
Supervision Environmental Analyst  
Department of Administrative Services  
Division of Construction Services  
165 Capitol Avenue, Room 483  
Hartford, CT 06106

Dear Mr. Bolton,

The citizens of the Town of Willington have great admiration and a tremendous respect for the Connecticut State Police. In fact, many State Troopers live in town and are our friends and neighbors. We know the risks they face in the line of duty and we want them to be well equipped to face all threats. The State Police should have the best training facility possible and we recognize the need for the State Police Firearms Training Facility Relocation project.

However, the "Ruby Site" in Willington is not an appropriate place for a State Police Firearms Training Facility, for all of the valid reasons our residents have been very vocal about. The Willington Board of Selectmen voted unanimously to oppose the State Police Firearms Training Facility being relocated to Willington because we share the concerns of our residents about the impacts such a facility would have on our small, rural town. The Selectmen have empowered me as First Selectman to write to you to **implore you to reconsider moving forward with the Environmental Impact Evaluation (EIE) and eliminate the Ruby Site from consideration.**

The Connecticut Environmental Policy Act Manual states, "The purpose of CEPA (Connecticut Environmental Policy Act) is to identify and evaluate the impacts of proposed state actions, which may significantly affect the environment. This evaluation provides the decision maker (a state agency) with information necessary for deciding whether or not to proceed with the project." **It seems to us in Willington that the decision makers have enough information NOW to decide NOT to proceed with the EIE on the parcel in Willington.** Furthermore, had an Initial Environmental Review (IER) been completed prior to the Public Scoping, this site would probably not be under consideration at this time.

It is obvious from first glance that the majority of resource areas to be explored in the EIE will need to be avoided, minimized or mitigated as there are multiple direct and indirect impacts that the proposed facility would have related to: noise, habitats, neighborhoods, traffic and parking, land use, socioeconomic factors, air quality, surface water, wetlands, floodplains, groundwater, historic sites, archaeology, aesthetics,

Mr. Jeffrey Bolton  
June 4, 2015

utilities, hazardous materials, soils, energy use and consistency with the State Conservation and Development Plan.

Please seriously consider...

- The development of this parcel would create a hardship for an abutting property that has a documentable right of access through the proposed site. How can the proposed facility be constructed to avoid, minimize or mitigate this?
- The preliminary criteria of site selection did not include the proximity of residential homes and apartment complexes, yet there are hundreds of people who live within a ½ mile of the proposed site. How can the proposed facility be constructed to avoid, minimize or mitigate this?
- Willington's public elementary school, private preschool, two places of worship, Historic Town Green, Public Library, two Cemeteries, and Town Office Building are approximately 1 mile from the proposed site. In addition to the people in this area, there are many farm animals, domesticated animals and wildlife that will be impacted. How can the proposed facility be constructed to avoid, minimize or mitigate this?
- The proposed site has some of the highest elevations in Willington with many substantial slopes. The proposed facility will certainly require extensive disturbance of virgin ground, habitats and wetlands and the high elevation in general will likely make it difficult to engineer for sound mitigation. How can the proposed facility be constructed to avoid, minimize or mitigate these facts?
- The proposed site has a pristine brook running through the center of it. There is also a high likelihood that there are endangered species living there. How can the proposed facility be constructed to avoid, minimize or mitigate this?
- The proposed site is located in an area of high resource value as designated on Map 16, "Conservation Priority Areas" which is contained in the Natural Resource Inventory and Open Space Conservation Plan - 2007 (NRIOSCP). How can the proposed facility be constructed to avoid, minimize or mitigate this?
- The State of Connecticut must "conserve, improve and protect its natural resources and environment and to control air, land and water pollution in order to enhance the health, safety and welfare of the people of the state." How can the proposed facility be constructed in harmony with CEPA General Statutes, specifically Sec. 22a-1?
- The first sentence of the Town of Willington's Plan of Conservation and Development Vision Statement is, "The Town of Willington is a community that seeks to preserve its rural character and open space and protect its natural,

Mr. Jeffrey Bolton  
June 4, 2015

historic and agricultural resources." How can the proposed facility be constructed in harmony with the Town of Willington's Plan of Conservation and Development?

With so many resources to avoid, minimize or mitigate, we hope you agree that it is obvious that the "No Build" option will be the final conclusion of the Environmental Impact Evaluation, or the Initial Environmental Review, which could still be done. An IER was not done prior to the Public Scoping phase, however, the number of issues raised during the Public Scoping phase warrant a cursory review to look at the myriad of issues. We believe that had an Initial Environmental Review (IER) been completed prior to the Public Scoping, this site would have been eliminated from consideration.

Please do the prudent and moral thing and remove the Ruby Site from consideration as soon as possible. Such action would:

- 1) Save our townspeople from unnecessary angst and turmoil;
- 2) Save our Town and the State from the threat of litigation;
- 3) Save the State taxpayers from unnecessary spending (EIE cost is \$100,000+!);
- 4) Protect property values and avoid the negative effect on the real estate market in the coming months;
- 5) Allow the State of Connecticut to move forward with other options in an expeditious manner.

Thank you in advance for your thoughtful consideration.

Sincerely,



Christina Mailhos  
First Selectman  
Town of Willington

C: Governor Dannel Malloy  
Lieutenant Governor Nancy Wyman  
Benjamin Barnes, Secretary OPM  
Dora Schriro, Commissioner, DESPP  
Tony Guglielmo, State Senator  
Sam Belsito, State Representative  
John Blessington, Willington Selectman  
Kim Kowalyshyn, Willington Selectman



CONNECTICUT DEPARTMENT OF  
ENERGY & ENVIRONMENTAL PROTECTION  
OFFICE OF ENVIRONMENTAL REVIEW  
79 ELM STREET, HARTFORD, CT 06106-5127

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**To:** Jeffrey Bolton - Supervising Environmental Analyst  
DAS - Division of Construction Services, 165 Capitol Avenue, Room 483, Hartford

**From:** David J. Fox - Senior Environmental Analyst      **Telephone:** 860-424-4111

**Date:** June 4, 2015      **E-Mail:** [david.fox@ct.gov](mailto:david.fox@ct.gov)

**Subject:** State Police Firearms Training Facility Relocation

---

The Department of Energy & Environmental Protection has reviewed the Notice of Scoping for the proposed relocation of the State Police firearms training facility to one of three sites in either East Windsor or Willington. The following comments are submitted for your consideration.

The analysis of noise impacts will be a critical element in the Environmental Impact Evaluation (EIE) for an outdoor firearms training facility. The State noise regulations, found in sections 22a-69-1 through 22a-69-7.4 of the Regulations of Connecticut State Agencies (RCSA), contain numeric noise standards for a variety of activities as well as numerous exemptions and exclusions. Noise generated by the discharge of firearms at the training facility would be considered to be impulse noise, which is defined in RCSA section 22a-69-1.2(k) as "noise of short duration (generally less than one second), especially of high intensity, abrupt onset and rapid decay, and often rapidly changing spectral composition." Impulse noise is subject to limits of 80dB nighttime (10 pm to 7 am) to any Class A receptor and 100 dB daytime (7 am to 10 pm) to any class of receptor. Other noise sources which do not fit the classification of impulse noise would be subject to a noise limit of 61 dBA daytime and 51 dBA nighttime for residential or other Class A receptors.

To determine potential noise impacts from the new facility, it may be helpful to gather noise data from the existing training facility in Simsbury (either from previous noise studies or from new studies) to receptors at various distances as one representation of the noise generated from the proposed range with the mix of firearms likely to be used at the new facility.

To evaluate compliance with the State noise standards, noise modeling should be conducted at the proposed locations with consideration given to the noise class of the land around the proposed sites. Since topography and vegetation of the new sites significantly affects noise propagation, such modeling should include both leaf-on and leaf-off conditions to predict resultant noise levels from the operation of the proposed facility at selected receptor locations to ensure compliance with noise standards. Furthermore, the model should analyze typical and maximum projected noise levels from the anticipated mix of firearms and the loudest allowable firearms, respectively, which would be used at the training facility. This noise modeling should incorporate any mitigation measures that will be incorporated into the range such as berms, noise barriers or acoustic baffles.

Another prominent concern about the potential negative environmental and health effects of range operations is the potential risks associated with the use of lead shot and bullets. To manage lead, many owners and operators have successfully implemented Best Management Practices (BMPs) at their ranges. The benefits from sound lead management include: stewardship of the environment, natural resources and wildlife; protection of water quality; improved community relations; improved aesthetics of the range; and monetary return through recovering/recycling lead.

The Department recommends that the operation of the proposed new facility incorporate all appropriate BMPs to control and contain lead bullets and bullet fragments, prevent migration of lead, remove the lead from the range to recycle, and document management activities. Guidance documents have been produced by EPA and the Interstate Technology & Regulatory Council. They are available on-line at: [EPA Guidance](#) and [ITRC Guidance](#).

The northern portion of the East Windsor site is within the final Aquifer Protection Area (APA) for the Hunt well field of the Connecticut Water Company's Northern Region, Western System. The map was approved by the Department in February 2015 and the Town of East Windsor is currently in the process of adopting the map and promulgating regulations. Pursuant to section 22a-354p(g)(1) of the Connecticut General Statutes (CGS), activities by State agencies within the APA are regulated by the Department. Based on the project description, it appears that no regulated activities, as defined at section 22a-354i-1(34) of the RCSA, which would be prohibited within the APA, are being proposed.

To ensure that lead contamination will not be introduced to the well field, the outdoor shooting ranges should be sited outside the APA. The septic system should also be sited outside the APA, if feasible. In addition, other potential sources of contamination, if they are proposed, should be sited outside the APA, including underground storage tanks, pesticide and herbicide storage sheds, and equipment cart/all-terrain vehicle storage and maintenance areas.

The *Connecticut's Aquifer Protection Area Program Municipal Manual* is a recommended source for BMPs for those activities proposed within the APA. The most relevant of the BMPs which are from the appendix of the document are enclosed. These include:

- *Road and Highway Construction/Reconstruction in Aquifer Protection Areas*
- *Temporary Construction/Reconstruction in Aquifer Protection Areas*
- *Controlling Stormwater from Parking Lots in Aquifer Protection Areas*

The complete document is available on-line at: [APA Manual](#).

The eastern portion of the Ruby Road site in Willington is within the Curtis Brook watershed, which is tributary to the Fenton River and thus a public water supply watershed for the Willimantic Reservoir. In order to protect drinking water quality, the shooting ranges and potential sources of contamination listed above should be sited outside the public water supply watershed.

A portion of the East Windsor site is within the 100-year flood zone on the community's Flood Insurance Rate Map. The flood zone is limited to a narrow band along Ketch Brook. There are no 100-year flood zones at either of the sites in Willington. However, because it is an activity as defined in section 25-68b(1) of the CGS, the project would require flood management certification regardless of its location in relation to the floodplain. An "activity" includes any proposed state action that impacts natural or man-made storm drainage facilities that are located on property that the commissioner determines to be controlled by the state. The project appears to meet this definition because significant new impervious surface, installation of a stormwater collection system and site grading that alters drainage patterns is proposed on what will become state property. The project must therefore be certified by the sponsoring agency as being in compliance with flood and stormwater management standards specified in section 25-68d of the CGS and section 25-68h-1 through 25-68h-3 of the RCSA and receive approval from the Department.

The Natural Resources Conservation Service's Soil Survey depicts a narrow band of Fluvaquents-Udifulvents complex, frequently flooded soils associated with Ketch Brook at the East Windsor site. Quarrying activities at the site may have resulted in regulated watercourses also being present. The Soil Survey depicts bands of Ridgebury, Leicester, and Whitman soils, extremely stony soils associated with Conant Brook, Curtis Brook and their tributaries at the Willington sites. There are also several smaller tributaries without mapped wetland soils and drainageways that may be regulated as watercourses. Existing wetlands and watercourses at each site should be delineated by a certified soil scientist and their functional values should be evaluated. Any development, including buildings, shooting ranges and access roadways, should avoid regulated areas to the maximum extent practicable. Unavoidable impacts should be mitigated and buffer areas established to further protect wetlands and watercourses. The potential degree of impact should be quantified by acreage and a discussion of the functional values that would be lost or impaired should be included in any CEPA document. Any work or construction activity within the inland wetland areas or watercourses on-site will require a permit from the Inland Water Resources Division (IWRD) pursuant to section 22a-39(h) of the CGS.

The Department strongly supports the use of low impact development (LID) practices such as water quality swales and rain gardens for infiltration of stormwater on site. Key strategies for effective LID include: managing stormwater close to where precipitation falls; infiltrating, filtering, and storing as much stormwater as feasible; managing stormwater at multiple locations throughout the landscape; conserving and restoring natural vegetation and soils; preserving open space and minimizing land disturbance; designing the site to minimize impervious surfaces; and providing for maintenance and education. Water quality and quantity benefits are maximized when multiple techniques are grouped together. Consequently, we typically recommend the utilization of one, or a combination of, the following measures:

- x the use of pervious pavement or grid pavers (which are very compatible for parking lot and fire lane applications), or impervious pavement without curbs or with notched curbs to direct runoff to properly designed and installed infiltration areas,
- x the use of vegetated swales, tree box filters, and/or infiltration islands to infiltrate and treat stormwater runoff (from building roofs, roads and parking lots),

- x the minimization of access road widths and parking lot areas to the maximum extent possible to reduce the area of impervious surface,
- x if soil conditions permit, the use of dry wells to manage runoff from the building roofs,
- x the use of vegetated roofs (green roofs) to reduce the runoff from buildings,
- x incorporation of proper physical barriers or operational procedures to prevent release of pollutants from special activity areas (e.g. loading docks, maintenance and service areas, dumpsters),
- x the installation of rainwater harvesting systems to capture stormwater from building roofs for the purpose of reuse for irrigation, and
- x providing for pollution prevention measures to reduce the introduction of pollutants to the environment.

The effectiveness of various LID techniques that rely on infiltration depends on the soil types present at the site. According to the Natural Resources Conservation Service's Soil Web Survey, a wide range of soil types are found at the three properties. These soils have varied ratings for their suitability for infiltration or basins. Test pits should be dug in areas planned for infiltration practices to verify soil suitability and/or limitations. Planning should insure that areas to be used for infiltration are not compacted during the construction process by vehicles or machinery. The siting of areas for infiltration must also consider any existing soil or groundwater contamination.

The Department has compiled a listing of web resources with information about watershed management, green infrastructure and LID best management practices. It may be found on-line at: [LID Resources](#).

Stormwater discharges from construction sites where one or more acres are to be disturbed, regardless of project phasing, require an NPDES permit from the Permitting & Enforcement Division. The *General Permit for the Discharge of Stormwater and Dewatering Wastewaters Associated with Construction Activities* (DEEP-WPED-GP-015) will cover these discharges. The construction stormwater general permit dictates separate compliance procedures for Locally Approvable projects and Locally Exempt projects (as defined in the permit). Locally Exempt construction projects, such as this project, disturbing over 1 acre must submit a registration form and Stormwater Pollution Control Plan (SWPCP) to the Department. The SWPCP must include measures such as erosion and sediment controls and post construction stormwater management. A goal of 80 percent removal of total suspended solids from the stormwater discharge shall be used in designing and installing post-construction stormwater management measures. The general permit also requires that post-construction control measures incorporate runoff reduction practices, such as LID techniques, to meet performance standards specified in the permit.

If the proposed domestic wastewater discharge to a septic system has a design capacity greater than 5000 gallons/day (gpd), then a discharge permit will be required from the Permitting & Enforcement Division pursuant to section 22a-430 of the CGS. Subsurface discharges of domestic sewage from state facilities which are not community sewer systems and which have a volume of less than 5,000 gallons per day (gpd) would be regulated by the Department of Public Health.

According to the Natural Diversity Data Base (NDDB), there are records of State Endangered red-headed woodpecker (*Melanerpes erythrocephalus*), State Threatened American kestrel (*Falco sparverius*) and State Species of Special Concern wood turtle (*Glyptemys insculpta*) from the area of the East Windsor site.

Red-headed Woodpecker: The red-headed woodpecker is a bird that nests in cavities. Habitats preferred by this species include forest edges, orchards, and open wooded areas. Its breeding season is approximately from April through August and it is during this period that the species is most susceptible to disturbances in its feeding or nesting habitat. Minimizing impact to open woodland areas during this time period will likewise minimize impact to this species.

American kestrel: The American kestrel is a bird of prey that hunts over open areas, such as pastures, parks, and other open field habitats. This species nest from late March through July on the edges of open habitat in abandoned woodpecker holes in trees. It feeds on mice, voles, shrews and insects.

If any construction or disturbance will occur in any red-headed woodpecker or American kestrel habitat, it is recommend that an ornithologist familiar with the habitat requirements of this species conduct surveys between April and September to see if they are present. A report summarizing the results of such surveys should include habitat descriptions, avian species list and a statement/resume giving the ornithologist's qualifications. The results of this investigation should be included in the EJE and, after evaluation, recommendations for additional surveys or mitigation measures, if any, will be made. If kestrels or red-headed woodpeckers are found nesting in the vicinity of the site, then it is recommended that work not be conducted near the nest from March through September. A sufficient buffer should be left from the nest to minimize disturbance. This buffer should be determined after the nest is located. Silvicultural practices that maintain high densities of nesting and roosting cavities in trees with a minimum diameter of 1 foot will benefit these species.

Wood Turtle: The NDDB includes records of wood turtle from the Ketch Brook area. Habitat destruction, degradation, alteration and fragmentation all threaten Wood Turtle populations. Turtles are also particularly vulnerable to any activity that consistently reduces adult survivorship. Disturbances to stream and riparian habitats and activities that change the hydrology of the stream, the physical habitat itself and water quality are all potentially detrimental activities for the Wood Turtle. Although Wood Turtles are found within forested areas, they prefer areas that do not have a fully closed canopy cover. The greatest concern during projects occurring in wood turtle habitat are turtles being run over and crushed by mechanized equipment. Reducing the frequency that motorized vehicles enter Wood Turtle habitat would be beneficial in minimizing direct mortality of adults.

#### Recommended Protection Strategies for Wood Turtles:

If any work will occur when these turtles are active (April 1st to September 30th), the additional following protection strategies are recommended in order to protect these turtles:

- x Silt fencing should be installed around the work area prior to construction, avoiding erosion control products that are embedded with netting as these can be fatal to wildlife.
- x Where possible, avoid installing sediment and erosion control materials from late August through September and from March through mid-May. These two time periods are when amphibians and reptiles are most active, moving to and from wetlands to breed.
- x After silt fencing is installed and prior to construction, a sweep of the work area should be conducted to look for turtles.
- x Workers should be apprised of the possible presence of turtles, and provided a description of the species.
- x Any turtles that are discovered should be moved, unharmed, to an area immediately outside of the fenced area, and positioned in the same direction that it was walking.
- x No vehicles or heavy machinery should be parked in any turtle habitat.
- x Work conducted during early morning and evening hours should occur with special care not to harm basking or foraging individuals.
- x All silt fencing should be removed after work is completed and soils are stable so that reptile and amphibian movement between uplands and wetlands is not restricted.
- x Stockpiles of soil should be cordoned off with silt fencing so turtles do not attempt to try and nest in them.
- x Use native plantings if possible. Any plantings should be composed of species native to northeastern United States and appropriate for use in riparian habitat.

NDDDB records also indicate that a poor fen, designated as a Critical Habitat, has been documented directly to the west of the proposed East Windsor site. Critical habitats are key habitats for species of Greatest Conservation Need in the *Comprehensive Wildlife Conservation Strategy* and serve to highlight ecologically significant areas and to target areas of species diversity.

Poor fens: These are natural peatlands occupying topographically defined basins on deep, poorly decomposed peats that are influenced by acidic ground water and dominated primarily by ericaceous shrubs. To prevent impacts to this uncommon wetland type, it is recommended that stormwater runoff be directed away from the poor fen highlighted on the attached map.

There are no NDDDB areas at the sites in Willington. Consultation with the Data Base should not be substitutes for on-site surveys required for environmental assessments. The EIE should include biological surveys of all three sites.

With regard to flora, the Department recommends that biological surveys be conducted by a competent botanist/ecologist and the results portrayed as a generalized vegetation map (grasslands, fields, forest types, etc.) with a list of dominant species for each area. An analysis of the potential for State listed plants in each habitat type should be included. Generally, the earliest that such a survey can be conducted is late May. With regard to fauna, June is the recommended month to survey for many resident birds since an earlier survey period would not be able to differentiate migrants from breeding birds. Certain avian groups such as raptors or wetland birds may have slightly different breeding seasons and require earlier surveys. Raptor surveys should be conducted from early to late morning when weather conditions are clear, with the exception of owl surveys which should be done at night. A complete and systematic search

of the forest is required. Reptile and amphibian surveys are particularly important when there are wetland and adjacent upland forest habitats at the site. Small mammals, including bats, should be sampled in summer since the variation in temperatures in spring can affect trapping, making it difficult to determine which species are actually present. Systematic surveys for invertebrates should be conducted during spring or summer. As with floral surveys, competent biologists familiar with southern New England should conduct the work and their qualifications should be provided for faunal and invertebrate surveys.

A report summarizing the results of such surveys should include:

- x survey date(s) and duration,
- x site descriptions and photographs,
- x list of component vascular plant and animal species within the survey area (including scientific binomials),
- x data regarding population numbers and/or area occupied by State-listed species,
- x detailed maps of the area surveyed including the survey route and locations of State-listed species,
- x statement/résumé indicating the biologist's qualifications, and
- x protection or conservation strategies and plans to protect species from project impacts.

Based on the results of the surveys included in the EIE, the NDDB will re-evaluate species impacts related to this project.

Natural Diversity Data Base information includes all information regarding critical biological resources available to us at the time of the request. This information is a compilation of data collected over the years by the Department of Energy and Environmental Protection's Natural History Survey and cooperating units of DEEP, private conservation groups and the scientific community. This information is not necessarily the result of comprehensive or site-specific field investigations. Current research projects and new contributors continue to identify additional populations of species and locations of habitats of concern, as well as, enhance existing data. Such new information is incorporated into the Data Base as it becomes available. The result of this review does not preclude the possibility that listed species may be encountered on-site and that additional action may be necessary to remain in compliance with certain state permits.

Thank you for the opportunity to review this project. If there are any questions concerning these comments, please contact me.

cc: Jeff Caiola, DEEP/IWRD  
Kim Czapla, DEEP/WPSD  
Paul Farrell, DEEP/APSD  
Robert Gilmore, DEEP/IWRD  
Robert Hannon, DEEP/OPPD  
Michael Hart, DEEP/PED  
Dawn McKay, DEEP/NDDB

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Jewel Mullen, M.D., M.P.H., M.P.A.  
Commissioner



Dannel P. Malloy  
Governor  
Nancy Wyman  
Lt. Governor

June 4, 2015

Jeff Bolton  
Supervising Environmental Analysts  
Department of Administrative Services  
Division of Construction Services  
165 Capitol Ave., Room 483  
Hartford, CT 06106

Re: Notice of Scoping for the CT State Police Firearms Training Facility Relocation

Dear Mr. Bolton:

The Department of Public Health Drinking Water Section's Source Water Protection Unit has reviewed the above Notice of Scoping. Please refer to the attached report for our comments.

If you have any questions regarding these comments, please call Pat Bisacky of this office at (860) 509-7333.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric McRhee', with a long horizontal line extending to the right.

Eric McRhee  
Supervising Environmental Analyst  
Drinking Water Section

Cc: Cindy Gaudino, Connecticut Water Company  
James Hooper, Windham Water Works  
Lori Mathieu, Public Health Section Chief, DPH Drinking Water Section



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STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH

Jewel Mullen, M.D., M.P.H., M.P.A.  
Commissioner



Dannel P. Malloy  
Governor  
Nancy Wyman  
Lt. Governor

MEMORANDUM

TO: Eric McPhee, Supervising Environmental Analyst 

FROM: Patricia Bisacky, Environmental Analyst 3 

DATE: June 4, 2015

SUBJECT: Notice of Scoping for Connecticut State Police Firearms Training Facility Relocation

DPH PROJECT: 2015-0192

TOWNS: East Windsor and Willington

The Source Assessment and Protection Unit of the Department of Public Health (DPH) Drinking Water Section (DWS) has reviewed the Notice of Scoping for the Connecticut State Police Firearms Training Facility Relocation. The Department of Emergency Services and Public Protection (DESPP), division of State Police (CSP) is proposing to relocate its existing Firearms Training Facility and Program located on Nod Road in Simsbury to a new site. The proposed sites are:

- East Windsor Site, south of Apothecaries Hall Road, west of Windsorville Road and east of a railroad line
- Willington—Ruby Site, east of Ruby Road and north of Cosgrove Road
- Willington—Eldredge Site, at the end of Eldredge Mills Road, east of River Road

The northernmost portion of the East Windsor Site is located in the Level A Aquifer Protection Area (APA) of the Hunt Wellfield, a source of public drinking water for the customers of Connecticut Water Company's Northern Region Western System (CWC, PWSID# CT0473011). Should the East Windsor Site be selected, the facility should be located outside of the APA to ensure that any activities at the proposed facility will not adversely affect the purity and adequacy of the source of public drinking water. It is recommended that DESPP consult with CWC to determine the limits of the Hunt Wellfield Level A APA on the East Windsor site prior to establishing a location for the proposed facility.

The westernmost portion of the Willington—Ruby Site is located in the public water supply watershed of Mansfield Hollow Reservoir, a source of public drinking water for the customers of Windham Water Works (WWW, PWSID# CT1630011). Should the Willington—Ruby Site be selected, the facility should be located outside of the public water supply watershed to ensure that any activities at the proposed facility will not adversely affect the purity and adequacy of the source of public drinking water. It is recommended that DESPP consult with WWW to determine the limits of the Mansfield Hollow Reservoir watershed on the Willington—Ruby Site prior to establishing a location for the proposed facility.



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Notice of Scoping CT State Police Firearms Training Facility  
June 4, 2015

The Willington—Eldredge Site does not appear to be located in a public drinking water supply source water area, therefore no public drinking water source protection measure comments are offered.

Based on the information provided in the Notice of Scoping, development of the proposed facility will likely create a new public water system pursuant to Connecticut General Statutes section 16-262m. Once a site is selected, DESPP should submit a Public Water Company Screening Application Form to the DWS for review and determination. The design team that is eventually selected to design the facility should be aware that the drinking water well(s) for the proposed facility must be located in accordance with the Regulations of Connecticut State Agencies section 19-13-B51d. This regulation requires that drinking water wells be located as far removed from any known or probable source of pollution as the general layout of the premises and the surroundings will permit. Outdoor firing ranges would be considered probable sources of pollution under this regulation.

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH

Jewel Mullen, M.D., M.P.H., M.P.A.  
Commissioner



Dannel P. Malloy  
Governor  
Nancy Wyman  
Lt. Governor

July 17, 2015

Mark and Shari Masinda  
Sent via electronic mail to [mmasinda@charter.net](mailto:mmasinda@charter.net)

Re: DPH comment letter and memorandum dated June 4, 2015

Dear Mr. and Mrs. Masinda:

This letter is in response to the email that you sent to Lori Mathieu of my staff on July 11, 2015 in regard to the subject comment letter that was sent to Jeffrey Bolton of the Department of Administrative Services in response to the Notice of Scoping for the CT State Police Firearms Training Facility Relocation originally published in the Environmental Monitor on May 5, 2015. The Department of Public Health (DPH) is responsible for the oversight of both public and private drinking water supplies. These responsibilities are under the DPH Regulatory Services Branch with the Drinking Water Section responsible for public drinking water and the Environmental Health Section responsible for private wells.

The DPH Drinking Water Section (DWS) is responsible for oversight and direct regulatory authority over the purity and adequacy of the State of Connecticut's public drinking water. One of the tools used to fulfill this mission is providing public drinking water source protection recommendations for all state-sponsored actions under the Connecticut Environmental Policy Act (CEPA). The letter that you reference was written for the sponsoring agency to use in determining what the recommended action will be.

The public drinking water source water areas upon which the DWS specifically can provide comments are public water supply watersheds tributary to surface water sources of supply, Level A and Level B Aquifer Protection Areas associated with large ground water public supply wells and source water areas tributary to small public drinking water supply wells. A portion of the Willington Ruby Site does fall within the public water supply watershed of the Mansfield Hollow Reservoir and our comment letter reflects that. The portion of the parcel that you indicate is tributary to the University of Connecticut's (UCONN) ground water wells appears to be approximately six miles upstream of the sand and gravel aquifers that have been delineated as the Level A Aquifer Protection Areas that are tributary to the UCONN water supply. The areas tributary to the UCONN wells that the DWS may comment on are shown in red on the Department of Energy and Environmental Protection [Aquifer Protection Area Map \(note direct link enabled\)](#) for the Town of Mansfield. The closest public water supply well serves Deer Park Apartments (PWSID# CT1600071). It is located over one third of a mile from the nearest property line bordering the proposed Ruby Road Site.

Your email expresses dismay that there was no mention of protection of private residential wells; however that is beyond the DWS's scope of authority. In Connecticut, matters concerning private residential wells are overseen by the DPH Environmental Health Section and fall under the regulatory authority of the local health department. Rob Miller is the Director of Health of Eastern Highlands Health



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Mr. and Mrs. Masinda  
July 17, 2015

District, which covers the town of Willington. It is recommended that you also discuss your concerns with him.

The risk of groundwater contamination is difficult to determine. Concerns associated with shooting ranges are typically associated with lead dust and residue from bullets, which are typically trapped within the top layers of the soil. The depth from the ground surface to groundwater, acidity of soil and groundwater, and management of the lead shotfall from bullets are variables that may contribute to groundwater contamination. For any of the sites chosen, it is recommended the operator of the outdoor shooting range facility follow the United States Environmental Protection Agency's Best Management Practices for Lead at Outdoor Shooting Ranges document that provides guidance to prevent potential contamination to the environment.

Please note that in the Notice of Scoping, the sponsoring agency indicated that they expect to release an Environmental Impact Evaluation (EIE) for public review and comment in October, 2015. The comment period associated with the EIE is an opportunity for the public and State Agencies to provide input on the selected option prior to a decision being rendered.

Sincerely,



Ellen Blaschinski, RS, MBA  
Public Health Branch Chief  
Regulatory Services Branch

Cc via email: [Jeffrey.bolton@ct.gov](mailto:Jeffrey.bolton@ct.gov) , [Jennifer.putetti@ct.gov](mailto:Jennifer.putetti@ct.gov) , [Stanley.nolan@uconn.edu](mailto:Stanley.nolan@uconn.edu) ,  
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Ellen Peloquin