



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
December 14, 2015
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.
AGENDA

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REGULAR MEETING – MANSFIELD TOWN COUNCIL
November 23, 2015
DRAFT

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

I. ROLL CALL

Present: Kegler, Marcellino, Moran, Raymond, Ryan, Sargent, Shaiken, Shapiro

Excused: Kochenburger

II. APPROVAL OF MINUTES

Mr. Ryan moved and Mr. Kegler seconded to approve the minutes of the November 9, 2015 meeting as presented. The motion passed unanimously.

III. PUBLIC HEARINGS

The Town Clerk read the legal notice. Mayor Shapiro called the first public hearing issue to order and asked for public comments.

1. Proposed Amendments to Ordinance Regarding Alcoholic Beverages

No comments were offered.

Mayor Shapiro called the second public hearing issue to order and asked for public comments.

2. Proposed Ordinance Regarding Dog Waste Control

Brian Coleman, Centre Street, noted that as with many issues if all neighbors were considerate of each other there would be no need for these types of ordinances.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Charles Naumec, Riverview Road, outlined the efforts he has made to raise the issue of students who live on campus being able to vote on Town financial issues and changes to the PILOT program. Mr. Naumec requested a public hearing be held to hear from residents. (Statement attached)

Rebecca Shafer, Echo Road, presented information compiled by the Mansfield Neighborhood Preservation Group Committee regarding the number of single family homes being converted into student rentals and suggested actions that could be taken to mitigate their impact. (Statement attached.)

Cynthia Jones, Echo Road, applauded the formation of an ad hoc committee to study housing and rental issues and commented that an important component of any neighborhood is a sense of community among its residents. Ms. Jones distributed a set of graphs showing the number of single family homes being converted to rentals increases significantly when enrollment at UConn increases. (Statement attached)

Brian Coleman, Centre Street, stated that there are a lot of good landlords and tenants and would like to see the number of complaints received from single family homes correlated to some of the information presented by the public this evening. Mr. Coleman also agreed with Mr. Naumec that consideration be given to removing financial items from the November ballot and suggested that the Meadowbrook land under consideration be

November 23, 2015

developed with dense development on part of the land and the rest be designated as open space.

V. REPORT OF THE TOWN MANAGER

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

- o Staff has been following up on Mr. Naumec's letter to make sure his questions are answered.
- o Mr. Hart noted that Council members and staff have fought very hard to support and maintain the PILOT program.

Ms. Moran moved and Mr. Shaiken seconded to move Item 7, Presentation on Open Mansfield, to follow Reports and Comments of Council Members.

The motion passed unanimously.

VI. REPORTS AND COMMENTS OF COUNCIL MEMBERS

The Mayor, along with Councilors Ryan, Moran, Kegler and Marcellino, attended the Veterans Day Tribute and Luncheon. Mr. Shapiro thanked Mr. Kotula and his group for organizing this very meaningful event.

VII. OLD BUSINESS

3. Storrs Center Update

Town Manager Matt Hart reviewed the estimated real estate assessment of Storrs Center at full buildout noting that the totals do not include any personal property assessments. Staff will look at estimating the amount of personal property taxes that might be realized at full buildout. The Town Manager will report back to the Council.

4. Proposed Amendments to Ordinance Regarding Alcoholic Beverages

Mayor Shapiro, who also serves as the Chair of the Ordinance Development and Review Subcommittee which is reviewing these proposed amendments, reported that no consensus was reached at the Subcommittee's meeting earlier in the evening. The main issue under consideration is whether the ordinance should pertain only to public events or to private and public events. This item will appear on the next agenda as an item of old business.

5. Proposed Ordinance Regarding Dog Waste Control

Mayor Shapiro, who also serves as the Chair of the Ordinance Development and Review Subcommittee which is reviewing these proposed amendments, reported that no consensus was reached at the Subcommittee's meeting earlier in the evening. Ms. Moran moved and Mr. Shaiken seconded to suspend Rule 6(d) of the Council Rules of Procedures and to vote on the proposed Ordinance Regarding Dog Waste Control. The motion failed in a tie vote with Mr. Marcellino, Ms. Moran, Mr. Shaiken and Mr. Shapiro in favor and Mr. Kegler, Ms. Raymond, Mr. Sargent and Mr. Ryan in opposition.

This item will appear on the next agenda as an item of old business.

6. Town Council Meeting Schedule for 2016

November 23, 2015

Mr. Ryan moved and Mr. Marcellino seconded, effective November 23, 2015, to amend the 2016 Town Council Meeting Schedule to change the starting time of all regular meetings to 7:00 p.m.

Motion passed unanimously.

VIII. NEW BUSINESS

7. Presentation on Open Mansfield

An interdisciplinary team consisting of Director of Finance Cherie Trahan, IT Director Jamie Russell, Library Director Leslie McDonough, Accounting Manager Amy Meriwether, Systems Librarian Adam Delaura, and Accountant Andrew Howat, presented information on the Open Mansfield web based interactive portal. Staff described the purpose, demonstrated the capabilities of the site, and outlined the plans for publicity and training for residents.

8. Appointment of Town Attorney

Ms. Moran, Chair of the Personnel Committee, moved the following resolution: Resolved, to reappoint the firm of O'Malley, Deneen, Leary, Messina, & Oswecki as Town Attorney for the Town of Mansfield for a term to begin on December 3, 2015 and to authorize the Town Manager to execute the attached Professional Services Agreement between the Town of Mansfield and the law firm of O'Malley, Deneen, Leary, Messina, & Oswecki.

Ms. Moran moved and Mr. Ryan seconded to amend the contract by eliminating, "...to be developed..." from Section 1, 1.2(c) and changing "...and..." to "at" in the second paragraph of Section 3, 3.1.

The motion to amend passed unanimously.

Ms. Raymond moved and Mr. Sargent seconded to further amend the motion by adding "the" to the third to the last line of Section 1, 1.1. The phrase now reads, "...assign any of the duties..."

The motion to amend passed unanimously.

The motion as amended passed unanimously.

9. Open Space Acquisition, Meadowbrook Lane LLC Property

Mr. Kegler moved and Ms. Moran seconded, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on December 14, 2015 to solicit public comments on the proposed acquisition of the 61-acre parcel on Puddin Lane known as the Meadowbrook Lane LLC property (Parcel ID 33.97.3-39) and to refer the acquisition to the Planning and Zoning Commission for review pursuant to section 8-24 of the Connecticut General Statutes.

Motion passed unanimously.

10. Acceptance of Wyllys Farm Road, Beacon Hill Estates Section II

Ms. Raymond moved and Mr. Kegler seconded, effective November 23, 2015, to accept Wyllys Farm Road as part of the Town's road system.

Motion passed unanimously.

11. Appointment to Mansfield Downtown Partnership Board of Directors

November 23, 2015

Mr. Shaiken moved and Mr. Sargent seconded, to appoint Councilor Stephen Kegler to the Board of Directors of the Mansfield Downtown Partnership, for a term commencing on November 23, 2015 and expiring on June 30, 2016.
Motion passed unanimously.

12. Financial Statements Dated September 30, 2015

Mr. Ryan, Chair of the Finance Committee, moved to accept the Financial Statements dated September 30, 2015, as prepared by the Director of Finance.
Motion passed unanimously.

13. Town Manager's FY 15/16 Goals

Ms. Moran, Chair of the Personnel Committee, moved effective November 23, 2015, to endorse the FY 2015/16 Town Manager's Goals as presented.
Motion passed unanimously.

IX. REPORTS OF COUNCIL COMMITTEES

Mr. Shaiken, reporting for Mr. Kochenburger, offered the following recommendations to the Council.

The appointment of Ann Williams and Judith McChesney to the Arts Advisory Council for terms ending 3/1/2017.

The appointment of Stacey Stearns to the Agriculture Committee for a term ending 10/13/2017.

The motion to approve passed unanimously.

Mr. Ryan, Chair of the Finance Committee, noted that changes to the fee waiver program have cost the Parks and Recreation budget about \$70,000 this year. The Committee will be scheduling a meeting to address this and other Parks and recreation financial issues.

X. DEPARTMENTAL AND COMMITTEE REPORT

No comments offered.

XI. PETITIONS, REQUESTS AND COMMUNICATIONS

14. Ad Hoc Committee on Police Services re: Status Report to Council Regarding Police Services Ms. Moran, Chair of the Committee, reported that a wide range of partnerships and collaboration are being looked at but there is much more work to be done.

15. J. Goodwin re: Ad Hoc Committee on Rental Regulations and Enforcement 163

16. M. Hart re: Town Council Rules of Procedure Review 165

17. DJ Fowler Logging, Land-Clearing & Firewood LLC re: Work Performed at Mansfield Community Playground and Final Payment

XII. FUTURE AGENDAS

Council Appointments to the Ad Hoc Committee on Rental Housing Regulations and Enforcement will be an agenda item for the December 14, 2015 meeting.

XIII. ADJOURNMENT

Ms. Raymond moved and Mr. Ryan seconded to adjourn the meeting at 9:17 p.m.

November 23, 2015

The motion passed by all.

Paul M. Shapiro, Mayor

Mary Stanton, Town Clerk

November 23, 2015

Fair Treatment of Town Of Mansfield CT Tax Payers

**Presented by Charles R. Naumec
52 Riverview Road, Mansfield Center, CT.**

**Town of Mansfield Town Council Meeting
November 23, 2015**

It has been over six months since I addressed the Town Council and expressed concern relative to the treatment of Town of Mansfield (Town) tax payers. Discussions address the PILOT program and the right of UConn students living in university housing, not paying taxes, being allowed to vote on Town Referendum issues and budget addressing the allocation of funds and bonding issues. Following my two appearances before the Town Council I sent three letters to the Connecticut Secretary of the State and one to the Mansfield state legislative delegation. These letters were copied to the Town Council and Town Manager's office.

After four months with no response from the Secretary of the State a second letter was sent which provided additional information on the PILOT program and requested a response. The Secretary of the State responded but did not completely address my concerns relative to non-tax paying UConn students voting on Town financial issues. The secretary did advise me that the issue involving the PIOLT be directed to the Town state legislative delegation. This letter prompted me to respond to the Secretary's letter and send a letter to the Town state legislative delegation. Both letters are dated October 6, 2015. No response to either letter has been received.

I did receive an E-mail (10/5/2015) from the Town Manager's office stating my initial letter to the Secretary of the State was being forwarded to the State Legislation and Elections Administration Division attorney.

Having not seen any action on the part of the Town Council to discuss any of my concerns on any Town Council Meeting agenda and seeing no effort to seek coordination with our State legislative delegation leads me to conclude the indicated items are acceptable to the Town Council:

- The new PILOT formula based on min 32% of state property assessment rather than the previous 45%. Knowing that Connecticut General Statutes 12-20a and 12-20b allows a PILOT payment for Private Colleges based on 77% assessment.

- Student living in university housing and paying no taxes are allowed to vote on TOWN financial issues. Knowing that the number of student living in university house, all eligible voters, outnumber the number of eligible voters in TOWN. (Control of Town Budget lies with the students)
- Persons living in Town, which had not registered to vote, 18 years or older, must show at the open town meeting that they have \$1,000.00 of assets upon which they have paid taxes before they can vote on the Town budget.

In addition, no action by the Town Council to study or pursue a change to the election process indicates non approval of the proposal to provide a special ballot to those student living in university housing and not paying taxes. The proposed ballot would allow these students to vote on candidates but not on Town financial issues. This approach is similar to that which currently applies to Mansfield property owners not living in Mansfield. They are allowed to vote on financial issues but not candidates.

I have received feedback from tax paying residences of Mansfield indicating lack of knowledge that such a voter unbalance exists and no one could see why the students not paying taxes should determine our TOWN tax rate.

As elected officials, I believe your first responsibility is to represent the residences of our Town and I don't believe proper priority is currently being given to the Town tax payers.

Thank you,



Charles R. Naumec

November 23, 2015

Dear Mayor and Mansfield Town Councilmen and Councilwomen,

The Mansfield Neighborhood Preservation Group Committee continues to express grave concerns about the situation of single family homes being converted into student rentals thereby making them into a commercial enterprise in residential neighborhoods. At present there are no Ordinances existing that prohibit this activity from continuing.

We have attached 8 maps of various residential neighborhoods showing to the Town the extent of this problem. For example, upon review of Map #6, it shows that 36% of the homes are a commercial enterprise providing rentals in a fee simple residential neighborhood. We are seeking from you the leadership and the wisdom in protecting the character of our neighborhoods and the value of our homes.

We are asking you, our Town officials, to request the Town Attorney to present an Ordinance that will stop this trend and put into place short term enforcement in policing and providing meaningful fines to the offenders, along with a long term solution that will stop the trend of investors buying single family homes with the intent to turn them into student housing. We all need to find an amicable solution as the UCONN student population grows, as it is going to, and there are insufficient new dormitories being constructed to absorb these students, the Town has a responsibility to protect its citizens and their property values. There lies the issue, as the students have no other place to reside but in our residential neighborhoods. We also suggest, that at present, it may be wise to seek a moratorium of all rentals until the proper Ordinances are put into place.

As you are aware by our investigation, there are single-family homes in almost every area of town that have been converted into student rentals, with many neighborhoods already in jeopardy.

This fall our neighborhood was faced with many problems stemming from the conversion of a single family home into an un-permitted rental. In dealing with these problems, the neighborhood began to look into the number of rental properties throughout the Town of Mansfield, with special interest in single-family home rentals.

Using the town's own figures, we were surprised to learn there had been an increase of 30% in the number of single-family homes converted to rentals in just

one year. We are very concerned about the distribution of rentals throughout the town. By using publicly available information, we began plotting rental properties on a copy of the property map of Mansfield, which is displayed and provided in your handout.

This is still a work in progress, however the results show how overwhelmingly disconcerting the facts are. The results show that the density rates are very high in many parts of town *and* there are rentals in *every* part of town. All marked parcels are rentals: orange are local owners, blue are out-of-town owners.

Starting at the north side of town:

Map 1-Cedar Swamp Rd. has a 20% density rate. The beginning of the single home conversions on Birch can be seen at the bottom of this map.

Map 2 - Mansfield Depot has 30% density. In micro-neighborhoods, such as **Bone Mill Rd.** with only 6 homes, even 1 single-family home (16%) conversion changes the neighborhood drastically.

Map 3 - Birch Rd has rentals dotting the entire length of the road, and **Hunting Lodge Road** has a 90% density rate and *now* extends into Hunting Lodge Rd. **Extension.** (The entire length of Hunting Lodge spans Maps 3 & 4.)

Map 4 - Meadowood Rd once a lovely little neighborhood has a density rate of 22%, so 1 in 4 homes is a rental. In a neighborhood like this with only 18 homes, it changes the character of the neighborhood drastically when 4 of those homes are student rentals. **Lynwood**, a lovely, quiet residential neighborhood for professors, now has 7 rentals with several houses currently at risk and the neighbors terrified the next sale will be another rental. #38 Farmstead just went on the market advertised as an investment property at a very low price. (That ad is in your packet.) **Hillyndale** has at least 5 rentals.

Map 5 - Eastern side of Route 195 (Four Corners to Moulton Rd) is at 70%.

Map 6 - Eastwood/Westwood/Hillside Circle has a density rate of 36%.

Map 7- Separatist Rd, Maple Road and even Davis Rd have a number of rentals. **Birchwood Heights** has a density rate of 27%, thus every 4th home is a rental.

Map 8 - Hanks Hill, Storrs Heights, and the Flaherty area have many rentals also. Storrs Rd. has a density of about 25% for the entire length of the road, if we put all these maps together.

While a few of these rentals are families, the vast majority are student rentals.

Many neighborhoods are at risk. And, the conversion of rentals is happening quickly. Probably everyone in town would agree we do not want another Hunting Lodge Rd.

Even though in 2006 the Town funded a new department to address the problem of blight and ensure that there will be no more areas like Hunting Lodge Rd, we now have *more neighborhoods than ever* at risk of that same fate.

The formation of the ad hoc committee and deputizing 3 additional personnel to enforce over-occupancy ordinances are **excellent** first steps. My neighbors and I appreciate those initiatives, and the Mansfield Neighborhood Preservation Group Committee members have been very supportive.

To make it clear to the community, we would like the Council to publicly state it's intention to use the full force of the existing laws and provide a new Ordinance to prevent this type of activity. The Mansfield Neighborhood Preservation Group Committee looks forward to meeting with the Council and presenting our findings and working with you toward amicable solutions to the most troubling problem affecting our Town.

Regards,

Bill Roe, Jr.

(Son of Wm. H. Roe, Sr., former Dean of Education, University of CT)

(Grew up in Lynwood Acres)

Rebecca Shafer, Attorney

(Grew up on Hillside Circle)

Mansfield Neighborhood Preservation

<https://www.facebook.com/groups/MansfieldNeighborhoodPreservation/>

Property Description

38 Farmstead Rd, Mansfield, CT, Connecticut 06268. This home is a great opportunity for an investment or college students. Contemporary raised ranch has a unique layout. Main level offer kitchen, large living room dining room combination with FP, picture window and sliders to the deck. Master bedroom with full bath and lots of closet space. Hardwood under carpets on main level. Lower level offers 3 additional bedrooms with another full bath, FP, office and laundry area. Located on a quiet country lot less than 1 mile from Jim Cathoun Way. NEW ROOF, NEW HW HEATER. Sheetrock in lower level bath to be replaced. Paneling around main level fireplace to be removed and replaced with new sheetrock. 2000 sq ft total - town only counted upper level.

AT&T

9:48 PM

90%

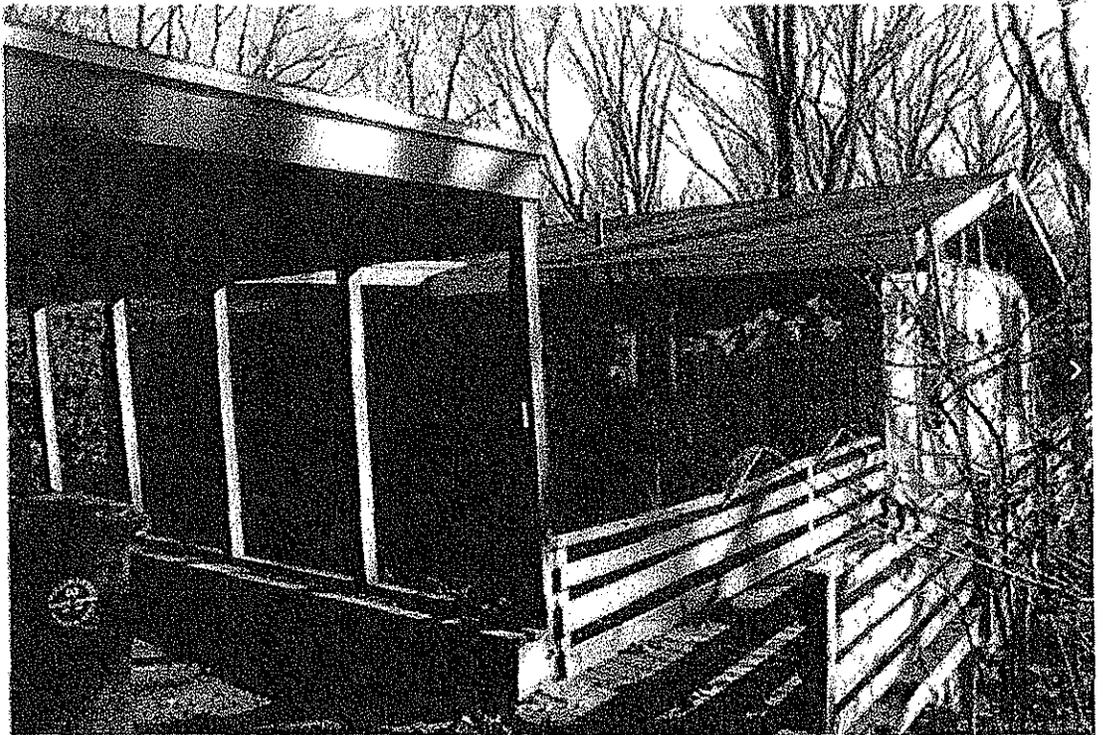
X 38 Farmstead Rd, Mansfield, CT, Connecticut 06268, Storrs, Mansfield real estate, Mansfield... Share
www.raveis.com

WILLIAM RAVEIS
Real Estate

MENU +

Results

View On Map



\$145,000 (\$127 per SQ.FT)

38 Farmstead Rd, Mansfield (Storrs), CT 06268

Email Listing

Directions

Request More Info

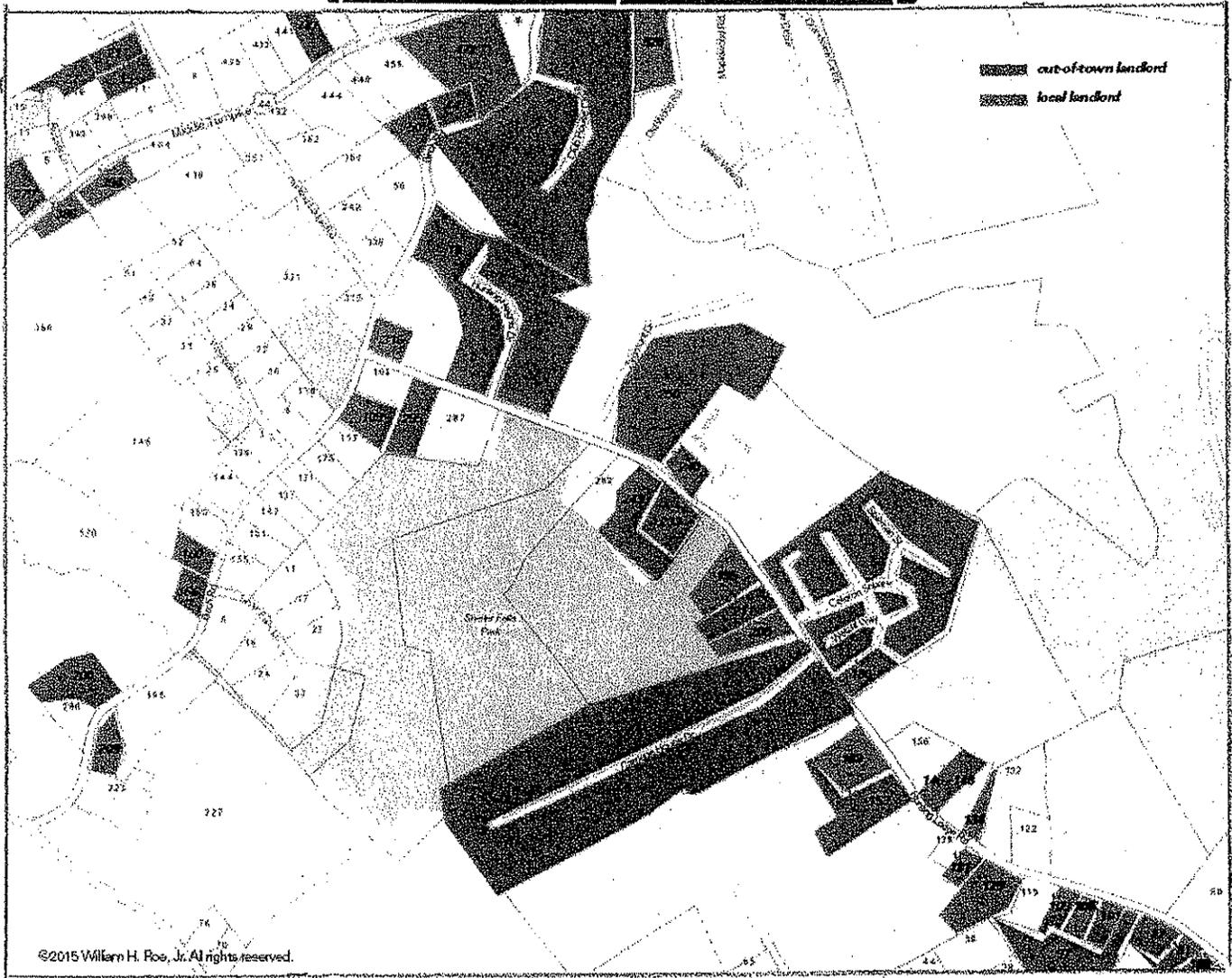
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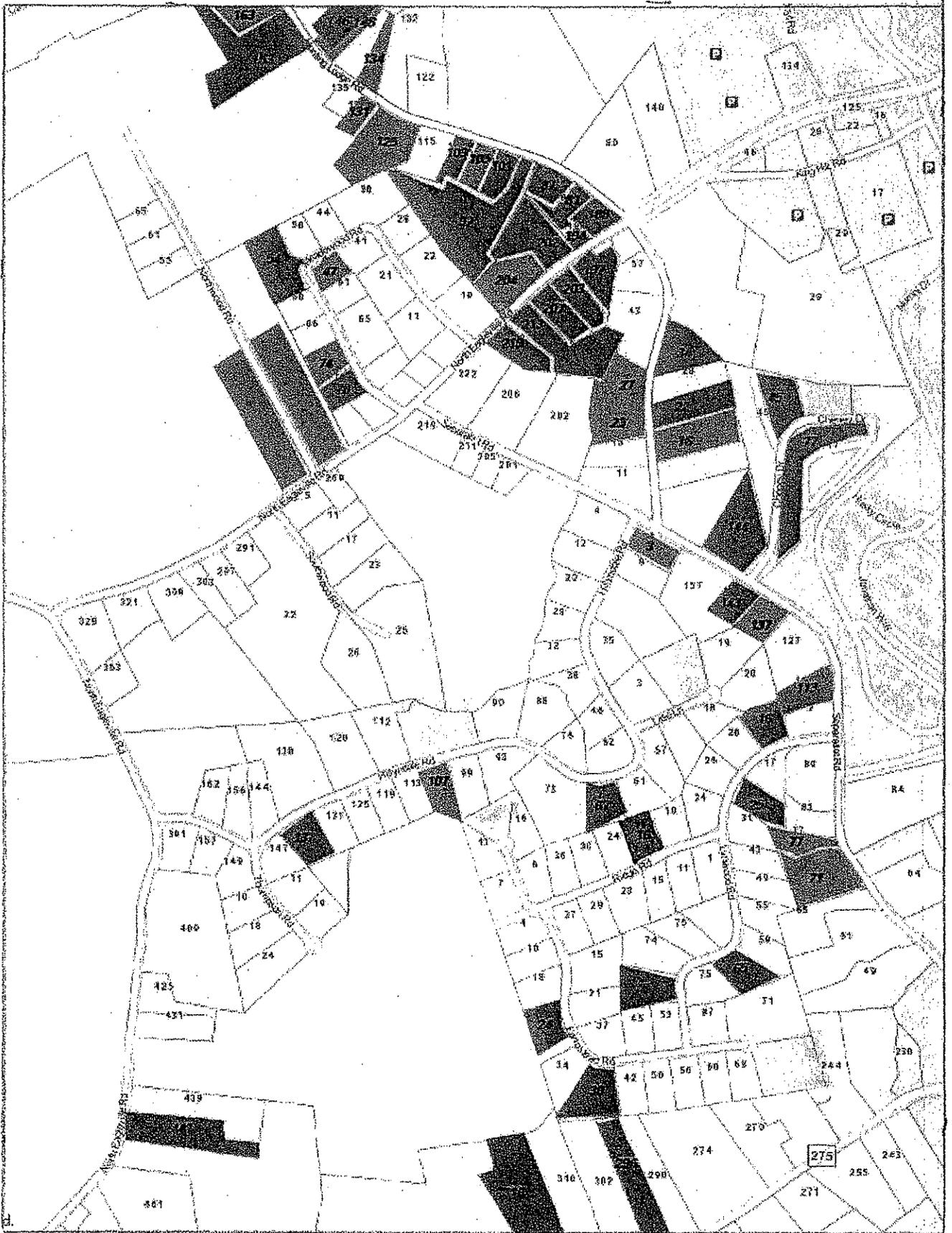
Town

Mansfield

Map 3

Birch Rd, Hunting Lodge



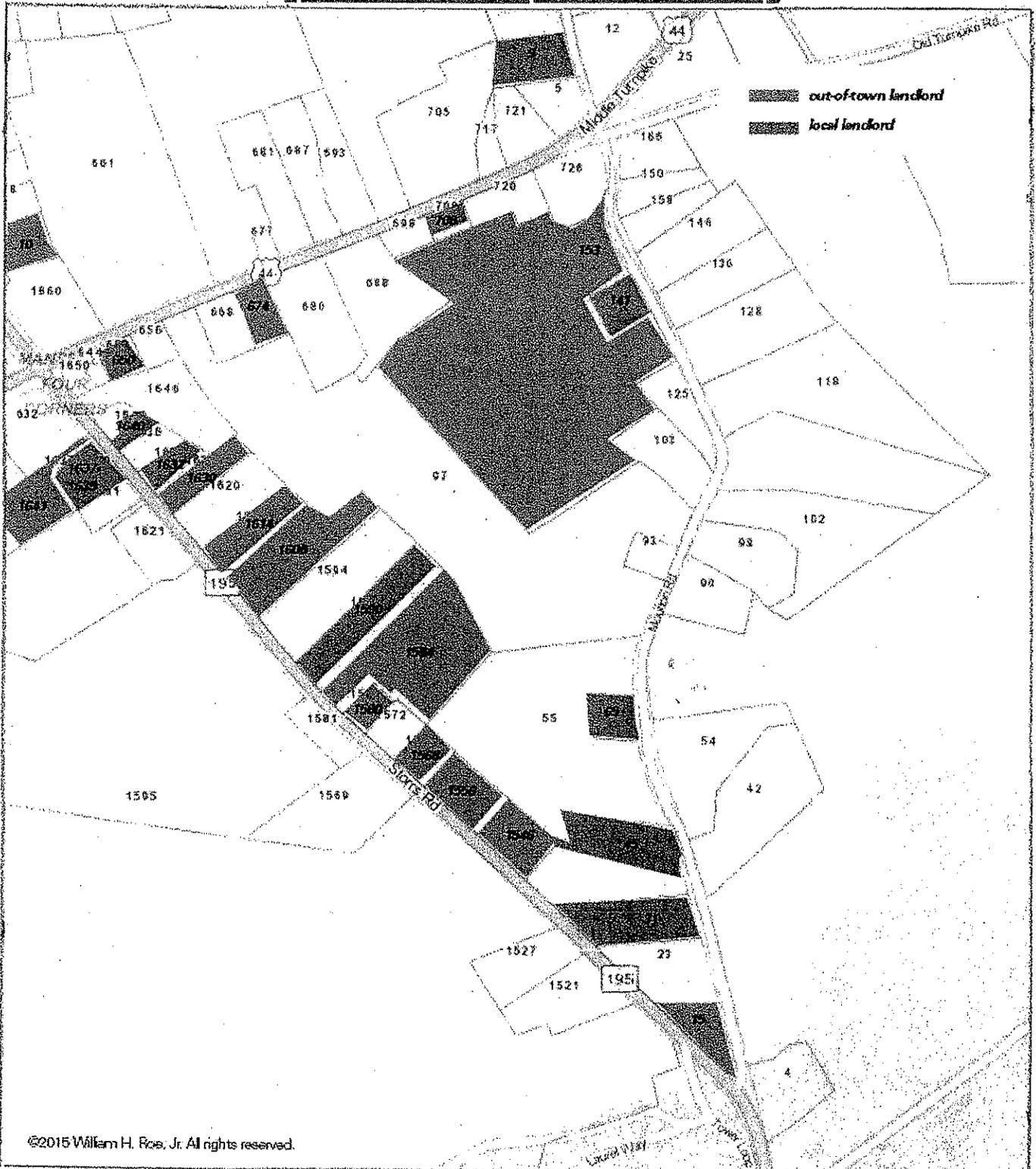


— Meadow, Hunting Lodge, Lynwood —



Map 5

RT 195, Moulton Rd



Map 6

Eastwood, Westwood, Hillside



Map 7

Maple, Davis, Birchwood Heights



Map 8

Hanks Hill, Storrs Heights, Olsen



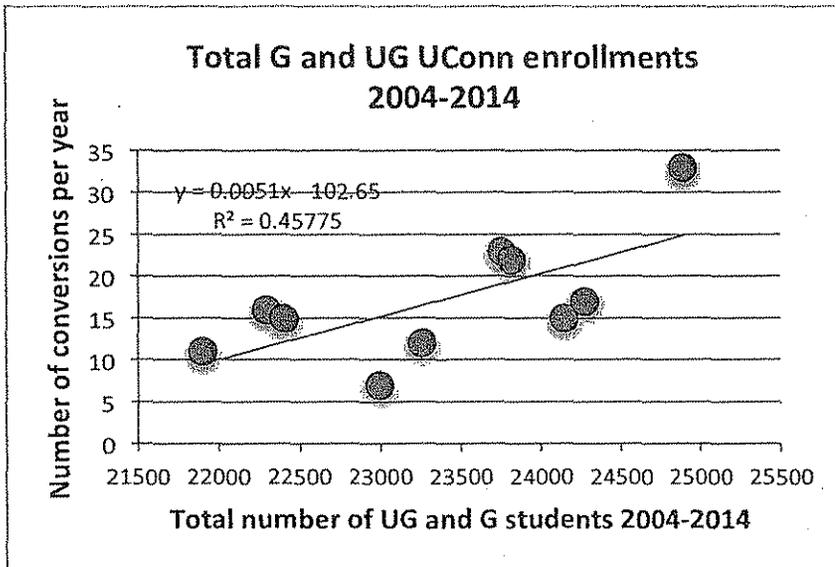
Read: November 23, 2015

Letter to town council

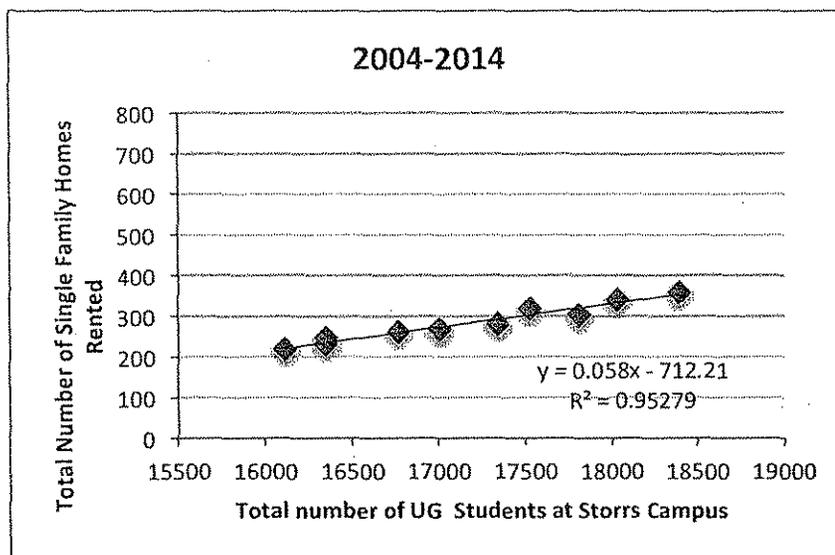
As I listened to the town council discuss the numbers of units, their upkeep and even our declining property values, I realized that, for me, they completely missed the most important part of living a neighborhood. To me, a neighborhood is not a collection of dwellings, it is a sense of community. I don't care whether lawns are regularly mowed, trim is painted, six cars are parked out front or even if the house is rented to long term tenants. What I do care about is whether or not my neighbor will keep an eye on my house when I'm out of town or an invitation to a wedding because families who started out as neighbors have become good friends. When single-family houses are converted to student rentals, the sense of community disappears rental-by-rental because students are, by definition, only passing through.

Unfortunately, it is hard to assign monetary value to "a sense of community." For those of us feeling a deep sense of loss when a family home on our street is converted to a rental serving a transient population, our only recourse is to call for adherence to the statutes and ordinances that exist, e.g. over-occupancy. Sure, too many cars parked illegally or being driven too fast can be troublesome, but reducing the conversation to ordinances and aesthetics whitewashes a much more important piece of the story, which is why we chose to reside in Mansfield and raise our children here in the first place.

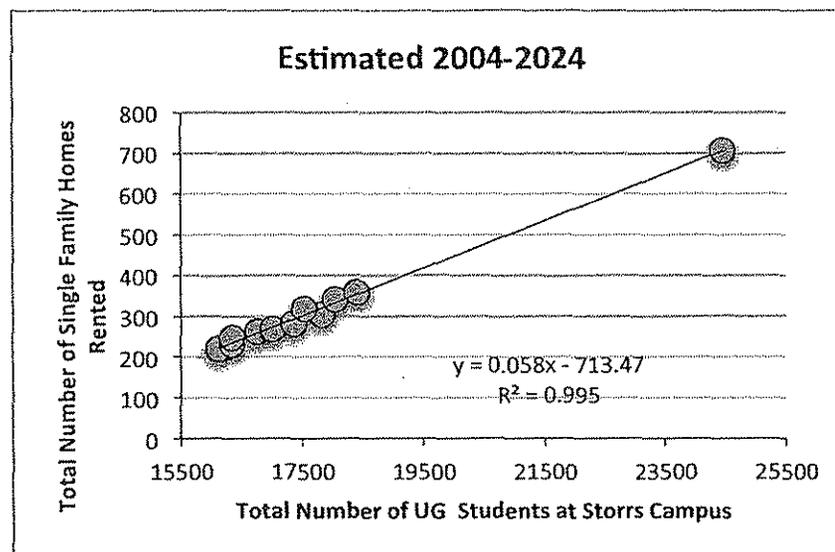
Cynthia Jones
48 Echo Rd.
Mansfield Center



Source for enrollment figures:
<http://uconn.edu/fact-sheet-archive-2/>



There is a very strong correlation between UConn undergraduate enrollments and the total number of rented single family homes (SFH). Number of SFH for the past 10 years based on the total number of SFH rented (391) minus the number of conversions.



Projected number of UConn UG students in 2024, based on an estimated increase of 1/3 (CT Mirror, Aug. 22, 2-13). Estimate of SFH occupied by students (707) based on rate of increase of the total numbers of SFH over the last 10 years. Current number of SFH: 4338. Current percent of SFH occupied by students: 8%. Estimated percent of SFH occupied by students in 2024: 16.3%

In 10 years, there could be 2X as many SFH rented to students as there current are.

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PUBLIC HEARING
TOWN OF MANSFIELD
December 14, 2015

The Mansfield Town Council will hold a public hearing at 7:30 PM at their regular meeting on December 14, 2015 to solicit public comments regarding the proposed acquisition of the 61-acre parcel on Puddin Lane known as the Meadowbrook Lane LLC property (Parcel 33.97.3-39)

At this hearing persons may address the Town Council and written communications may be received. Information regarding the program is on file and available at the Town Clerk's office: 4 South Eagleville Road, Mansfield and is posted on the Town's website (mansfieldct.gov).

Dated at Mansfield Connecticut this 24th day of November 2015.

Mary Stanton, Town Clerk

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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; Cynthia van Zelm,
Executive Director of the Mansfield Downtown Partnership, Inc.;
Kevin Deneen, Town Attorney
Date: December 14, 2015
Re: Proposed Amendments to Ordinance Regarding Alcoholic
Beverages

Subject Matter/Background

At its last regular meeting, the Town Council conducted a public hearing regarding the proposed amendments and tabled this item for its December 14, 2015 meeting.

Recommendation

The Council's Ordinance Development and Review Subcommittee plans to review this item further, and will not be meeting again until later this month. Consequently, staff recommends that the Town Council table this item until the subcommittee has a recommendation for the full Council's consideration.

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

Move, to table the proposed amendments to the Ordinance Regarding Alcoholic Beverages until such time that the Ordinance Development and Review Subcommittee has a recommendation for the Town Council's consideration.

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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; Cynthia van Zelm,
Executive Director of the Mansfield Downtown Partnership, Inc.;
Kevin Deneen, Town Attorney
Date: December 14, 2015
Re: Proposed Ordinance Regarding Dog Waste Control

Subject Matter/Background

At its last regular meeting, the Town Council conducted a public hearing regarding the proposed ordinance and tabled this item for its December 14, 2015 meeting.

Recommendation

The Council's Ordinance Development and Review Subcommittee plans to review this item further, and will not be meeting again until later this month. Consequently, staff recommends that the Town Council table this item until the subcommittee has a recommendation for the full Council's consideration.

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

Move, to table the proposed Ordinance Regarding Dog Waste Control until such time that the Ordinance Development and Review Subcommittee has a recommendation for the Town Council's consideration.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Linda Painter, Director of Planning and Development; Michael Nintean, Director of Building and Housing Inspection; Curt Hirsch, Zoning Agent; John Armstrong, University of Connecticut
Date: December 14, 2015
Re: Rental Housing Regulations and Enforcement, Ad Hoc Committee on Rental Regulations and Enforcement

Subject Matter/Background

At its November 9, 2015 meeting, the Town Council moved to establish a new Ad Hoc Committee on Rental Regulations and Enforcement comprised of three members of the Council and not more than three members of the Planning and Zoning Commission (PZC).

As indicated in the attached memo dated November 17, 2015, the PZC has nominated three members to serve on the ad hoc committee. The Town Council now needs to appoint its representatives and to endorse the nominations from the PZC.

Recommendation

The following motion is suggested:

Move, effective December 14, 2015, to appoint Deputy Mayor William Ryan, Councilors Toni Moran and Mark Sargent, and Planning and Zoning Commissioners Charles Ausberger, JoAnn Goodwin and Vera Ward to the Ad Hoc Committee on Rental Regulations and Enforcement, for an indefinite term.

Attachments

1) J. Goodwin re: Ad Hoc Committee on Rental Regulations and Enforcement

TOWN OF MANSFIELD
PLANNING AND ZONING COMMISSION



Item #1

JoAnn Goodwin, Chair

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3330
Fax: (860) 429-6863

To: Mansfield Town Council
From: JoAnn Goodwin, Chair
Copy: Planning and Zoning Commission
Date: November 17, 2015
Subject: Ad Hoc Committee on Rental Regulations and Enforcement

The following members of the Planning and Zoning Commission have volunteered to serve on the Ad Hoc Committee on Rental Regulations and Enforcement:

- JoAnn Goodwin
- Vera Ward
- Charles Ausberger

This slate of committee members is dependent on the meetings being scheduled for late afternoon at the earliest. If committee meetings will be held earlier in the day, Ken Rawn has volunteered to serve on the committee in place of members that are not available at that time.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Jennifer Kaufman, Natural Resources and Sustainability Coordinator; Linda Painter, Director of Planning and Development; and Curt Vincente, Director of Parks and Recreation
Date: December 14, 2015
Re: Open Space Acquisition, Meadowbrook Lane, LLC Property

Subject Matter/Background

At tonight's meeting the Town Council will conduct a public hearing on the proposed acquisition of a 61-acre parcel on Puddin Lane known as the Meadowbrook Lane LLC property (Parcel ID 33.97.3-39). In October, the Town was awarded a grant from the CT Department of Energy and Environmental Protection's (CT DEEP) Open Space and Watershed Lands Protection Program to help fund the purchase of the property.

The Meadowbrook Lane LLC property abuts the Town-owned Sawmill Brook Preserve, which is contiguous with Joshua's Trust's Wolf Rock Preserve. The two land holdings total 223 acres, much of which is permanently preserved (see attached map). The Meadowbrook Lane LLC property would add 61 acres to further protect a large forest tract and the wildlife dependent on this forest type. The Nipmuck Trail, one of the blue dot trails maintained by the CT Forest and Parks Association, has its southern trail head at the entrance to the property, with an informal parking area for 5-6 cars. This trail is an official CT Greenway. The trail passes through the subject property before continuing through a protected corridor to Wolf Rock Preserve and Crane Hill Road. The section of the trail that runs through the property is the last unprotected portion between Puddin Lane and Crane Hill Road.

The parcel was reviewed by the Open Space Preservation Committee on January 5, 2015. The committee recommends preservation of the Meadow Brook Lane LLC property to protect the following significant recreation, conservation and wildlife resources:

- Sawmill Brook watershed and tributary brook
- A large interior forest tract
- Habitat for wildlife requiring interior forests

- Corridor for the Nipmuck Trail Greenway

The Conservation Commission and Parks Advisory Committee have also reviewed this property and are in full support of the proposed acquisition. The full Open Space Preservation Committee report is attached.

In response to the Council's referral, the Planning and Zoning Commission (PZC) has determined that the proposed acquisition is consistent with the Town's plan of conservation and development.

Per the requirements of the grant, the Town obtained two appraisals for the property. One appraiser valued the property at \$360,000 and the other at \$375,000. Excerpts of the appraisals are attached and the full appraisal reports can be reviewed at www.mansfieldct.org/meadowbrooklane.

Based on the appraisals staff negotiated a price of \$375,000 for the property. If purchased, the Town will be reimbursed \$243,750 or 65% of the purchase price from CT DEEP. The Town has executed the attached purchase and sale agreement, which provides that the purchase is contingent upon approval of the Town Council after a public hearing.

Mansfield's Assessor estimates the full value of this property as of October 1, 2014 to be \$305,000. However, the property is currently in the PA 490 program and in 2014 the property was assessed at 8,400 annually. Property taxes collected in 2014 totaled \$234.78.

Staff has contacted both Joshua's Trust and the CT Forest and Parks Association (CFPA) to request that they consider making a financial contribution to the purchase of this property. The CFPA board of directors is meeting to consider this issue on December 18, 2015.

Financial Impact

The cost of the Town's portion of the property acquisition (\$131,250) would be financed through the Town's existing Open Space Acquisition Fund, which has a current balance of \$1,091,672. If the Town acquires the property, it would be responsible for preparing an A-2 survey. Costs for this survey are estimated at \$15,000 and would also be funded from the Town's Open Space Acquisition Fund. In addition, the Town would need to make some parking area improvements and purchase a park sign; these costs are estimated at \$7,500. Typical stewardship costs for a nature-based park are approximately \$1,500 per year. Some of these annual management costs will be shared with the CT Forest and Parks Association, the organization that is responsible for maintaining the Nipmuck Trail.

Recommendation

Unless the public hearing raises any additional issues that we have not considered, for the reasons referenced above staff recommends that the Council authorize purchase of the Meadow Brook Lane LLC property.

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

RESOLVED, that Matthew W. Hart of the Town of Mansfield is hereby authorized to execute on behalf of the Town of Mansfield a Grant Agreement and Conservation and Public Recreation Easement and Agreement under the Open Space and Watershed Land Acquisition Program with the State of Connecticut for financial assistance to acquire permanent interest in land known as Meadowbrook Lane LLC, OSWA 497 and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.

Attachments

- 1) Comments from the Planning and Zoning Commission
- 2) Open Space Preservation Committee Report
- 3) Purchase and Sale Agreement
- 4) Map of Meadowbrook Lane LLC Property
- 5) Grant Award Letter
- 6) Planning, Acquisition, and Management Guidelines for Mansfield Open Space, Park, Recreation, Agricultural Properties and Conservation Easements

TOWN OF MANSFIELD
PLANNING AND ZONING COMMISSION



JoAnn Goodwin, Chair

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3330
Fax: (860) 429-6863

To: Town Council

From: Mansfield Planning and Zoning Commission

Date: December 9, 2015

Subject: 8-24 Referral; Acquisition of Puddin Lane parcel (Parcel ID 33.97.3-39)

At a meeting held on 12/07/2015, the Mansfield Planning and Zoning Commission adopted the following motion unanimously:

"That the PZC notify the Town Council that the proposed acquisition of the Meadowbrook Lane, LLC Property would promote Mansfield's Plan of Conservation and Development by expanding an existing preserved open space area, protecting the Nipmuck Trail, which is an existing state designated greenway, protecting 61 acres located within a large contiguous interior forest area, protecting significant conservation and wildlife resource in the form of the Kidder-Sawmill Brook streambelt, and protecting a portion of Sawmill Brook, a significant water resource."

Memo

To: Town Council
From: Open Space Preservation Committee
Date: January 7, 2015
Re: Meadow Brook Lane LLC Property, Puddin Lane (Parcel ID 33.97.3-39)

At its meeting of January 5, 2015 the Open Space Preservation Committee reviewed the Meadowbrook Lane LLC Property.

Description

The proposed area for preservation is a 61-acre property with approximately 395 feet of frontage on Puddin Lane (Parcel ID 33.97.3-39). The property slopes down to Sawmill Brook, which forms the eastern boundary. A seasonal brook bisects the property. West of the brook lie irregular ridges. East of this brook, a relatively flat area extends to Sawmill Brook. The property appears to have been logged about 30 years ago, and is currently forested in second growth oak, hickory, and beech trees. There are no major invasive plant infestations. Abutting on the north side is Town-owned land (Sawmill Brook Preserve) and Joshua's Trust Land (Wolf Rock Preserve).

Town Plan Criteria

The property meets the following criteria in the 2006 Town Plan of Conservation and Development. These criteria are consistent with the Open Space Acquisition Criteria in the Public Hearing Draft of the Mansfield Tomorrow Plan of Conservation and Development.

Significant Conservation and Wildlife Resources

A section of Sawmill Brook, which forms the property's east boundary, has a series of islands, cascades, and pools, which offer a scenic setting and possible habitat for native brook trout.

Wildlife Habitat

The property is part of a large forest tract and provides habitat for interior forest wildlife

Forestry Land

The property is in an area designated as a priority interior forest tract. A large part of this forest tract has already been preserved (see map). This is a potential for future timber harvests in 20 to 30 years.

Surface Water Resource

This property contains a significant portion of the Sawmill Brook watershed, between Puddin Lane and Crane Hill Road, and a tributary brook crosses the property. Portions of Sawmill Brook are already protected.

Connections

The Nipmuck Trail, one of the blue dot trails maintained by the CT Forest and Parks Association, has its southern trail head at the entrance to the property, with an informal parking area for 5-6 cars. This trail is an official CT Greenway. The trail passes through the subject property before continuing through a protected corridor to Wolf Rock Preserve and Crane Hill Road. The section of the trail that runs through the property is the last unprotected portion between Puddin Lane and Crane Hill Road. The Trail currently follows the west boundary of this property near homes on Jacobs Hill Road. Preserving this property would make it possible to move the trail away from these houses. Note that there is a white dot trail connecting the Nipmuck Trail to the end of Jacobs Hill Road.

Recommendation

The Open Space Preservation Committee recommends that the Town Council consider preservation of the Meadow Brook Lane LLC property to protect the following significant recreation, conservation and wildlife resources:

- Sawmill Brook watershed and tributary brook
- Part of a large interior forest tract
- Habitat for wildlife requiring interior forests
- Corridor for the Nipmuck Trail Greenway

Potential Improvements

The CT Forest and Parks Association maintains the Nipmuck Trail but the Town should consider minimal widening of the parking area to provide for safer (not more) parking access.

Potential Cost Sharing

The property would meet the requirement for a CT DEEP Open Space and Watershed Land Acquisition Grant matching grant (up to 65% cost share).

Partners

Staff has contacted both Joshua's Trust and CT Forest and Parks Association to request that they consider making a financial contribution to the purchase of this property.

CONTRACT OF PURCHASE AND SALE

THIS AGREEMENT, made this 18th of November, 2015, between **TOWN OF MANSFIELD** (hereinafter "BUYER") a municipal corporation organized and existing pursuant to the laws of the State of Connecticut, and **Meadowbrook Lane LLC** a Connecticut Limited Liability Company with its office at 25 Church Street, P.O. Box 44 Willimantic Connecticut(hereinafter "SELLER")

Subject to the terms and conditions hereof, the Seller agree to sell and convey and the Buyer agrees to purchase the real estate with all the improvements if any located thereon, situated in the Town of Mansfield, County of Tolland and State of Connecticut, consisting of approximately 61 acres of land with approximately 390 feet of frontage on Puddin Lane, south of the land owned by the Town of Mansfield known as Sawmill Brook Preserve, and being shown on the Assessor's Maps as Map 33, Block 97, Lot 3-39 (hereinafter "Premises").

FIXTURES AND PERSONAL PROPERTY - None

PRICE

The purchase price is THREE HUNDRED AND SEVENTY FIVE THOUSAND AND 00/100 DOLLARS (\$375, 000.00) DOLLARS which shall be payable as follows:

(a) A deposit of FIVE HUNDRED (\$500.00) DOLLARS which deposit shall be held in escrow without interest by Buyer's attorney until the transfer of title;

(b) Payment of an additional THREE HUNDRED AND SEVENTY FOUR THOUSAND FIVE HUNDRED (\$374,500.00) DOLLARS at the closing.

MORTGAGE CONTINGENCY: None.

DEED

The deed shall be a Connecticut form of Warranty Deed, in proper form to convey marketable title, and shall be delivered to the Buyer at the closing together with the necessary amount of the Connecticut real estate conveyance tax, if any. Seller shall also provide such title affidavits, lien releases, etc. as may be reasonably required by any title insurance company issuing a title policy regarding the Premises. When conveyed the premises shall be free of all encumbrances, except as follows:

(a) Any and all provisions of any ordinance, governmental regulation, public or private law, including any applicable building and zoning laws in effect;

(b) Current real estate taxes which shall be adjusted between the parties as hereinafter provided;

(c) Any liens for municipal betterments assessed after date of this agreement;

(d) Easements, liens, restrictions, covenants, declarations, encroachments or matters of record;

(e) Any state of facts an accurate survey or personal inspection of property might reveal.

(f) The deed shall contain a restriction that the Grantee its successors and assigns shall hold use and keep the Property in its natural and open condition for the purposes of conservation and open space, and to be used by the general public as natural open space recreation. The Grantor understands and agrees that the Grantee will be granting a permanent conservation easement to the State of Connecticut which easement shall, when granted and recorded, satisfy this condition in the deed.

CLOSING DATE

The closing shall take place at the offices of the Buyer on or before March 1, 2016. In the

event that a closing has not occurred on or before March 1, 2016, this Agreement shall terminate unless otherwise extended by mutual agreement of the parties. In such event, any deposit paid hereunder shall be returned to Buyer and each party shall be relieved of any obligation to the other pursuant to this Agreement.

DEFECTS IN TITLE

Buyer shall have the right to search and inspect the record title to the Premises. If the Seller shall be unable to convey the required marketable title to the Buyer by the closing date, Sellers shall have a period of thirty (30) days after notice of any defect in the title to cure any defects in title and within five (5) days after the correction thereof or the closing date, whichever is later, the Buyer shall purchase the premises as herein provided, If the Sellers cannot cure any defects in title within said thirty (30) day period, the Buyer shall, within fifteen (15) days thereafter, have the option either to accept such title as the Sellers can convey and purchase the premises as herein provided or to rescind this contract. If the Buyer rescinds, all sums advanced hereunder shall be returned to the Buyer, without interest thereon, and upon receipt of such payments, this contract shall terminate and each party hereto shall be forever released and discharged of all further claims and obligations hereunder. The "Standards of Title" as published by the Connecticut Bar Association shall control any questions relating to defects in title to the premises.

ADJUSTMENTS

At the time of closing real estate taxes shall be adjusted and apportioned in cash between Buyer and Sellers in accordance with the standard practice of the Bar Association where the property is located.

OCCUPANCY

Seller shall deliver occupancy to Buyer at the closing, the Premises being in the same state and conditions as it is as of the date of this Agreement.

RISK OF LOSS

Risk of loss or damages to the Premises shall be upon Seller until the closing.

PROPERTY DISCLOSURE REPORT – N/A

DAMAGE FOR DEFAULT

In the event that the Buyer shall fail to make the payment required hereon or shall in any way be in default of the performance of the terms hereof, the Seller shall have the option of terminating this Agreement and in such event all sums paid hereunder by the Buyer shall be retained by the Sellers as liquidated damages. In the event that the Seller shall in any way be in default of the performance of the terms hereof, the Buyer shall be entitled to return of its deposit or may bring an action for specific performance of this Agreement, in its sole discretion.

CONDITION OF PROPERTY

Buyer acknowledges that Buyer is relying on its own examination and inspection of the physical condition of the Property and all matters relating thereto, including without limitation, matters with respect to taxes, permissible uses, zoning, covenants, conditions and restrictions and all other matters bearing upon the value of the Property and the suitability of the Property for Buyer's purposes, and except as expressly set forth in this Agreement, that Buyer is not relying on any representations of Seller or Seller's agents, and Buyer expressly waives any claim that is based upon an alleged representation of Seller or Seller's agents, and Buyer shall accept the Property in its "as is" condition at closing. Except as expressly set forth in this Agreement,

Buyer shall assume, as of closing, the responsibility for, and risk of, all defects and conditions of the Property, including any defects and conditions that cannot be observed by casual inspection.

Buyer has the right to have the inspections below performed on the Property. Buyer must arrange and pay for all tests and inspections. Buyer must give Seller written notice of any inspection that does not meet the standards set forth below, together with a copy of all the inspection reports, on or before thirty (30) days following the execution of this contract by Buyer and Seller as set forth below. Seller hereby grants Buyer, its agents, employees and contractors, access to the Premises for the purpose of conducting said inspections. If Buyer does not give Seller such notice, Seller shall have no responsibility or obligation concerning any condition to which this paragraph applies.

If an inspection report given by Buyer to Seller on or before 30 days from the execution date reveals that the Property does not meet the terms set forth below, and Seller and Buyer cannot reach a mutually satisfactory agreement to meet such terms, then Buyer or Seller may terminate this Agreement by giving the other written notice of termination. If Buyer or Seller terminates this Contract pursuant to their rights under this paragraph, Buyer shall receive all deposited sums and the obligations of the parties under this contract shall end.

REAL ESTATE BROKER

The Buyer and Seller represent each to the other that neither Buyer nor Seller has engaged the services of a real estate broker. In the event that any real estate broker claims a commission from either party on account of having dealt with the other party, the party which is found to have dealt with the real estate broker shall hold the other party harmless from all costs, expenses and attorney's fees incurred by such party in resisting or defending such claims and such party shall

pay any judgment rendered against the non-culpable party on account of such commission claim.

DEFINITIONS

References in this instrument to the masculine or feminine gender shall, where appropriate, include the opposite or neuter gender. References to the plural shall, where appropriate, include the singular and references to the singular shall, where appropriate, include the plural.

BINDING EFFECT

The terms and conditions hereof set forth shall be binding upon and inure to the benefit of, the respective parties hereto as well as upon their heirs, executors and administrators.

SURVIVAL OF TERMS

Where applicable, all the terms and conditions and agreements contained herein shall survive the passage of title from Sellers to Buyer.

CONTINGENCIES

1. This Agreement is subject to the approval (including but not limited to approval of the Town Council after a public hearing and the Planning and Zoning Commission pursuant to the Connecticut General Statutes) of Buyer, and is subject to the requirements of the Town of Mansfield Charter and the statutes of the State of Connecticut. Said approvals shall be obtained on or before the closing of title. In the event that Buyer fails to obtain said approval within said time period, the parties may mutually agree to extend the approval period, or in the event that they do not so agree, this Agreement may be terminated by either party and shall render the Agreement null and void and all deposits shall be

returned to Buyer.

2. Subject to approval of and the conditions of the CT Department of Energy and Environmental Protection Open Space and Watershed Grant Program and receipt of the appropriate funding from said program.

RECORDING

Buyer agrees that he shall not record this Agreement in the Land Records of the Town of Mansfield. In the event Buyer violates this provision and does record this Agreement, the act of such recording shall be deemed to be a default hereunder and shall render this contract terminated and null and void at the option of the Seller.

IN WITNESS WHEREOF, We have hereunto set our hands and seals on the 18th day of November 2015.

SELLER:

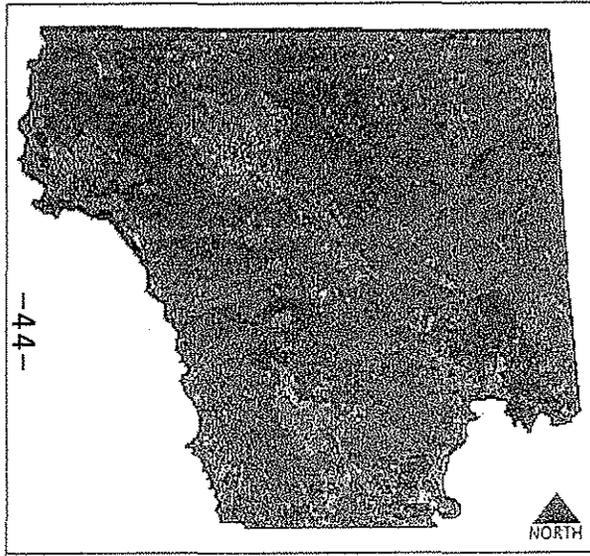

MEADOWBROOK LANE, LLC
Giacomo J. Guarnaccia, Manager

BUYER:


TOWN OF MANSFIELD
MATTHEW W. HART
TOWN MANAGER

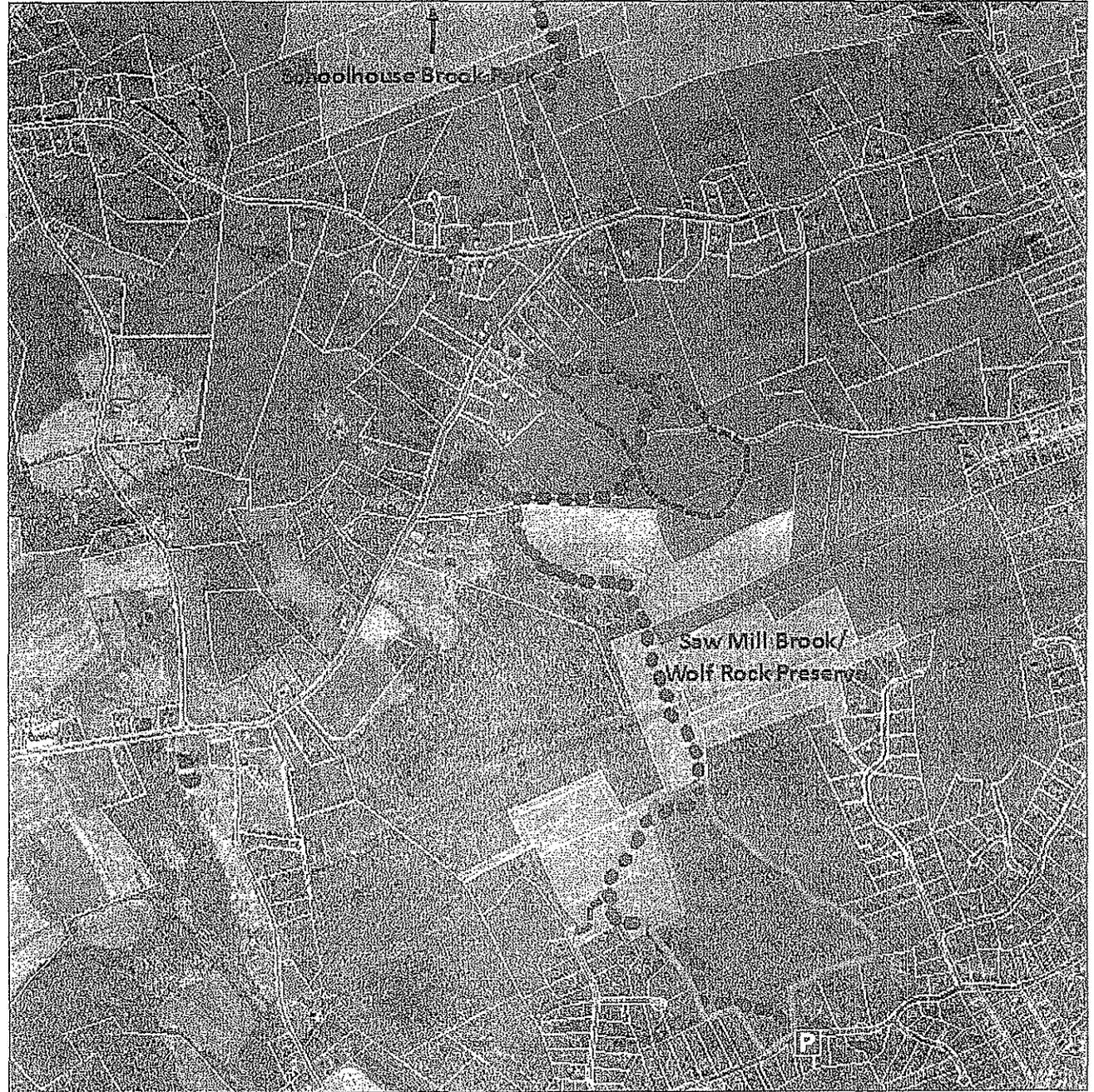
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Meadowbrook Lane LLC Property
Trails and Continuous Open Space
Parcel 33.97.3-39
Puddin Lane
Mansfield, CT
February 25, 2015

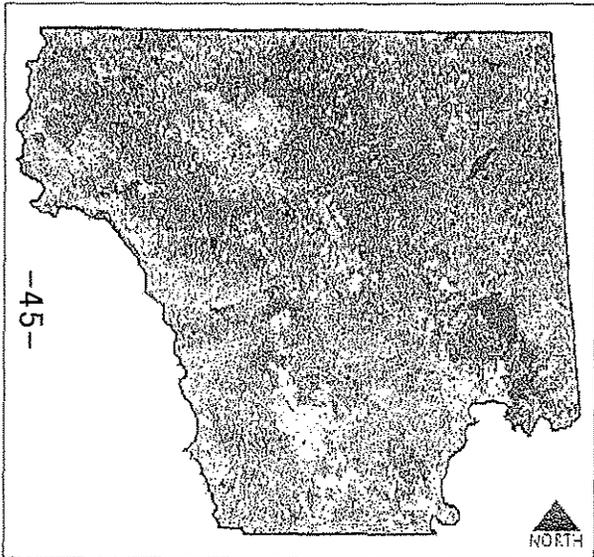


-  Subject Property
-  Town of Mansfield
-  Joshua's Trust
-  Nipmuck Trail
-  Joshua's Trust Trail
-  Parking

Source: Town of Mansfield



Meadowbrook Lane LLC Property
Relationship to Town and Joshua's Trust Land
Parcel 33.97.3-39
Puddin Lane
Mansfield, CT
February 19, 2015



-  Subject Property
-  Town of Mansfield
-  Joshua's Trust
-  Nipmuck Trail

Source: Town of Mansfield





Dannel P. Malloy

GOVERNOR
STATE OF CONNECTICUT

October 16, 2015

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

Dear Mr. Hart:

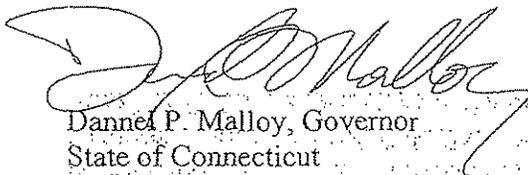
We are pleased to inform you that your proposed acquisition of the Meadowbrook Lane in the Town of Mansfield was approved for funding under the State of Connecticut's Open Space and Watershed Land Acquisition Program.

The Open Space and Watershed Land Acquisition Program is administered by the Department of Energy and Environmental Protection (DEEP). Your application has been reviewed and approved for an amount not to exceed \$243,750. You will receive written instructions and background materials from DEEP on the next steps in the grant award process shortly.

The final grant award will be based on verification of all material facts contained in the grant application and execution of an Open Space and Watershed Land Acquisition Grant Agreement, containing such terms as are acceptable to the Commissioner, in his sole discretion, and which conform to requirements of Section 7-131d of the General Statutes.

We look forward to partnering with you to preserve this important and valuable open space parcel. The Open Space and Watershed Land Acquisition Program ensures that the quality of life and natural resources we all enjoy will be protected now and for future generations. If you have any questions, please call David Stygar at the DEEP Office of Constituent Affairs/Land Management at (860) 424-3016.

Sincerely,


Dannel P. Malloy, Governor
State of Connecticut


Robert J. Klee, Commissioner
Department of Energy & Environmental Protection

**Planning, Acquisition, and Management Guidelines
for
Mansfield Open Space, Park, Recreation, Agricultural Properties
and
Conservation Easements**

(Approved by Mansfield Town Council Nov. 13, 1995, revisions approved Aug. 25, 1997 and August 24, 2009)

Background

This document serves to guide the Town of Mansfield as it plans, acquires and manages the following:

- Open space, park, and recreation areas
- Agricultural properties
- Open space acquired as a result of subdivision, as appropriate
- Conservation easements

I Planning

- A. The Planning and Zoning Commission (PZC) has a statutory responsibility to periodically review and update the Town's Plan of Conservation and Development (POCD), including open space, recreation and agricultural elements. Appendix J of the 2006 POCD contains a listing of Significant Conservation and Wildlife Resources. Appendix K contains the Open Space Acquisition Priority Criteria. These pertinent sections of the POCD are contained in **Attachment A**.
- B. The Town Council, Conservation Commission, Agriculture Committee, Open Space Preservation Committee, Parks Advisory Committee, Recreation Advisory Committee, Historical Society, various staff members and the public shall directly assist the PZC with its review and updating of the POCD. Interim studies and reports shall be encouraged on specific areas of Town and on various aspects of local goals to promote recreational opportunities and to protect and enhance valuable natural, agricultural or historic resources.
- C. The PZC and Inland Wetland Agency periodically shall review and update land use regulations to help implement community goals and objectives regarding the protection and enhancement of natural, agricultural, historic and recreational resources.
- D. The Town Council shall consider on an annual basis the allocation of funds and taxation policies to help implement community goals regarding the protection and enhancement of natural, agricultural, historic and recreational resources.

II Acquisition

- A. Planning and Zoning Commission/Inland Wetlands Agency (IWA) Application/Approval Process

The Town Manager is authorized to receive for the Town any open space/conservation easement acquisition approved by the PZC/IWA application process. However, in the event that the Town Council disagrees with PZC/IWA recommendation for the proposed acquisition, the Town Manager is not authorized to accept the acquisition without specific Town Council authorization. Before acting however, the Town Council will provide PZC/IWA the opportunity to justify their recommendation.

1. The procedure for reviewing open space/conservation easement acquisitions associated with the PZC application/approval process is detailed below.
2. Proposed open space/conservation easements associated with the PZC application/approval process shall be referred for comment to the Open Space Preservation Committee, the Town Council, the Conservation Commission, and as appropriate, the Parks Advisory Committee, the Recreation Advisory Committee, and the Agriculture Committee.
3. Proposed open space/conservation easements associated with the PZC application/approval process shall be evaluated by taking into account site and neighborhood characteristics, the proposed development layout, natural, historic, cultural and scenic resource information, and priority criteria contained in Mansfield's POCD and regulatory provisions.
4. Comments from committees shall be forwarded to the PZC/IWA and the Town Council. As deemed necessary, the PZC/IWA and/or the Town Council may obtain expert advice to address management concerns and potential liabilities.
5. Any Town Council comments or recommendations, including any obtained expert advice, shall be forwarded to PZC/IWA in association with the application review process.
6. If a public hearing is held as part of the PZC/IWA application process, committee and Town Council comments shall be submitted prior to the close of the public hearing.

B. Other potential open space acquisitions

1. Step I-Committee Reviews

In response to a Town Council or staff referral or a committee initiative, the Open Space Preservation Committee shall conduct preliminary reviews of potential acquisitions and/or conservation easements. Potential acquisitions shall be evaluated based on resource information and priority criteria contained in Mansfield's POCD. As deemed appropriate, property owners shall be contacted, sites shall be visited and the Town's other land use commissions and committees shall be consulted. Available properties worthy of further consideration shall be referred to the Town Council with a background report. Said report shall identify important site characteristics and potential benefits. In addition, potential liabilities and management concerns, including anticipated maintenance and improvement costs, shall be noted.

2 Step II-Town Council Review

The Town Council shall review the Open Space Preservation Committee report, In instances where deemed necessary to maintain the confidentiality of the transaction, the Open Space Preservation Committee report shall be discussed in executive session. As deemed appropriate, the Town Council shall take a field trip to the site. Where multiple properties are being reviewed, the Town Council may schedule a meeting (in executive session when necessary) with the Open Space Preservation Committee to consider priorities.

3. Step III-Negotiations. Grant Applications

After evaluation of site characteristics, potential benefits and management needs, the Town Council shall authorize the Town Manager to begin preliminary negotiations with property owners of land deemed suitable for further consideration. If appropriate, and if grant funds are available, the Town Manager shall direct staff to complete a grant application to subsidize the purchase of the identified property.

4. Step IV-Appraisals. Consultants

Depending on preliminary negotiations, the Town Council may authorize the Town Manager to hire a real estate appraiser to prepare an opinion of value or appraisal report for potential properties or portions of said property. In addition, the Town Council may authorize the Town Manager to retain other expert advice to inform the Council on other management concerns and/or potential liabilities.

5 Step V-Purchase Agreements

Subject to Town Council authorization, the Town Manager may negotiate and execute purchase agreements for potential acquisitions. Said purchase agreements shall be conditional upon final approval by the Town Council, following a Public Hearing. As appropriate, the Town Manager may utilize specialists, such as the Trust for Public Land, to negotiate and facilitate agreements.

6. Step VI-Public Hearing

The Town Council shall hold a Public Hearing to receive public comment regarding a proposed purchase. Prior to the Public Hearing, neighboring property owners shall be notified by staff and, in situations where a referral has not yet taken place, the proposed purchase shall be referred to the PZC pursuant to Section 8-24 C.G.S.

7.. Step VII-Town Council Vote

Following the Public Hearing, the Town Council shall vote on whether to acquire the subject property.

8 Step VIII-Property Preparation

After the Town Council votes to acquire the property, and before a management plan is approved, Town Staff, relevant committee members and other volunteers shall take appropriate steps to prepare the property for Town ownership. These steps may include, but are not limited to:

- Gathering information from abutters regarding management issues/concerns
- Creating safe access
- Surveying land and marking boundaries, if appropriate
- Developing a map including boundary information, existing notable features such as trails, waterways, buildings and vistas

C. Sale of Town-owned Properties

In general, it is the Town's policy not to sell land or conservation restrictions acquired by the Town through purchase, donation or as a result of a PZC/IWA subdivision application process. In some instances, a deed restriction may prevent the Town from selling Town-owned land. In the unusual instances where Town lands and easements may be transferred to private ownership, clear benefit to the Town must be demonstrated. In these instances, the Town Council shall refer the property to PZC pursuant to Section 8-24 of the Connecticut General Statutes, and hold a Public Hearing to receive public comment regarding the proposed sale. In addition, staff shall notify neighboring property owners of the proposed sale.

D. Leasing of Town-owned Properties

1. **Agricultural Land**

The policy goals of the Town 2006 POCD encourage sustainable agricultural land use, and the conservation and preservation of Mansfield's agricultural resources (p.4). For this reason, when the Town acquires farmland or land with prime agriculture soils, it is Town policy that this land be actively farmed. When the Town initiates an agricultural lease of Town property, there shall be a formal "Request for Agricultural Services." The Town shall publish a legal notice requesting sealed proposals no less than 10 days prior to the date the proposals are due. The Town Manager, with advice from the Agriculture Committee, shall be responsible for selecting the services rendered and for monitoring the leases. A sample lease for Town-owned agricultural land is contained as **Attachment B**.

2. **Other Land**

In instances where an individual requests to lease Town-owned property, this request shall be referred to the Open Space Preservation Committee and any other relevant committee to review. In general, it is the Town's policy to lease only Town-owned agricultural lands. In the rare instance when the Town agrees to lease other Town-owned land to a private party, clear benefit to the Town must be demonstrated. In these instances, the Town Council shall refer the property to PZC pursuant to Section 8-24 of the Connecticut General Statutes, and hold a Public Hearing to receive public comment regarding the proposed lease. In addition, staff shall notify neighboring property owners of the proposed lease.

III Managing Town Parks, Preserves, Open Space and Agricultural Land

A. Step I-Management Plan Assignments

The Town Manager, with the advice of committees and Town staff, shall assign the support role of a draft management plan to the appropriate Town staff, with input from appropriate committees.

As a general rule, the preparation of a draft management plan shall be a coordinated effort involving the Conservation Commission, Agriculture Committee, Parks Advisory Committee, Recreation Advisory Committee, Open Space Preservation Committee, Town staff, and, as appropriate, the PZC, Inland Wetland Agency and Beautification Committee. Responsibility for preparing a written draft management plan will be as follows:

- 1) The Conservation Commission shall provide input for draft management plans for undeveloped open space areas;
- 2) The Agriculture Committee shall provide input for draft management plans for properties with existing or proposed agricultural or horticultural uses;
- 3) The Parks Advisory Committee shall provide input for draft management plans for existing or proposed park areas with trails, community gardens or other recreational facilities;
- 4) The Recreation Advisory Committee shall provide input for draft management plans for properties with existing or proposed playgrounds or athletic fields.
- 5) The Open Space Preservation Committee shall provide input for draft management plans for properties with special characteristics reviewed during the acquisition process.

B. Step II-Drafting the Management Plan

1) Format

Management plans shall be prepared utilizing the general format contained in **Attachment C**. Each plan shall summarize the information gathered and presented during the acquisition process. In addition, the management plan shall document important site characteristics, concerns, and goals for the use of the property as well as recommended management and monitoring actions.

2) Invasive Species

Pursuant to Mansfield's Non-Native Invasive Species Policy (included as **Attachment D**) adopted on the staff level after briefing the Town Council at their 11/22/04 meeting, management plans shall include the development and implementation of an invasives control plan and prohibit the use of species banned by Public Act 04-203 of the State of Connecticut, with any subsequent revisions.

3) Fiscal Notes and Budget Considerations

Fiscal notes estimating the costs associated with managing the property shall be included as an attachment to the management plan. These fiscal notes shall serve to guide the Town

Council and committee members as to *estimated* projected costs associated with implementing the management plan. More precise cost estimates shall be prepared annually for budget consideration by the Town Manager and Town Council as part of the annual Capitol Improvement Budget. When available, sources of grant assistance shall be investigated and grant applications shall be prepared by staff to implement goals and objectives stated in the management plan.

4) Naming the Property

The proposed name of the property shall be included in the draft management plan. In general, the Town of Mansfield shall name properties after a significant natural or historic feature. In some instances, it shall be deemed appropriate by the advisory committees, the Town Council, the PZC or staff to name a property in a different manner. Naming of properties after a person shall be limited to those properties that have been donated to the Town or made a specific condition of acquisition. In all cases, the Town Council, with advice from advisory committees and the PZC, shall make the final decision regarding the name of the property.

C. Step III-Staff and Committee Review

Staff shall provide comment and circulate the draft management plan to appropriate committees for final review before an abutters' review and public comment.

D. Step IV-Abutters' Review

After the preparation of a draft management plan or significant changes in a plan, the responsible staff member or committee member shall notify abutting property owners and schedule an abutters' meeting to provide opportunity for neighborhood comment.

E. Step V-Town Council Review

The Town Council shall review draft management plans or significant changes in a plan and, as deemed appropriate obtain additional information from the Town's various land use commissions/committees and staff. The Town Council may choose to hold a Public Hearing to receive public input to the plan.

F. Step VI-Town Council Approval

The Town Council shall approve a new management plan or significant changes to an existing plan for Town-owned properties.

G. Step VII-Implementation

Implementing management plans shall be a coordinated effort among Town staff, advisory committee members, and volunteer stewards. Implementation shall be coordinated through the Parks and Recreation Department but may include staff from various other Town departments including the Department of Public Works, Planning Department, etc.

Plan implementation may include but will not be limited to:

- Structural improvements for public access and safety (such as establishing a parking area, constructing trails, improving wheelchair accessibility)
- Ecological management (such as inventorying natural resources, managing and controlling invasive species, encouraging native habitats, improving wildlife habitat)
- Maintenance of parking areas, signage, and boundary markers
- Monitoring of plan goals and objectives to ensure effective implementation
- Public outreach including public information and interpretive guides and maps, and use for education and research

H. Step VIII-Monitoring

Site conditions, including any new improvements, shall be monitored in accordance with the schedule established in the approved management plan by staff or appropriate volunteers. Any problems or issues uncovered shall be reviewed by staff and the commission /committee members that assisted in the preparation of the management plan. As appropriate, problems or issues shall be referred to the Town Council.

I. Step IX-Management Plan Update

The management plan(s) shall be updated as per the approved schedule or as often as deemed necessary by the Town Council or by the commissions/committees.

IV Management of Conservation or Agricultural Easements

A specific management plan is not needed for conservation or agricultural easements unless public access, trails or other municipal interests not adequately addressed in the easement are involved. If a management plan is appropriate, a draft shall be prepared, using the steps detailed in Section III of these guidelines. The Conservation Commission, with staff assistance, shall be responsible for periodically monitoring Mansfield's existing Conservation Easements. **Attachment E** contains a Conservation Easement Abstract and Monitoring/Inspection Form. The Agriculture Committee, with staff assistance, shall be responsible for periodically monitoring any agricultural easements.

Problems or issues uncovered shall be reviewed with staff. As appropriate, problems or issues shall be referred to the Town Council, PZC, or Inland Wetland Agency, depending on the specific easement document.

Attachment A
Pertinent Documents from the 2006 POCD

2006 MANSFIELD PLAN OF CONSERVATION AND DEVELOPMENT

Effective Date: April 15, 2006

Adopted by Mansfield Planning and Zoning Commission: January 17, 2006

Endorsed by Mansfield Town Council: January 9, 2006

APPENDIX K-OPEN SPACE ACQUISITION PRIORITY CRITERIA

The following open space acquisition criteria, are provided to assist in the evaluation of potential sites for additional preserved open space. All open space acquisition decisions should be based on a comprehensive review of specific site characteristics, information contained or referenced in this Plan and information obtained through an active public notice and review process. The listed criteria are not weighted to help establish priorities, but in general, sites that address multiple primary categories or that would be of town-wide significance in addressing a goal or objective of this Plan would have a higher priority than sites that address fewer primary categories or do not have Townwide significance. It also is noted that land availability, acquisition costs and budgetary priorities will also significantly influence open space acquisition decisions.

1. Identified or specifically referenced as a potential conservation, preservation or recreational area within Mansfield's Plan of Conservation and Development, the WINCOG Regional Land Use Plan or the Connecticut Policies Plan for Conservation and Development
 - Identified as a potential conservation area on Map 21
 - Identified as within one of Mansfield's significant conservation and wildlife resource areas in Appendix J
2. Conserves or preserves historic or archaeological resources
 - Site is located within or adjacent to a Plan-identified village area (see Map #5)
 - Site contains historic structures, sites or features including, but not limited to mill sites, cemeteries, foundations, stone walls (see Map 2)
 - Site is a recorded archaeological site
3. Conserves, preserves or protects notable wildlife habitats and/or plant communities
 - Site includes species listed by State or Federal agencies as endangered, threatened or of special concern (see Map #11 for DEP Natural Diversity Data Base data)
 - Site contains or helps protect vernal pools, marshes, cedar swamps, grasslands, waterbodies or other notable plant or animal habitats
 - Site is within a designated large contiguous interior forest area (see Map #11)
 - Site includes a diversity of habitats
4. Conserves, preserves or protects important surface or groundwater resources
 - Site is located within or proximate to a State-designated wellfield aquifer area, potential stratified drift wellfield area or existing public water supply well
 - Site is proximate to the Willimantic Reservoir or tributary watercourses and waterbodies
 - Site contains or is adjacent to significant wetlands, watercourses or waterbodies and acquisition will significantly help to protect the water resource
 - Site contains a flood hazard area
5. Conserves, preserves or protects agricultural or forestry land
 - Site contains prime agricultural soils or agricultural soils of State-wide significance, (particularly important when in association with an existing agricultural use)

2006 MANSFIELD PLAN OF CONSERVATION AND DEVELOPMENT

Effective Date: April 15, 2006

Adopted by Mansfield Planning and Zoning Commission: January 17, 2006

Endorsed by Mansfield Town Council: January 9, 2006

- Site is located within an existing agricultural area such as the area in southwestern Mansfield along Mansfield City Road, Stearns Road, Browns Road, Crane Hill Road and Pleasant Valley Road
 - Site contains prime forestry soils (particularly important when located within a large contiguous interior forest area or within a site implementing a long-term forest management plan)
 - Site would provide a significant buffer for an existing agricultural use
6. Conserves, preserves or protects important scenic resources
- Site contains scenic overlooks, ridgelines, open fields, meadows, river valleys and other areas or features of particular scenic importance. (Information contained on Map 12 should be utilized in considering relative scenic importance.)
 - Site contains significant roadside features such as specimen trees and noteworthy stone walls
 - Site abuts a Town-designated Scenic Road
 - Site is visible from existing roadways, trails and/or readily accessible public spaces
 - Site contributes to the scenic quality of one of Mansfield's historic village areas
7. Creates or enhances connections
- Site is located along the Willimantic River, the Nipmuck Trail or other State-recognized greenway or a potential town-wide or multi-town greenway or trail system
 - Site would expand an existing park or preserved open space area and contribute to a continuous area of open space, protect a wildlife corridor, and/or provide a new trail access between open space properties or from existing roads or subdivisions to open space properties)
 - Site would provide a new linkage from an existing or proposed residential neighborhood to an open space/park area, school or commercial area
 - Site provides a buffer area for existing trails
8. Creates or enhances recreational opportunity
- Site is physically suitable for future ballfields and other active recreational use
 - Site abuts an existing school, playground or active recreational site
 - Site provides new boating or fishing access to the Willimantic River or other significant watercourses or waterbodies
 - Site abuts or is within the watershed of existing outdoor public swimming site, such as Bicentennial Pond in Schoolhouse Brook Park
 - Site is located within or proximate to existing areas of higher-density/residential development

Attachment B
Sample Lease for Agriculture Land

LEASE AGREEMENT

Made the day of 2005, between the Town of Mansfield, acting herein by Matthew W. Hart, its Town Manager, a municipal corporation located in the County of Tolland, State of Connecticut, hereinafter referred to as "Lessor," and [insert name of farmer] , hereinafter referred to as "Lessee".

WITNESSETH

That the said Lessor, for and in consideration of the covenants hereinafter reserved and contained, and to be kept and fulfilled on the part of said Lessee, has let and by these presents does grant, demise and farm let unto said Lessee for an initial sixty (60) month term or five (5) planting seasons.

AND IT IS FURTHER AGREED that if Lessee is found to be in default of any of the covenants herein contained, Lessor shall cause written notice of said default to be sent, by Certified Mail, to Lessee. In the event Lessee takes no steps to cure said default within fifteen (15) days after mailing of said notice, then it shall be lawful for Lessor, without further notice to re-enter and take possession of said leased premises, and such re-entry and taking possession shall end and terminate this lease.

AND THE SAID LESSEE does hereby further agree to comply with and conform to all the laws of the State of Connecticut, and the by-laws, rules, and regulations of the Town of Mansfield within which the premises hereby leased are situated, relating to health, nuisance, fire, highways, and sidewalks, so far as the premises hereby leased are, or may be, concerned, and to save the Lessor harmless from all fines, penalties, and costs for violation of, or non-compliance with, the same.

THE LESSEE will maintain the fields in good agricultural condition and will mow the field at least once a year.

THE LESSEE will submit by November 30 of each year a form enclosed in Attachment B to:

The Mansfield Parks Coordinator
Parks and Recreation
10 South Eagleville Rd.
Storrs, CT 06268
860-429-3015x110
860-429-9773 (FAX)

Any restricted use pesticide must be applied by a licensed applicator. The plan will conform to agricultural practices recommended by the CT Cooperative Extension System or a comparable advisor.

The LESSEE agrees to refrain from the long-term storage of manure on the site. The temporary storage of hay is allowed until November 1 of each year.

THE LESSEE shall not cut, other than pruning, destroy or remove any trees without the consent of the Town of Mansfield, said consent to be in writing, and not unreasonably withheld; nor introduce farm or domestic animals; nor install any fencing.

At the end of the five (5) year period, beginning with the effective date of this lease, and at the end of any succeeding five (5) year term agreed to by the parties, the Lessor may review the terms and conditions of the lease to determine if it is in the best interests of the Town to continue the lease for additional five (5) year term and if so, whether any changes will be made in the lease at the discretion of the Lessor. The Lessee may terminate the lease with written notification prior to November 30 of any year. If the Lessee fails to meet the terms of the lease as contained herein, the Lessor may terminate the lease with a one-month written notice.

AND AT THE TERMINATION of lease as provided for above, the Lessee will quit and surrender the premises

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hereby demised in as good state and condition as reasonable use and wear thereof will permit, damages by the elements excepted, and the said Lessor shall have the right to enter said premises for the same purpose of showing the same to applicants for hiring the same, at any time subsequent to the November 30 date. The Lessee shall have the first option of renewing this lease under terms to be set forth by the Town.

COMMENCING WITH the growing season of a year to be determined, the Lessee agrees to compensate the Lessor in an amount to be determined payable on or before February 1 of each year. Said amount will be negotiated prior to each subsequent growing season.

THE LESSEE and the Lessee's family shall be relieved of any obligation within this lease should the Lessee become incapacitated or unable to maintain the responsibilities entailed in this agreement.

THE LESSEE will maintain Workmen's Compensation coverage in accordance with the laws of the State of Connecticut if employees are hired to work the land. The Lessee will provide liability insurance with limits of not less than \$100,000.00 per occurrence, naming Lessor as an additional insured, insuring against loss or injury caused by Lessee's activity on the demised premises.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Delivered
In the Presence Of:

TOWN OF MANSFIELD

Attachment C
Sample Management Plan

Mansfield Preserve Management Plan

MANSFIELD LAND MANAGEMENT PLAN FOR PARK, RECREATION, OR OPEN SPACE PROPERTY

NAME OF PROPERTY: Mansfield Preserve.

LOCATION OF PROPERTY: Frontage on Gurley Road, Birch Drive and Main Street

MAP/BLOCK/LOT :

Smith Revocable Trust	10.43.35-1	28.76 acres	
Mansfield Heights Subdivision		10.43.12	1.6 acres
	<i>Total</i>		<i>30.36-acres</i>

PUBLIC ACCESS: Allowed, passive recreation only.

PROPERTY CLASSIFICATION: Open Space Preserve

PURCHASE INFORMATION:

Smith Revocable Trust: 28.76 acres for \$90,000 on 5/22/1996 from Open Space Fund.

Mansfield Heights Subdivision: 1.6 acres for \$1.00 on 9/27/1967

AGENCIES THAT HELPED PREPARE MANAGEMENT PLAN: Staff, Parks Advisory Committee, Open Space Preservation Committee

DATE MANAGEMENT PLAN WAS PREPARED: November 2007

REVISION DATES:

DATE OF TOWN COUNCIL APPROVAL:

COMMITTEE REVIEW DATE: PAC to review biannually

OVERVIEW

Mansfield Preserve is a 30-acre parcel with frontage on Gurley Road, Birch Drive, and Main Street. The property is primarily wooded and contains a portion of Bundy Brook and an approximately 4-acre agricultural field, currently in hay production and leased to a local farmer. There are remains of the former Bundy Homestead. The Chipmunk Trail runs through the eastern portion of the property connecting Joshua's Trust's Gurleyville Gristmill to UConn's Fenton River Forest Tract.

MANAGEMENT GOALS

A. Recreational

Maintain trail system in conjunction with Connecticut Forest and Parks Association.

B. Ecological

Maintain riparian buffer along Bundy Brook.

C. Agricultural

Encourage sustainable agricultural practices on the agricultural field.

D. Historical

Encourage interpretation of Bundy Homestead. Cooperate with Mansfield Historical Society and Joshua's Trust to preserve historical artifacts on the property.

INVENTORY

A. Notable Physical Characteristics

The northwestern portion of Mansfield Preserve contains a steeply sloping hemlock forest. The center of the property contains an approximately 4-acre agricultural field currently in hay production and leased to a local farmer. The eastern portion of the site contains a swampy area with an adjacent esker. Bundy Brook is located in the southern part of the forest. A mature stand of pines and other interesting vegetation is located along the Northern side of Bundy Brook.

B. Notable Special Features

Mansfield Preserve contains approximately 0.25 miles of the Chipmunk Trail, which connects Joshua's Trust's Gurleyville Gristmill to UConn's Fenton River Forest Tract. The main entrance to the property is off of Gurley Road, where there is adequate parking. The former Bundy Homestead site is located in the southwest corner of the site and contains foundations, a root cellar and stone walls.

C. Notable Concerns

Last revised on: 3/19/2009

Monitor the Bundy homestead area for debris. Obtain permanent easement for access to the field by farmer and for land management. The site contains steep slopes. Thus, trail should be planned to minimize erosion.

MANAGEMENT

A. Preparation

1. Develop, purchase and install appropriate preserve signage
2. Install boundary markers and signs as needed
3. Mark existing pedestrian trail leading out to Holly Drive (Torrey Trail).

B. Maintenance

1. Maintain trailheads and trails in conjunction with Connecticut Forest and Parks Association, which maintains the Chippmunk Trail.

C. Ecological Management

1. Prepare a natural resources inventory.
2. Based on the natural resource inventory, determine how to encourage native plant and animal communities and to control invasive plants.

D. Enhancements

1. Encourage public participation by recruiting and training a volunteer steward
2. Solicit educational and research use
3. Create an interpretive trail guide

E. Monitoring

1. Staff and/or volunteer annually monitor entrances, trails, and boundaries
2. Staff and/or volunteer annually update and review the management schedule

ATTACHMENTS

- Attachment 1 Aerial Photo
- Attachment 2 Trail Map
- Attachment 3 Bundy Preserve Abutters List
- Attachment 4 Fiscal Notes
- Attachment 5 Property Deeds

Last revised on: 3/19/2009

Appendix D
Non-Native Invasive Species Policy

Non-Native Invasive Species Policy- Adopted on the Staff level after briefing the Town Council at their 11/22/04 meeting.

To properly address non-native invasive species, use the resources available in the already established academic invasives community, and ultimately define the Town role, the Town enacted the following invasives policy:

The Town of Mansfield recognizes that the spread of invasive plants and animals is a serious environmental problem threatening our local natural ecosystems. Therefore, in the Town's continuing effort to preserve, restore, and protect native plant and animal communities of Mansfield, we establish this policy for invasives control.

- Include the development and implementation of an invasives control plan in Town properties' land management plans.
- Train staff and volunteers in control methods, and apply to selected sites.
- Educate residents about the invasives problem.
- Work with other groups concerned with invasives control.

Are you concerned about non-native invasive species such as Asiatic bittersweet, burning bush, multiflora rose, autumn olive, Russian olive and others? There are several excellent sources of information available through the Connecticut Invasive Plant Working Group (CIWPG), Invasive Plant Atlas of New England (IPANE), Natural Resources Conservation Service (NRCS).

Attachment E
Conservation Easement Abstract
Conservation Easement Monitoring/Inspection Form

Mansfield Conservation Easement Abstract

Location of Easement (address): _____

Name of Property: _____

Subdivision (if applicable): _____

Original Grantor: _____

Assessor's Map: _____ Block: _____ Lot: _____

Date Easement filed on Land Record: _____

Size of Easement: _____

Current owner(s) (attach listing of all owners address and phone): _____

Method of Identifying Easement area (iron pins, medallions): _____

General Description of Easement area (special features, existing structures, roads, etc.):

Nature of Easement restrictions (notation of unique or special conditions): _____

Attachments (check all the apply)

- _____ Copy of Conservation Easement document
- _____ Survey Plan/Subdivision map
- _____ Topographic map with Easement boundaries
- _____ Aerial Photo
- _____ Photos with associated map/sketch indicating location and direction of photos
- _____ Record of ownership/property transfers
- _____ Monitoring Inspection Reports
- _____ Other (please describe)

Mansfield Conservation Easement Monitoring/Inspection Report

Location (address): _____

Name of property/subdivision: _____

Local contact/resident (as appropriate): _____

Monitoring visit notification:

Date letter was sent to owner/local contact: _____

Date/time of follow-up phone call: _____

Description of current land use abutting easement area: _____

Easement boundaries/markers (are boundaries present and visible): _____

Descriptions of observed human or natural alterations or encroachments to the
conservation area _____

Observations/Comments (List any potential problems/general condition of easement):

To the best of your knowledge and observation, are the terms/conditions of the
Conservation Easement being complied with? (please describe) _____

Method/nature of inspection (personal visit, aerial, walked boundaries/spot-check interior, etc.): _____

Date and Time of Inspection): _____

List all persons attending inspection (owner and others): _____

Monitor's name: _____

Monitor's signature: _____

Owner's/local contact's name and signature (where possible):

Attached support data (please describe) (i.e. photos, aerial photos, maps/illustrations/sketches, other): _____

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Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager
Date: December 14, 2015
Re: Probate Court Update

Subject Matter/Background

At Monday's meeting, Probate Court Judge Barbara Gardner Riordan will present a brief update on Court operations.

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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; John Carrington, Director of Public Works; Derek Dilaj, Assistant Town Engineer
Date: December 14, 2015
Re: Presentation: Pavement Management System Report

Subject Matter/Background

Through the Department of Public Works, the Town has contracted with AMEC Foster Wheeler (AMECFW) to conduct a pavement management system study. The scope of services consists of the following tasks:

- Task 1. Records Review
- Task 2. Road Inventory and GIS
- Task 3. Roadway Condition Evaluation
- Task 4. Condition Report
- Task 5. Repair/Replacement/Rehabilitation Analysis
- Task 6. 10 Year Funding/Workplan & Presentation to the Town Council
- Task 7. Training for Town Staff

The cost of the study totals \$49,950. AMECFW has performed Tasks 1 through 6 and will provide a briefing to the Town Council on the study's findings and recommendations. Task 7 will be completed on December 15 with the Engineering staff.

Attachments

- 1) Pavement Management System Report Executive Summary
- 2) Pavement Management System Report dated Dec. 3, 2015 (*posted on Council agendas and minutes page*)

Executive Summary

Amec Foster Wheeler Environment & Infrastructure, Inc. (Amec Foster Wheeler) was awarded a contract with the Town of Mansfield (Town) to implement a Pavement Management System (PMS) for the roads maintained by the Town and to produce a list of needs for the road network, considering a ten year planning horizon. A PMS assists the Town by providing current inspection data used to evaluate pavement condition. This helps to maintain a defined desirable level of pavement performance while optimizing the expenditure of limited fiscal resources. Specifically, the system provides administrators and engineering staff with:

- ▶ Inventory of all Town maintained roadways
- ▶ Current pavement condition for all Town maintained roadways
- ▶ A listing of pavement needing maintenance and rehabilitation
- ▶ A forecast of budget needs for maintenance and rehabilitation

A summary of the results of the PMS update is contained in this Executive Summary.

Inventory

The inventory data was developed based upon the Town-provided GIS data and was further refined during the field surveys. A total of approximately 100.4 centerline miles of paved roads maintained by the Town were added to PAVER. This translates to 180 branches (roadways) and 293 sections. In addition to the paved network, a separate network consisting of 6.8 centerline miles of unsurfaced pavement was also added. The following table provides a summary of the paved road network of the Town of Mansfield.

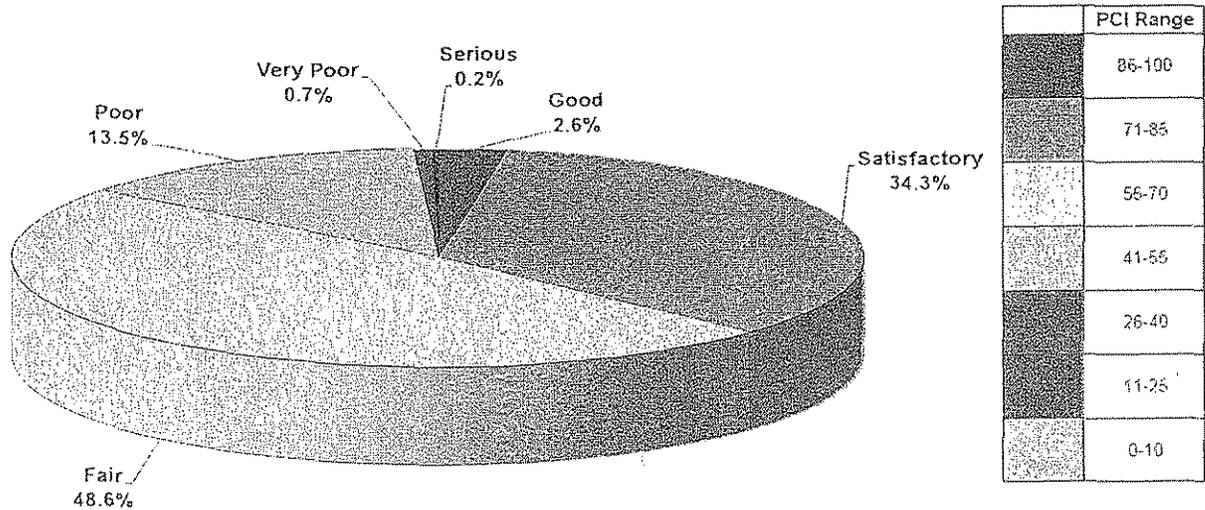
Table ES-1. Paved Network Summary by Functional Classification

Functional Classification	No. of Sections	Centerline Miles
Collector	22	7.5
Residential Collector	89	42.1
Residential	182	50.8
Total	293	100.4

Pavement Condition Survey

PAVER utilizes pavement condition survey information as the basis for developing maintenance and rehabilitation plans. The condition survey methods specified in ASTM D 6433 "Standard Practice for Roads and Parking Lots Pavement Condition Survey" were used to visually assess pavement condition for the pavement sections. The distress quantities and severity levels from the sample units are used to compute the Pavement Condition Index (PCI) value for each section. PCI values range from 0 to 100, with a PCI of 0 considered failed and a PCI of 100 considered perfect, with no distress.

The area-weighted network average PCI value for the Town of Mansfield is 67, corresponding to a "Fair" overall condition. The following figure shows the percentage of pavement area within each PCI range for the network. As seen from the figure, approximately 63% of the network in the Town of Mansfield is in "Fair" to "Serious" condition.



*PCI ranges are further defined in Table 3-2 on page 3-2 of this report.

Figure ES-1. Percentage of Pavement Area Within Each PCI Range* for the Network

The area-weighted PCI by functional classification for the entire network is presented in the following table.

Table ES-2. Area-Weighted PCI by Functional Classification

Functional Classification	Area-Weighted PCI
Collector	78
Residential Collector	68
Residential	65
All	67

Maintenance and Rehabilitation Analysis

The network average PCI value is 67 according to the 2015 survey data. With the current average annual funding level of \$600,000 the average network PCI value is expected to drop to 60 in ten years. Increased investment above the current level of \$600,000 is needed to maintain the system at its current performance level of 67.

We recommend a **minimum** increase to annual funding of \$1.3 million/year, with approximately \$70,000 of that amount allocated to maintenance activities such as crack sealing and patching. This will allow the overall condition to increase to 71, "Satisfactory" condition, and will also start to decrease the backlog of rehabilitation activities.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant Town Manager; John Carrington, Director of Public Works
Date: December 14, 2015
Re: Small Town Economic Assistance Program (STEAP) Application for Four Corners Sanitary Sewer Project

Subject Matter/Background

Attached please find an application to the FY 2016 Small Town Economic Assistance Program (STEAP) seeking \$500,000 for the Four Corners Sanitary Sewer Project. Applications for the FY 2016 round are due to the Office of Policy and Management (OPM) on January 15, 2016 and the state will announce grant awards on a rolling basis in 2016.

The Four Corners Sanitary Sewer Project encompasses an approximately 500-acre area near the intersection of Route 44 and Route 195. The project is expected to serve sixty-one (61) properties and to include approximately 21,700 linear feet of sewer piping (which includes the collection system, a trunk sewer and a force main to the University of Connecticut's wastewater treatment plant), and two submersible pump stations.

Bond funding for the Four Corners project was approved at referendum on November 4, 2014. As a means to mitigate some of the anticipated debt service or sewer assessments, staff is recommending that the Town submit a STEAP application to OPM for the maximum award of \$500,000.

Financial Impact

Staff has prepared the grant application using existing information provided by our engineering consultant Weston & Sampson Engineers, at no additional cost to the Town. The grant application requests the maximum award amount of \$500,000 to offset costs of the \$9 million project. If received, the Council could apply this grant to relieve some of the debt service or sewer assessments.

Recommendation

The Town of Mansfield has successfully applied for STEAP grant funding in FY 2010 and FY 2012 for the Town Square and Village Street projects. In order to take advantage of this grant round, staff recommends the Town Council

authorize the submittal of the proposed application to STEAP seeking \$500,000 in support of the Four Corners Sanitary Sewer Project.

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

RESOLUTION AUTHORIZING THE SUBMITTAL OF THE FY 2015 STEAP GRANT APPLICATION FOR THE FOUR CORNERS SANITARY SEWER PROJECT:

RESOLVED, That the Town Council of the Town of Mansfield, Connecticut, authorizes Town Manager Matthew W. Hart to submit a FY 2016 STEAP grant application in the amount of \$500,000 to the Connecticut Office of Policy and Management for the Four Corners Sanitary Sewer Project, and, if awarded, to enter into an agreement with the State of Connecticut to receive such funds on a reimbursement basis.

Attachments

- 1) STEAP Program Information
- 2) Grant Application

Small Town Economic Assistance Program (STEAP) Guidelines and Application

Please read this information before completing the application.

The Small Town Economic Assistance Program (C.G.S. Section 4-66g) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action (CGS Section 4-66c) bonds. This program is managed by the Office of Policy and Management and grants are administered by appropriate state agencies.

STEAP funds are issued by the State Bond Commission and can only be used for capital projects. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. Projects eligible for STEAP funds include:

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements;
- Recreation and solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Housing projects;
- Pilot historic preservation and redevelopment programs that leverage private funds; and
- Other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

Expenditures that cannot be funded by STEAP Grant funds:

- Programmatic expenditures or recurring budget expenditures are not eligible for STEAP or any other state bond program. However, some projects, while generally capital in nature, should not be funded with State bond money for various public policy reasons including but not limited to administrative improvements.
- The following expenditures are not eligible for reimbursement in construction, acquisition or development projects: ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; fines and penalties; municipal salaries or employee expenses.
- Project components not allowable for STEAP fund payment: Furniture, fixtures and equipment (FF&E). FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. Examples of FF&E include desks, chairs, computers, electronic equipment, tables, bookcases and partitions.
- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will not be funded without advance written approval of the administering agency.
- STEAP funds cannot be used to represent the required "match" portion for another state grant.

For the purposes of this application and any subsequent award, "Authorized Signatory" refers to the municipality's Chief Executive (Town Manager, Mayor, First Selectman, etc.) – the individual who is legally authorized to apply for the grant and who has the authority to enter into any subsequent agreements.

THIS APPLICATION, ITS RECEIPT, AND/OR ANY SUBSEQUENT ANNOUNCEMENT OR NOTIFICATION OF AN AWARD ASSOCIATED WITH THIS APPLICATION, DOES NOT CONSTITUTE A CONTRACT. A CONTRACT EXISTS ONLY WHEN ALL REQUIRED CONTRACTUAL DOCUMENTS ARE SUBMITTED AND APPROVED BY THE ADMINISTERING STATE AGENCY, AND THE TOWN IS NOTIFIED THAT THE CONTRACT IS FULLY EXECUTED.

State of Connecticut
Office of Policy and Management www.ct.gov/opm
STEAP Project Application Analysis & Eligibility
Pursuant to Connecticut General Statutes, Sections 1-200g

APPLICATION FOR FY 2016 STEAP GRANT FUNDING

Please complete one application for each proposed project and also indicate the priority order of all projects submitted. If applications for more than one project are submitted at different times, please reprioritize previously submitted projects with each new application. Complete submittal instructions are outlined on the last page of this application.

Applicant Town: Town of Mansfield

Tax ID (FEIN) No.: 06-6002032

Authorized Signatory Full Legal Name: Matthew W. Hart

Authorized Signatory Title: Town Manager

Authorized Signatory Email: HartMW@Mansfieldct.org

Authorized Signatory Phone Number: 860-429-3336

Extension: N/A

Town Office Street Address / PO Box: 4 South Eagleville Road

Town Office Zip Code: 06268

Proposed Project Street Address: See Below

Zip Code: 06268

If available, GIS coordinates: Longitude: 72 49 37.26 W

Latitude: 41 49 37.26 N

If no project address is available, please provide street intersection detail.

Storrs Road (CT Route 195) and Middle Turnpike Road (CT Route 44)

Requested amount of STEAP Funding (\$500,000 max): \$ 500,000

Project Name: Four Corners Sanitary Sewer Project

Name, phone and email address of person preparing this application

John C. Carrington, 860-429-3332, CarringtonJC@Mansfieldct.org

Identify town officials and professionals that may be contacted with questions regarding this application:

Derek M. Dilaj, 860-429-3334, DilajDM@MansfieldCT.org

Name, phone and email address

Cherie A. Trahan, 860-429-3345, TrahanCA@MansfieldCT.org

Name, phone and email address

Chris B. Wester, 860-513-1473, westerc@wseinc.com

Did any of the above persons attend the STEAP webinar? (If NO, please provide name of Webinar attendee)

Yes

- 1.) Provide a description of the proposed project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition and/or construction. Please be as comprehensive as possible in the description of this project. If necessary, attach response in a separate document. (*Note: only capital projects will be considered: new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. For a description of expenditures that cannot be funded with STEAP funds, see pg. 1).

The overall sewer project is proposed to encompass an approximately 500 acre area near the intersection of Routes 44 and 195 in northern Mansfield known as "Four Corners" and is considered to be the gateway to Mansfield. The project is contemplated to include, but is not limited to, installation of approximately 21,700 linear feet of sewer piping (which includes the collection system, a trunk sewer and a force main to the University of Connecticut's wastewater treatment plant), two submersible pump stations (Jensen's and Willard's), and related equipment and appurtenances. The Jensen's pumping station is the main station for the Four Corners Sewer Project. The Willard's pumping station is proposed to avoid disturbance of a floodplain and wetland area during construction. This additional station reduces the potential for clean water entering the sanitary sewer collection system.

(Continued in Attachment A.)

- 2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

The purpose of the Four Corners Sanitary Sewer Project is to develop the Four Corners area into a vibrant and economically successful commercial gateway to the Town of Mansfield and University of Connecticut. Located at the crossroads of two state arterial roads (Routes 195 and 44), this area has been known as a center of commercial activity since 1808; however, progressive deterioration of many buildings and landscapes in the area has occurred over the last 50 years. The Town has recognized the Four Corners area as one of three primary commercial centers for over 40 years since the adoption of its first Plan of Development in 1971. The 2006 Plan of Conservation and Development (POCD) encourages higher density residential and commercial uses in areas with existing or potential sewer, public water and public transportation services such as the Four Corners. (Continued in Attachment A.)

- 3.) What, if any, planning or design work has begun or been completed on this project?

At the urging of the Connecticut Department of Environmental Protection (CTDEP), now CTDEEP, the Town of Mansfield conducted a Wastewater Facilities Plan (completed in 2008) to determine how best to address the wastewater disposal problems within the Four Corners area. The Plan identified public sewers as the most cost effective method of wastewater disposal. In 2009, the State of Connecticut Legislature passed special legislation allowing the University to accept sewage from the Town of Mansfield.

(Continued in Attachment A.)

- 4.) Is the proposed project consistent with the State Plan of Conservation and Development? (Plan detail is available at: www.ct.gov/opm/cdplan.) YES or NO YES
- 5.) Is the proposed project consistent with your local Conservation & Development (C&D) Plan? YES or NO YES
- 6.) Last date local C&D Plan Adopted: 10/8/2015 (mm/dd/yyyy)
- 7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use? YES or NO Yes. See Attachment
- 8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area? YES or NO Yes. See Attachment
- 9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

The Four Corners sewer project will be located within the state roadways of Route 195 and Route 44 thus temporarily impacting them during construction. The current time line of the project coincides with construction of the North Hillside Road extension that will serve the UConn Technology Park and construction of the new water line. Timing of these projects will allow for the temporary disruption to the state highways to be isolated to a more narrow time window. Upon completion of the project, the various entities will need to repave portions of these routes in order to restore them to the specifications of the Connecticut Department of Transportation.

- 10.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. *(If necessary, attach response in a separate document.)*

Archaeological Resources

A portion of the project area is identified in Mansfield's Plan of Conservation and Development (POCD) of potentially having pre-historic site areas. The proposed sanitary sewer collection system and Jensen's Pumping Station is primarily located within developed areas or within roadways minimizing the potential for disturbance of archaeological resources, however, in accordance with the POCD, any future development will be reviewed on a case by case basis to protect identified significant resources from adverse impact.

(Continued in Attachment A.)

11.) Is this project a phase of a larger plan? YES or NO YES

If YES, please complete a through e below. If NO, skip to #13.

a.) What phase are you applying for? 1

b.) How many phases are there in total? 2

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name: N/A or n/a

d.) Who is/was the state agency contact person for this project?

Agency Contact Name: N/A or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable

Attached: YES or NO Yes

12.) Are you providing Town/Local matching funds for this project?

YES or NO YES If YES, please detail within Funding Source table below.

12.) Project Funding – Please indicate whether funds are secured or prospective

Please complete the following table detailing project funding sources. Examples of the other sources include: other state grants (please specify which), federal grants (please specify which), past STEAP awards used for previous phases of the project (please specify fiscal year), etc. Under uses please indicate estimated costs including, but not limited to, professional services, acquisition, construction, renovation, contingency, etc.

Funding Sources	TOTAL	Secured Amount	Prospective Amount	Anticipated date funds will be secured
STEAP funds from this application if awarded:	500,000			
Previous STEAP funds from year: 20				
Previous STEAP funds from year: 20				
Previous STEAP funds from year: 20				
Local/Town funds:	2,500,000	2,500,000		
Private funds (specify):				
Federal funds(specify):				
Other State funds: (Specify)				
Other funds (Describe): Sewer Assessment	3,000,000	3,000,000		
Other funds (Describe): CIDEEP	3,000,000		3,000,000	6/1/2016
Other funds (Describe):				
Total Project Cost:	9,000,000	5,500,00	3,000,000	
STEAP Fund Use Breakdown				
	<u>TOTAL</u>	<u>Expended to date</u>		
Professional Services:				
Acquisition:				
Construction:	500,000	0		
Renovation:				
Other (Describe):				
Other (Describe):				
Other (Describe):				
Total Project Cost	500,000			

13.) Please detail amounts and types of funds, if any that have been expended to date for this project.

Four Corners Wastewater Facilities Plan, \$87,100, General Fund
 Design of sanitary sewer collection system, \$125,000, General Fund

14.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.

The Town of Mansfield has selected an engineering consultants to design the sanitary sewer collection system, Jensen's pumping station, and complete the Environmental Impact Evaluation. One consultant has provided the Town with 75% design documents along with an estimate for construction cost. This cost estimate was used to provide language for the November 4, 2014 referendum. The second consultant has a draft Environmental Impact Evaluation awaiting comments from the Connecticut Department of Energy and Environmental Protection.

15.) If this is a multi-phase project, please provide a brief summary of the work completed to date.

16.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin?

30 days / 60 days / 90 days/ 90+ days. Indicate answer here → 90+ days

17.) Is there any other relevant information you feel may be helpful, please include it below:

See Attachment A.

18.) Will this project move forward if the requested STEAP funds are not awarded or are awarded only in part? Please explain.

The Town of Mansfield has secured authorization to issue Town General Obligation bonds in the amount of \$9,000,000. The Four Corners Sanitary Sewer Project will move forward without award of a STEAP grant; however this will result in an additional burden on taxpayers within the community thus reducing the economic development impact.

19.) Was this project not selected in a previous round of STEAP grants?

Yes

20.) If other applications, for different projects, for this round of STEAP grants have already been submitted, please list below, in priority order, each of your projects (1 being top priority, 4 being last priority):

- | | |
|---------------------------------|-----|
| 1.) Four Corners Sanitary Sewer | 3.) |
| 2.) | 4.) |

Attach the following material:

1. Site location map
2. Property boundary map
3. Two separate real estate appraisals, if land acquisition is proposed. **Note: STEAP funds cannot exceed the appraised value established in the appraisals*
4. Project plans / concept plans
5. Proposed project schedule and duration of project (or project phase) to be funded by these STEAP funds should they be awarded
6. Project cost estimates supporting the request for funding (if available)
7. List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
8. Environmental site assessments (if applicable)
9. If applicable, any town resolution(s) in support of application for this grant

This page must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.

My signature below, as Authorized Signatory of the Town of _____
indicates acceptance of the following and further certifies that:

Town of Mansfield

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes; and
8. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded.
9. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date (as set forth in the fully executed contract), without advance written approval by the administering state agency.
10. I have read, in full, page 1 of this application package, entitled Small Town Economic Assistance Program (STEAP) Guidelines and Application.

Matthew W. Hart

Authorized Signatory's Name (Please Print)

Town Manager

Title

Signature

Date

Please submit your completed STEAP application and required documents electronically to:

opm.steapapplications@ct.gov



Attachment A

Attachment to Application for Fiscal Year 2016 Small Town Economic Assistance Program (STEAP)

Question #1 (Cont.)

This application would provide partial funding for construction of the Jensen's wastewater pumping station. This is the main wastewater pumping station for the Four Corners Sewer Project with a peak capacity of 1,100,000 gallons per day allowing for the build-out of the Four Corners area in accordance with the Town's 2006 Plan of Conservation and Development. This station is required for the sewer project to convey wastewater from the Four Corners area to the University of Connecticut Water Pollution Control Facility for treatment. The pump station will be a submersible style, with a diesel powered backup generator for emergency power, and prefabricated building to house the generator and control systems. Design plans are provided in Attachment E.

Question #2 (Cont.)

While the Four Corners is one of a few limited areas identified in the POCD as appropriate for higher density mixed use development, the area has been unable to achieve this vision due to inadequate supplies of water and inadequate sanitary sewage disposal due to a high groundwater table and unsuitable soils for long-term use of on-site septic disposal systems for commercial entities. The lack of public water service is being addressed through the construction of a new water main by a private water company. The Four Corners Sanitary Sewer Project will complete the infrastructure necessary to achieve the vision embodied in the 2006 Plan of Conservation and Development, thereby helping to grow the town's economy through the provision of employment opportunities for the residents of Connecticut and increasing commercial tax revenues for the Town of Mansfield.

A preliminary lot-by-lot analysis of potential development estimates that, when water and sewer systems are available, 187,000 square feet of developed or redeveloped commercial building area, 90 new multi-family residential units, and 40 age restricted residential units could be expected in the Four Corners area. This additional development is likely to add more than \$34,000,000 to the Town's real estate property values (Grand List) over the next 10 to 15 years. When discounting the cost of Town services these properties will use, the net tax revenue to the Town is still estimated to be over \$250,000 per year.

It is estimated that the construction of the sewer project, subsequent construction of new higher density mixed use projects, and the tenanting of commercial establishments will create over 30 temporary jobs and over 470 permanent jobs including service, retail, and professional positions. These estimates do not include secondary employment opportunities resulting from the additional growth resulting from build-up of the Four Corners area. This project is necessary to allow for the revitalization of the Four Corners Area into a vibrant and economically successful gateway to the Town of Mansfield and University of Connecticut; a transformation that has been deterred due to lack of public water supply and sanitary sewers needed to support commercial growth.

Question #3 (Cont.)

In 2009, the Town hired a consulting engineer (Weston & Sampson) to begin design of the Jensen's pumping station. Subsequently in 2014, the Town of Mansfield hired Weston & Sampson to complete design of a collection system for the Four Corners area. The Town paid for this work from the Town's General Fund. The collection system and pumping station design is at a 75 percent design stage providing the Town of Mansfield with cost estimates of the project in order to move forward with construction. Mansfield voters approved a referendum in November 2014 authorizing the issuance of \$9,000,000 in general obligation bonds to fund



construction of the Four Corners Sanitary Sewer Project. The following table outlines the status of various project activities to date:

Action Step	Status	Expected Completion Date
Four Corners Wastewater Facilities Plan	Complete	
Designation of water and sewer service area	Complete	
Special legislation to allow UCONN to accept sewage	Complete	
Referendum Authorizing \$9,000,000 of general obligation bonds	Complete	
Design of sanitary sewer collection system	Ongoing	May 2016
Design of Jensen's and Willard's Sewer Pumping Station	Ongoing	May 2016
Updated Municipal Plan of Conservation and Development	Completed	
Environmental Impact Evaluation	Ongoing	Spring 2016
Adoption of new zoning and design regulations for the water and sewer service area	Ongoing	Spring 2016

Questions #7 & #8

There are no active agricultural uses in the project area. According to the Connecticut Natural Resources Conservation Service map of prime farmland soils, the project area does contain over 25 acres of prime or important agricultural soils. However, much of this area has already been developed. As noted previously, the Four Corners area is one of a few areas that the town has designated for future growth, allowing the rural character of the remainder of town to be preserved. Attachment B depicts the location of prime, statewide important and locally important soils in relation to the future land use classifications established as part of the 2015 Mansfield Tomorrow Plan (Plan of Conservation and Development).

It should also be noted that the Town is actively working to preserve farmland soils in other parts of the community, particularly in rural areas where there is no access or proximity to water and sewer service that can support compact growth. Farmland preservation activities include:

- Acquisition and leasing of approximately 70 acres of farmland to local farmers;
- Acquisition of agricultural easements on 28.5 acres of privately held land;
- Acquisition by the State of development rights on approximately 290 acres of farmland; and
- Participation in the State's Community Farms Program, which requires the mapping of locally important farmland soils as a prerequisite.



Question #10

Traffic Impacts

Minor and temporary traffic disruption is expected in the project area due to lane closures associated with construction of the sewer collection system. Traffic disruption can be mitigated through the use of wellplanned vehicle rerouting, proper construction zone traffic patterns, and public notification of construction periods and locations.

In the long-term, traffic is expected to increase in the proposed sewer service area as a result of secondary growth related to the availability of water and sewer infrastructure. Any increase in traffic will likely be attributable to both residential and commercial uses. The exact amount of growth cannot be predicted at this time, as specific projects are not available for consideration. As such, conducting intersection "level of service" analyses would be unreliable. Evaluation of incremental impacts to traffic will need to be addressed by the Planning and Zoning Commission, the Mansfield Traffic Authority, and potentially the State Traffic Commission on a case-by-case basis as development or redevelopment projects are proposed. The Zoning regulations require that adequate parking be provided for each development such that secondary impacts to parking should not be a concern. Large traffic uses, if they are proposed, will require evaluation of impacts specific to the proposed development, including the incremental impact of existing and proposed traffic.

Flood Plains

Direct impacts to flooding are not anticipated because the proposed sewer mains are constructed below grade and will be restored to existing conditions. Secondary growth within the special flood hazard area are also not expected because new development is restricted to agricultural, open space/recreation, parking, accessory buildings, hydropower, and swimming pools, provided that an applicant can demonstrate that the proposed development would not result in any increase in flood elevation during the 1% annual chance flood

Wetlands

All future development within 150 feet of a wetland in Mansfield must receive approval from the Inland

Wetlands Agency (IWA), including installation of the proposed sewer main. For significant projects that have the potential to cause significant impacts on a wetland, the IWA requires a more extensive application, including delineation of wetland boundaries by a soil scientist, stormwater management plans, and quantification of impacts of proposed activities on the ecological communities and function of the wetland.

Biology, Species of Special Concern and Endangered Species

A request for a NDDB review was sent to the Connecticut DEEP in March 2015 (Appendix B). The NDDB includes all information regarding critical biologic resources available 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, Bureau of Natural Resources and cooperating units of DEEP, private conservation groups, and the scientific community. DEEP responded by letter with a preliminary determination dated March 20, 2015 stating that no negative impacts to State-listed species are expected as a result of the proposed installation of sewer mains related to the Mansfield Four Corners Sanitary Sewer Project.

A previous Environmental Impact Evaluation in reasonably close proximity to this project and state records indicate that extant populations of federal or state endangered, threatened, or special concern species have been located in the vicinity of the project area. Specifically, American kestrel and Savannah Sparrow are believed to be located in the woods and fields south of Route 44 on Route 195 and south of Route 44 near Route 195, and wood turtle habitat and Southern bog lemming habitat is believed to exist in the vicinity of Cedar Swamp on Route 195. Other species previously identified as being located in the vicinity of the proposed UConn Technology Park include grasshopper sparrow, vesper sparrow, northern spring salamander (historical sighting), horned lark (historical sighting), and bobolink. The project is not expected to impact these species by



the installation of the sewer collection system, which will be located in previously disturbed roadway, right-of-way, and developed land.

Historical Structures

The Four Corners area is the location of a historic village, however, few historic structures remain, particularly along the northern and western extensions of Routes 195 and 44. There are a few historic houses remaining in the project area, including one built prior to 1800. The project area is not listed on the National Register nor is it included in a local historic district. Mansfield's zoning regulations require applicants to identify and, as appropriate, incorporate historic and cultural features into project design.

Question #11(e)

While the extension of sewer service to the Four Corners area is a stand-alone project, it is anticipated that this service along with water being supplied by a private water company will result in the long-term redevelopment of the area. To ensure that this redevelopment is consistent with the community's vision, the Planning and Zoning Commission adopted design criteria in 2011 for properties zoned Planned Business-3 (PB-3). Additionally, the intent statement for the PB-3 zone (Article Seven, Section N.1, Mansfield Zoning Regulations) recognizes the limitations on redevelopment of the area stemming from the lack of public infrastructure and the intent of the Commission to modify regulations at the time water and sewer service becomes available:

"Due to current infrastructure deficiencies, the current listing of permitted uses in the Planned Business zones is limited. However, upon approval of commitments to provide public sewer and water services to this area, it is the intent of the Planning and Zoning Commission to review and as appropriate, modify zone classifications and zone boundaries; the listing of permitted uses, maximum height and coverage requirements and all other associated land use regulations. In the interim, the Commission has established in Article X, Section A, initial design criteria that will help establish a design framework for the planned revitalization and growth of this area."

Furthermore, the Planning and Zoning Commission is in the midst of a multi-year project to update the Town's Plan of Conservation and Development (POCD), Zoning Regulations and Subdivision Regulations. The POCD was approved by the Planning and Zoning Commission in October 2015 with updates to Zoning and Subdivision Regulations to follow. As with previous plans, the POCD focuses commercial and economic development in a few areas (Four Corners, Storrs Center, Route 195/Route 6 vicinity and UConn Campus vicinity) in an effort to preserve the rural character of the rest of the community.

Question #17

The Four Corners Sanitary Sewer Project is an economic development project that is consistent with the following principles and policies of the 2013-2018 State Plan of Conservation and Development:

- Redevelop and Revitalize Regional Centers and Areas with Existing or Currently Planned Physical Infrastructure. The Four Corners is within a Regional Center due to its location abutting the University of Connecticut's main campus. The Mansfield POCD recognized plans for extending sewer and water service to the Four Corners, including a specific recommendation to "Support initiatives to document surface and groundwater quality and public health issues in the Four Corners area and seek State and Federal funding to extend public sewer and water services to this area."



- Expand Housing Opportunities and Design Choices to Accommodate a Variety of Household Types and Needs. The availability of sanitary sewers in conjunction with public water service will allow for development of higher density residential and mixed use projects, expanding housing options in an area served by public transit. .
- Concentrate Development Around Transportation Nodes and Along Major Transportation Corridors to Support the Viability of Transportation Options. The Four Corners area is a cross roads of three Connecticut State Routes and is serviced by the Windham Region Transit District as well as the UConn shuttle system.
- Conserve and Restore the Natural Environment, Cultural and Historical Resources, and Traditional Rural Lands. The Town of Mansfield is pursuing concentrated commercial growth to prevent sprawl into rural portions of the Town. With regard to environmental resources, the Mansfield Inland Wetlands Agency regulates development within 150 of any wetland to ensure that the integrity of the Town's extensive wetland systems are retained.
- Protect and Ensure the Integrity of Environmental Assets Critical to Public Health and Safety. In addition to the regulations of activities near wetlands described above, the Town of Mansfield limits development within flood hazard zones to agricultural uses, open space /recreation uses, parking, accessory buildings, sand and gravel removal, hydropower facilities and swimming pools.
- Promote Integrated Planning Across all Levels of Government to Address Issues on a Statewide, Regional and Local Basis



Attach the following materials:

1. Site location map

Please see Attachment C.

2. Property Boundary Map

Please see Attachment D.

3. Real estate appraisals (if land acquisition is proposed)

The Town will not be using STEAP funding for land acquisition.

4. Project Plans

Please see Attachment E.

5. Proposed project schedule

The following schedule assumes the EIE will be published in the Environmental Monitor in January

Project Phase	Timeframe
Publication of EIE	January 2016
Record of Decision (ROD)	March 2016
Review of ROD by OPM	May 2016
Environmental Permitting	April 2016-June 2016
Final Project Design	April 2016 – July 2016
Construction Contract Bid/Award	July 2016 –August 2016
Construction	August 2016-December 2017



6. Project cost estimates supporting the request for funding (if available)

The cost estimates used to develop the project budget were based on information from cost estimates provided by Weston & Sampson Engineers, Inc., as provided in Attachment F.

List of necessary local, state and federal permits and approvals required for the project and the status status of each

Agency	Permit Name	Status
Town of Mansfield	Inland Wetlands Permit	To be Submitted
State of Connecticut Department of Transportation	Encroachment Permit	To be Submitted
State of Connecticut Department of Energy and Environmental Protection	General Permit for Water Resource Construction Activities	To be Submitted
State of Connecticut Department of Energy and Environmental Protection	Inland Wetlands and Watercourses Permit	To be Submitted
United States Army Corp of Engineers	General Permit	To be Submitted

8. Environmental site assessments (if applicable)

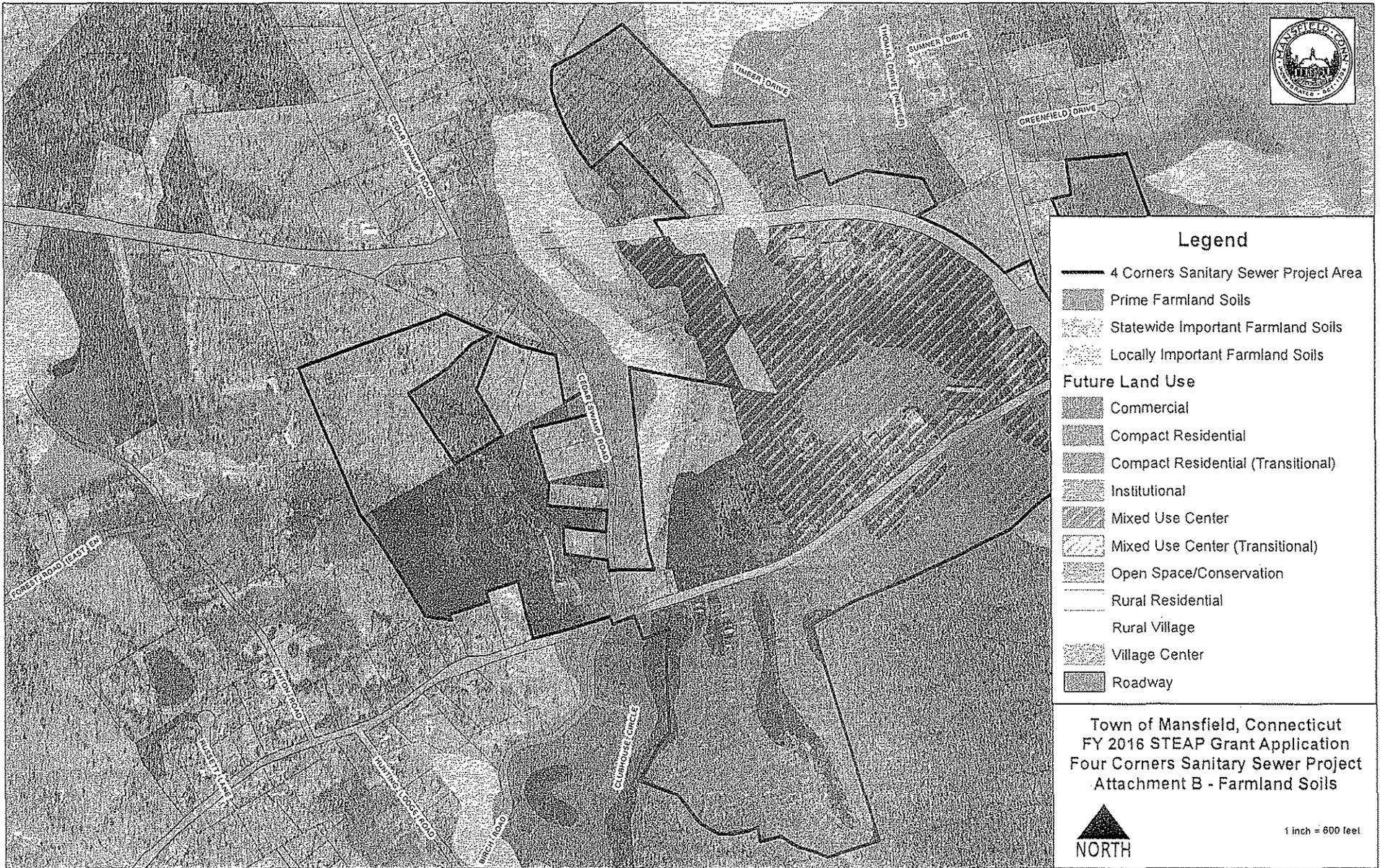
The Environmental Impact Evaluation is scheduled for publication in January 2016.

9. Any town resolutions in support of the project

The Mansfield Town Council approved a resolution in support of this grant application on December 14, 2015. (Attachment G)

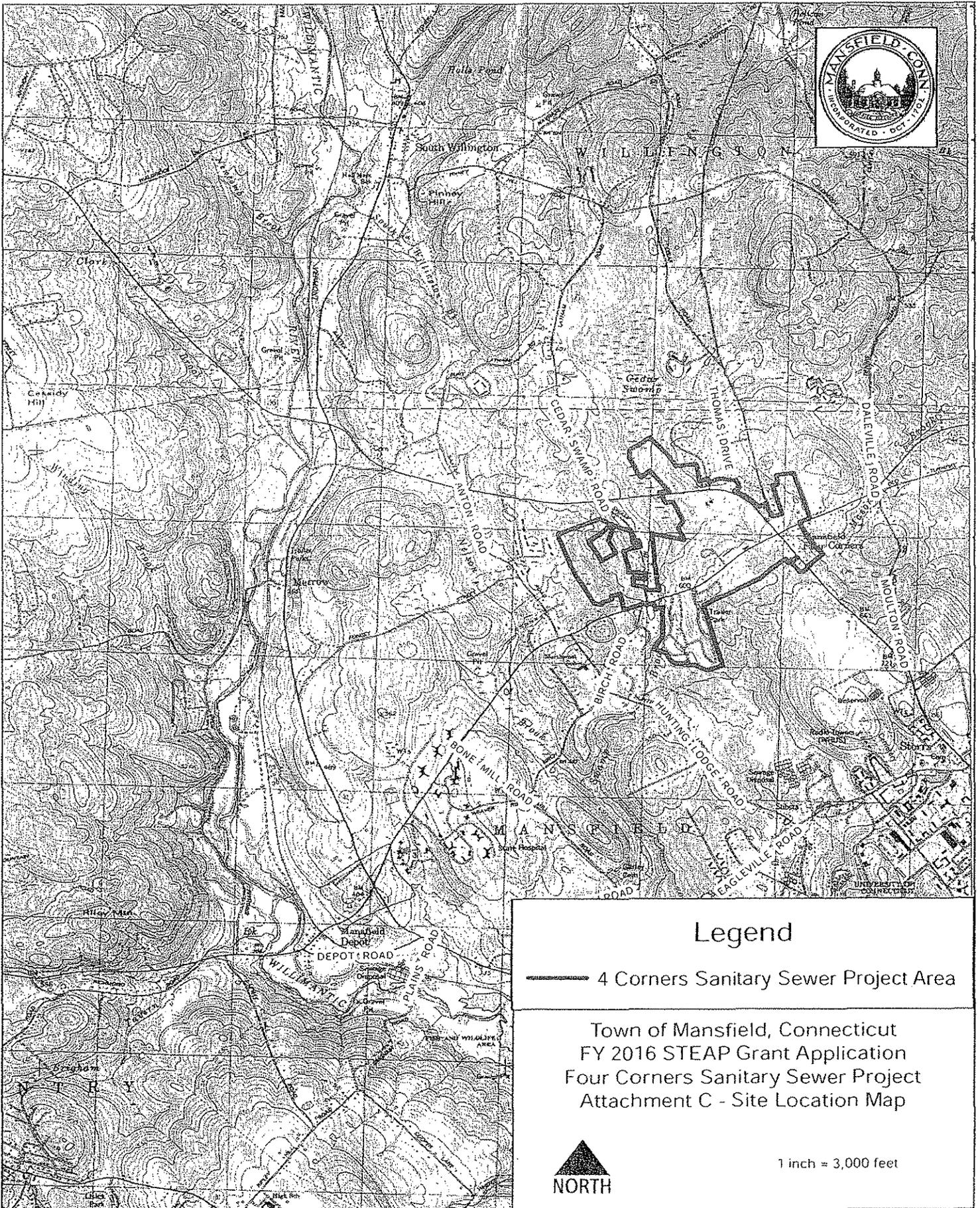


Attachment B
Farmland Soils Map





Attachment C
Site Location Map



Legend

 4 Corners Sanitary Sewer Project Area

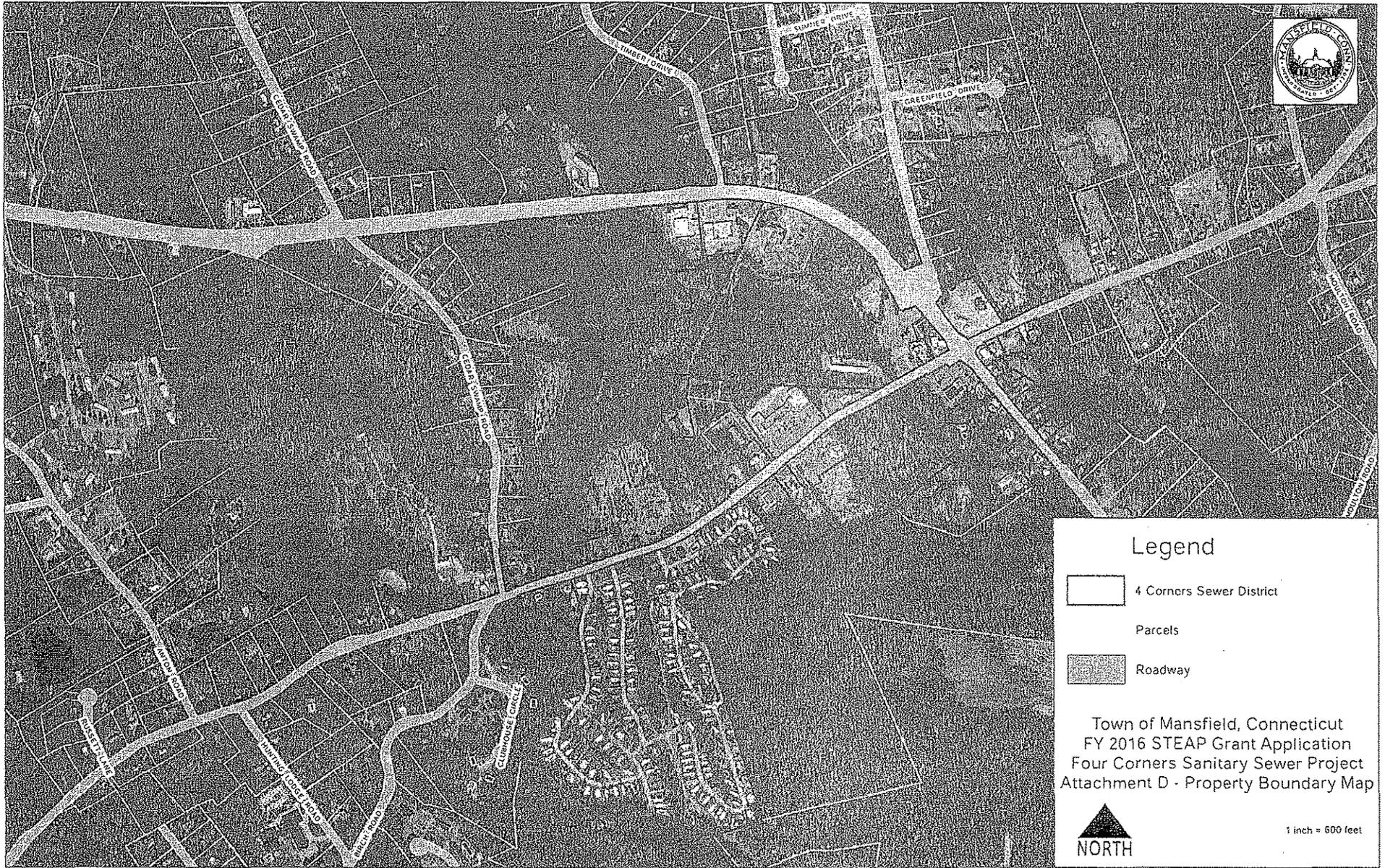
Town of Mansfield, Connecticut
FY 2016 STEAP Grant Application
Four Corners Sanitary Sewer Project
Attachment C - Site Location Map



1 inch = 3,000 feet



Attachment D
Site Boundary Map



Legend

-  4 Corners Sewer District
-  Parcels
-  Roadway

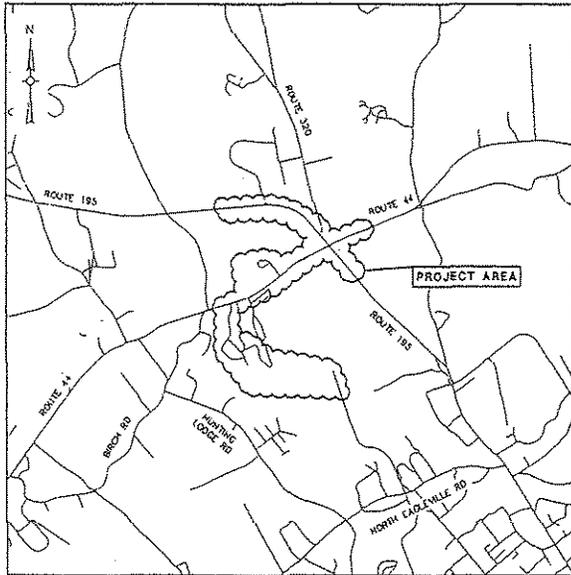
Town of Mansfield, Connecticut
FY 2016 STEAP Grant Application
Four Corners Sanitary Sewer Project
Attachment D - Property Boundary Map



1 inch = 600 feet



Attachment E
Project Plans



**MANSFIELD, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
FOUR CORNERS SANITARY
SEWER PROJECT**

MAY 2015

Weston & Sampson[®]

273 Dividend Road, Rocky Hill, CT 06067
Phone: (860) 513-1473 Fax: (860) 513-1483

**FOR REVIEW ONLY
05/21/15**

LEGEND

Table with columns: DESCRIPTION, EXISTING, PROPOSED. Lists various symbols and line styles for items like SANITARY SEWER, FORCE MAIN, WATER MAIN, etc.

ABBREVIATIONS

Table with columns: ACR, AC/CM, AS/CM, etc. and their corresponding descriptions like ASBESTOS CEMENT PIPE, ASPHALT COATED CORRUGATED METAL PIPE, etc.

CONSTRUCTION NOTES

- 1. THE CONTRACTOR SHALL CONTACT 'CALL BEFORE YOU DIG' (800) AT 1-800-722-4433 AT LEAST 72 HOURS, SATURDAYS, SUNDAYS, AND HOLIDAYS AMERICAN PRIOR TO EXCAVATING AT ANY LOCATION...
2. LOCATIONS OF EXISTING PIPES, CONDUITS, UTILITIES, FOUNDATIONS AND OTHER UNDERGROUND OBJECTS ARE NOT WARRANTED TO BE CORRECT AND THE CONTRACTOR SHALL HAVE NO CLAIM ON THAT ACCOUNT SHOULD THEY BE OTHER THAN SHOWN...
3. TEST PITS TO LOCATE EXISTING UTILITIES MAY BE ORDERED BY THE ENGINEER...
4. FENCES, MAIL BOXES, SIGNS, CURBS, LIGHT POLES, ETC. SHALL BE REMOVED AND REPLACED AS NECESSARY TO PERFORM THE WORK UNLESS OTHERWISE INDICATED...
5. ALL PAVEMENT OUTSIDE OF THE LIMITS SHOWN WHICH IS OBTAINED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPLACED IN ACCORDANCE WITH THE SPECIFICATIONS AND AS SHOWN ON THE DRAWINGS...
6. ALL AREAS DISTURBED BY THE CONTRACTOR BEYOND PAVEMENT LIMITS SHALL BE RESTORED AT NO ADDITIONAL COST TO THE OWNER...
7. THE CONTRACTOR SHALL MAINTAIN SIDE SLOPES AND DRAINAGE SHALES DURING CONSTRUCTION TO PREVENT PONDING AND EROSION...
8. THE CONTRACTOR SHALL NOT STORE ANY APPARATUS, MATERIALS, SUPPLIES, AND EQUIPMENT ON DRAINAGE STRUCTURES OR WITHIN 100 FEET OF WETLANDS...
9. THE CONTRACTOR SHALL INSTALL THE EROSION CONTROL DEVICES BEFORE BEGINNING OTHER WORK ON SITE...
10. THE CONTRACTOR SHALL PROVIDE INLET PROTECTION ON ALL EXISTING CATCH BASINS THROUGHOUT THE DURATION OF THE PROJECT...
11. THE CONTRACTOR SHALL NOTIFY CONNECTICUT WATER (860-XXX-XXXX) AT LEAST 72 HOURS PRIOR TO EXCAVATING NEAR WATER MAINS...
12. ALL STREET EXCAVATIONS SHALL BE COMPLETELY CLOSED AT THE END OF EACH WORKING DAY BY BACKFILLING, COVERING WITH STEEL PLATES MAY BE ALLOWED IF APPROVED BY THE ENGINEER...
13. WHERE ENCOUNTERED, UNSUITABLE MATERIAL SHALL BE REMOVED TO A DEPTH OF AT LEAST 12" BELOW THE BOTTOM OF THE TRENCH, UNLESS OTHERWISE SPECIFIED...
14. DURING THE PROCESS OF WORK, THE CONTRACTOR SHALL CONDUCT OPERATIONS AND MAINTAIN THE AREA OF CONSTRUCTION ACTIVITIES, INCLUDING SCHEDULING AND SPRINKLING OF STREETS AS NECESSARY OR AS REQUIRED, TO MINIMIZE CREATION AND DISPERSION OF DUST...
15. A TRAFFIC CONTROL PLAN SHALL BE FOLLOWED AS STATED IN THE SPECIFICATIONS. SIGNAGE SHALL BE PROVIDED AS NECESSARY OR AS REQUIRED...
16. WHERE EXISTING FENCES ARE TO BE REMOVED AND RESET, A TEMPORARY CONSTRUCTION FENCE SHALL BE ORDERED AFTER REMOVAL FOR THE PROTECTION OF THE PUBLIC...
17. WATER MAINS AND FITTINGS SHOWN BASED ON PROPOSED DESIGN PROVIDED BY THE OWNER...
18. SEWER TRENCHES MAY BE EXCAVATED WIDER THAN THE 'LIMIT OF EXCAVATION AND PATENT' FOR EARTH EXCAVATION' ABOVE THE 'LIMIT OF NARROW TRENCH LIMIT'. ANY SUCH ADDITIONAL EXCAVATION SHALL BE AT THE CONTRACTOR'S EXPENSE AND SHALL NOT BE MEASURED FOR PAYMENT...
19. BELOW THE 'LIMIT OF NARROW TRENCH LIMIT' THE TRENCH SHOULD NOT BE EXCAVATED BEYOND THE TRENCH WIDTH 'W' IF MATERIAL IS LOOSED OR REMOVED BEYOND THE ABOVE MENTIONED LIMITS, THE CONTRACTOR WILL BE REQUIRED TO PROVIDE CRUSHED STONE FOR THE FULL WIDTH OF THE TRENCH AT NO ADDITIONAL COST TO THE OWNER...
20. SHEETING TO BE LEFT IN PLACE SHALL BE USED WHERE SHOWN ON THE DRAWINGS OR WHEN DIRECTED BY THE ENGINEER. IT SHALL BE LEFT IN PLACE BELOW A ONE (1) INCHES ABOVE THE TOP OF THE PIPE UNLESS OTHERWISE DIRECTED BY THE ENGINEER...
21. OPENINGS FOR PIPE IN PRECAST MANHOLE BASES SHALL BE CAST IN THE REQUIRED LOCATIONS DURING MANHOLE MANUFACTURE. FIELD CUT OPENINGS WILL NOT BE PERMITTED UNLESS APPROVED BY THE ENGINEER...
22. HORN BRICK INVERTS WITH MANHOLES WITH BRICK ON EDGE TO A DEPTH OF 0.8 INSIDE DIAMETER OF PIPE AND FROM A 1 INCH SLOPED SLOPE WITH BRICK PLATE INVERT SHALL BE SLOPED UNIFORMLY BETWEEN INLET AND OUTLET PIPE AND SHALL BE FORMED AND FILLED AS REQUIRED TO DIRECT THE FLOW AS INDICATED AND TO PREVENT DEPOSITION OF SOLIDS...
23. IN PAVED AREAS THE TOP OF THE MANHOLE COVER SHALL BE SET FLUSH WITH THE PAVED SURFACE. IN OTHER AREAS THE TOP OF THE COVER SHALL EXTEND 6 INCHES ABOVE FINISHED GRADE, OR AS SHOWN ON THE DRAWINGS, OR AS DIRECTED BY THE ENGINEER...
24. SEWER CHIMNEY AND BUILDING CONNECTION LOCATIONS ARE APPROXIMATE, EXACT LOCATIONS WILL BE DETERMINED BY THE ENGINEER IN THE FIELD...
25. PROTECTION OF WATER SUPPLIES - WHENEVER A SEWER MAIN CROSS UNDER A WATER MAIN, THE SEWER SHALL BE LAID AT SUCH AN ELEVATION THAT THE TOP OF THE SEWER IS AT LEAST 18 INCHES BELOW THE BOTTOM OF THE WATER MAIN, WHEN THE ELEVATION OF THE SEWER CANNOT BE VARIED TO MEET THE ABOVE REQUIREMENT, THE WATER MAIN SHALL BE RELOCATED BY THE CONTRACTOR AS DIRECTED BY THE ENGINEER TO PROVIDE THIS SEPARATION OR THE CONTRACTOR SHALL CONSTRUCT THE HIGH STRENGTH OF CLASS 150 PRESSURE PIPE FOR A DISTANCE OF 10 FEET ON EACH SIDE OF THE WATER MAIN, ONE FULL LENGTH OF CLASS 150 PRESSURE PIPE SHOULD BE CENTERED ON THE WATER MAIN AS MUCH AS POSSIBLE. THE SEWER CONSTRUCTED OF THE PRESSURE PIPE MUST BE PRESSURE TESTED TO ASSURE WATER TIGHTNESS...
26. ALL STREET EXCAVATIONS SHALL BE COMPLETELY CLOSED AT THE END OF EACH WORKING DAY BY BACKFILLING OR COVERING WITH STEEL PLATES...
27. SEWER MAINS SHALL BE INSULATED IN ACCORDANCE WITH THE SPECIFICATIONS WHEN INSTALLED WITHIN THE FEET OF A STRUCTURE, MINIMUM COVER ON THE PIPE IS LESS THAN 4'-0" OR AS REQUIRED BY THE ENGINEER...
28. ALL DOT HIGHWAY LINE MONUMENTATION AND PRIVATE PROPERTY MONUMENTATION WITHIN THE PROJECT LIMITS MUST BE DEMARCATED AND PROTECTED FROM DAMAGE OR MOVEMENT. ANY COST ASSOCIATED WITH RESETTING OF THE MONUMENTATION SHALL BE AT THE CONTRACTOR'S EXPENSE...
29. THE CONTRACTOR SHALL COMPLETE ALL LAYOUTS, SURVEYS, ETC. REQUIRED FOR CONSTRUCTION OF THE PROJECT AS SHOWN AND AS SPECIFIED...
30. ALL WORK PERFORMED WITHIN STATE HIGHWAY LIMITS SHALL CONFORM TO THE PERMIT ISSUED FOR THIS PROJECT.

DRAWING INDEX

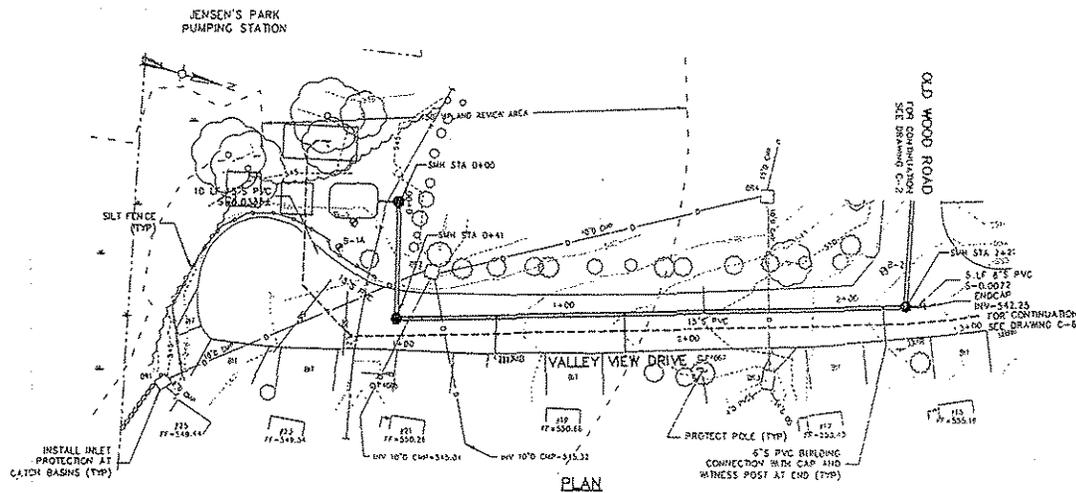
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Weston & Sampson, Inc. logo and contact information.

Table with columns: No., Date, Description, Appr., Date. A log or schedule table.

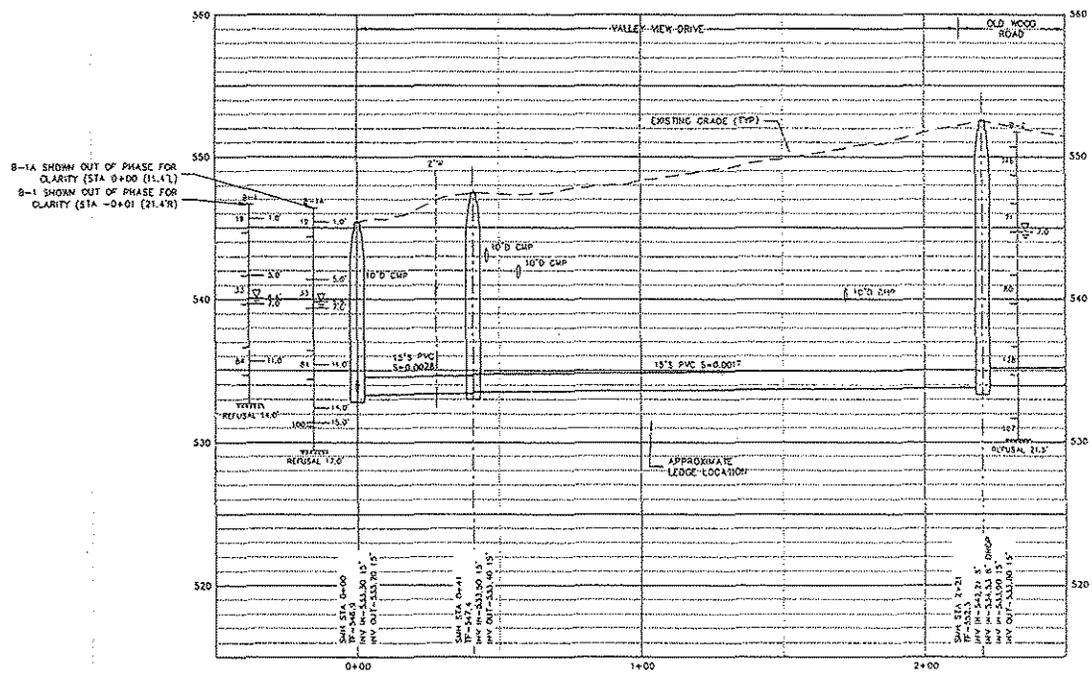
LEGEND, ABBREVIATIONS, NOTES AND DRAWING INDEX. Includes project name: TOWN OF HANSHIELD, CONNECTICUT DEPARTMENT OF PUBLIC WORKS FOUR CORNERS SANITARY SEWER PROJECT.

FOR REVIEW ONLY 05/21/15



DRAINAGE SUMMARY

DR #	INVERT	OUTLET
DR 1	INV=540.74 (6\"/>	
DR 2	INV=541.52 (10\"/>	
DR 3	INV=544.85 (4\"/>	
DR 4	INV=539.68 (10\"/>	



B-1A SHOWN OUT OF PHASE FOR CLARITY (STA 0+00 (11.17))
 B-1 SHOWN OUT OF PHASE FOR CLARITY (STA 0+01 (21.49))

SEWER PROFILE
 SCALE: 1"=20' H; 1"=4' V

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NO.	DATE	BY	CHKD BY	DESCRIPTION	DATE
1	05/21/15	AS	AS	ISSUED FOR PERMITS	

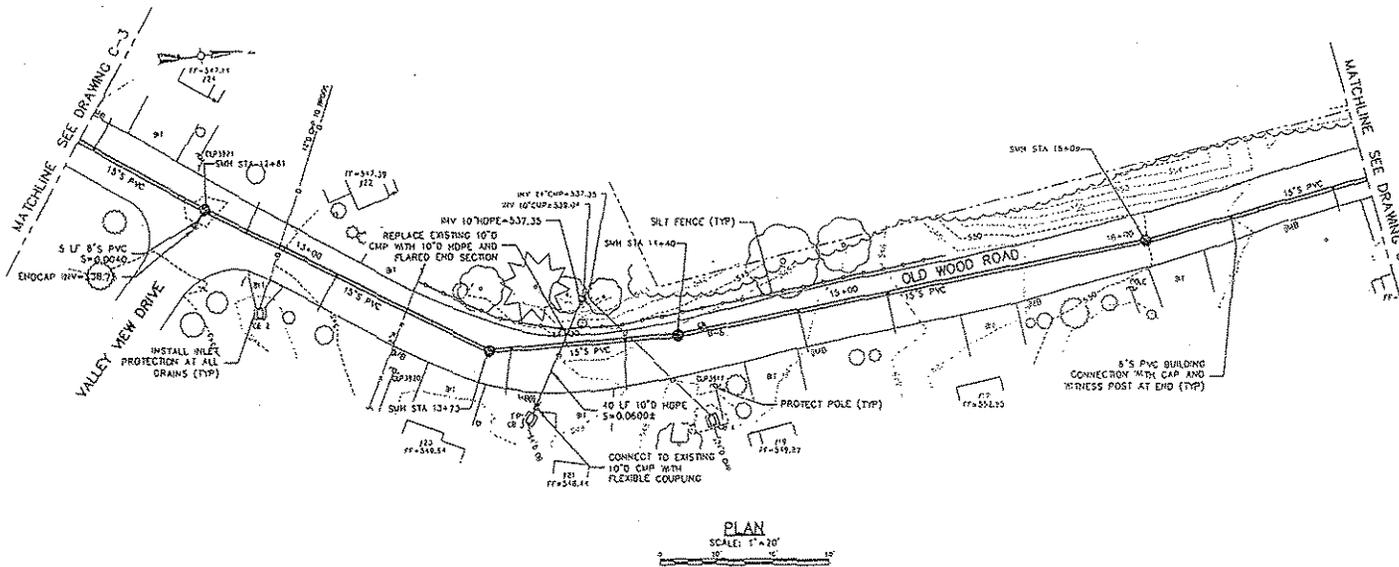
REGISTERED PROFESSIONAL ENGINEER

TOWN OF HANSTED, CONNECTICUT
 DEPARTMENT OF PUBLIC WORKS
 FOUR CORNERS SANITARY SEWER PROJECT
JENSEN'S PARK GRAVITY SEWER STA 0+00 TO 2+21 AND FORCE MAIN STA 0+00 TO 3+00

DATE: 05/21/15
 DRAWN BY: AS
 CHECKED BY: AS
 IN CHARGE: AS
 PROJECT NO.: 15-001

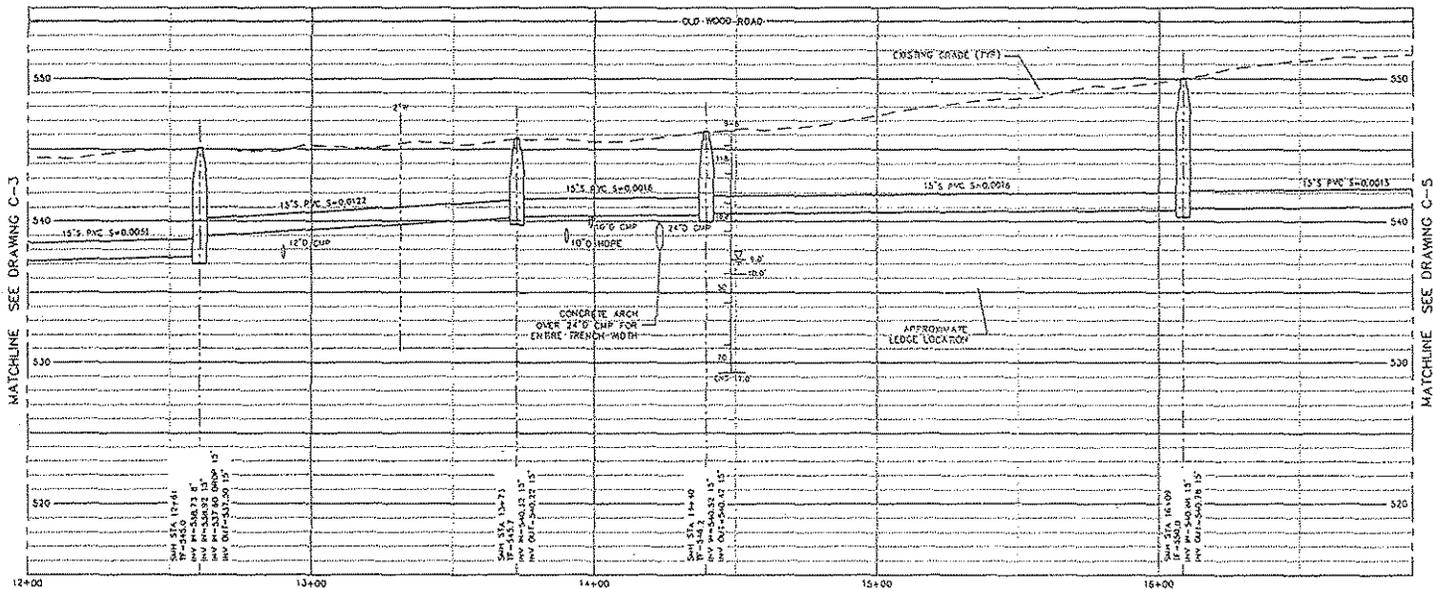
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SHEET 3 OF 33



DRAINAGE SUMMARY

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CB 3	IF=545.25	RIV=540.67 (4'0" OB IN E)
		RIV=539.96 (10'0" CUP OUT HW)
CB 4	IF=544.28	RIV=538.97 (24'0" CUP IN E)
		RIV=536.01 (24'0" CUP OUT SW)



SEWER PROFILE
SCALE: 1"=20' H, 1"=5' V

FOR REVIEW ONLY
05/21/15

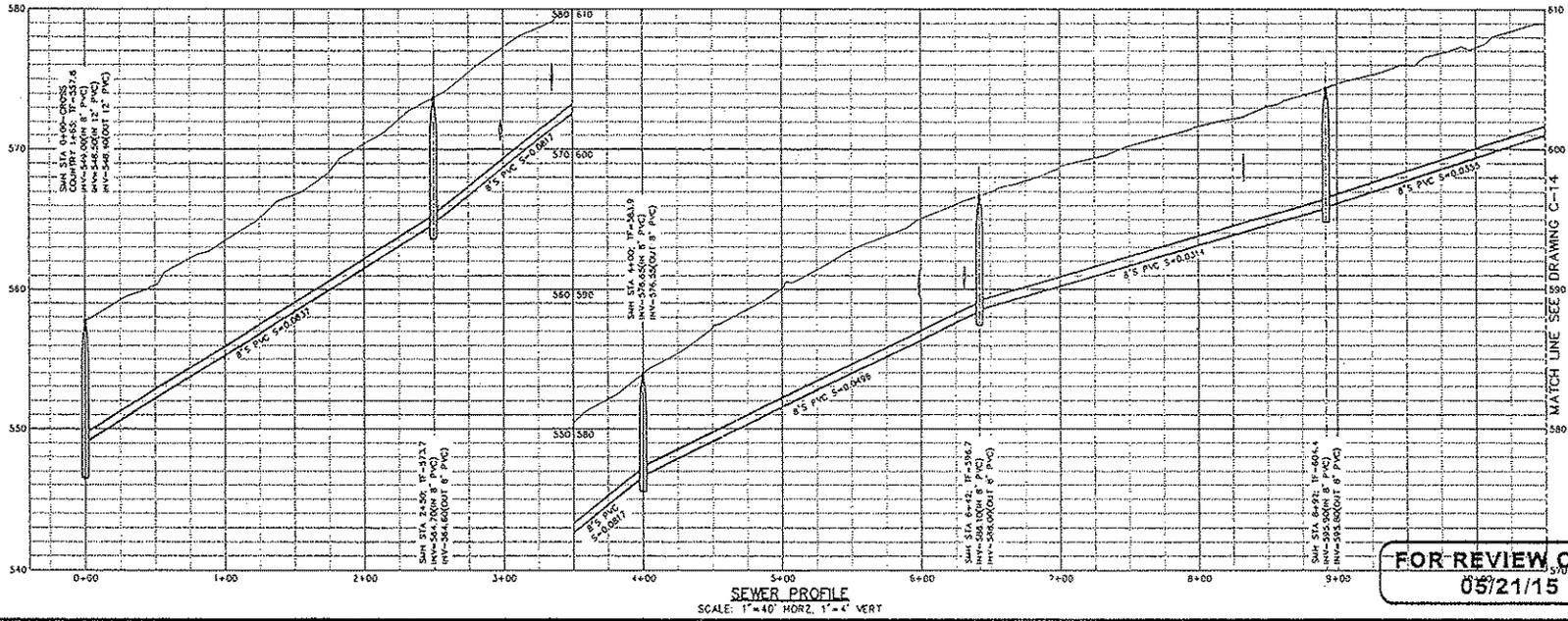
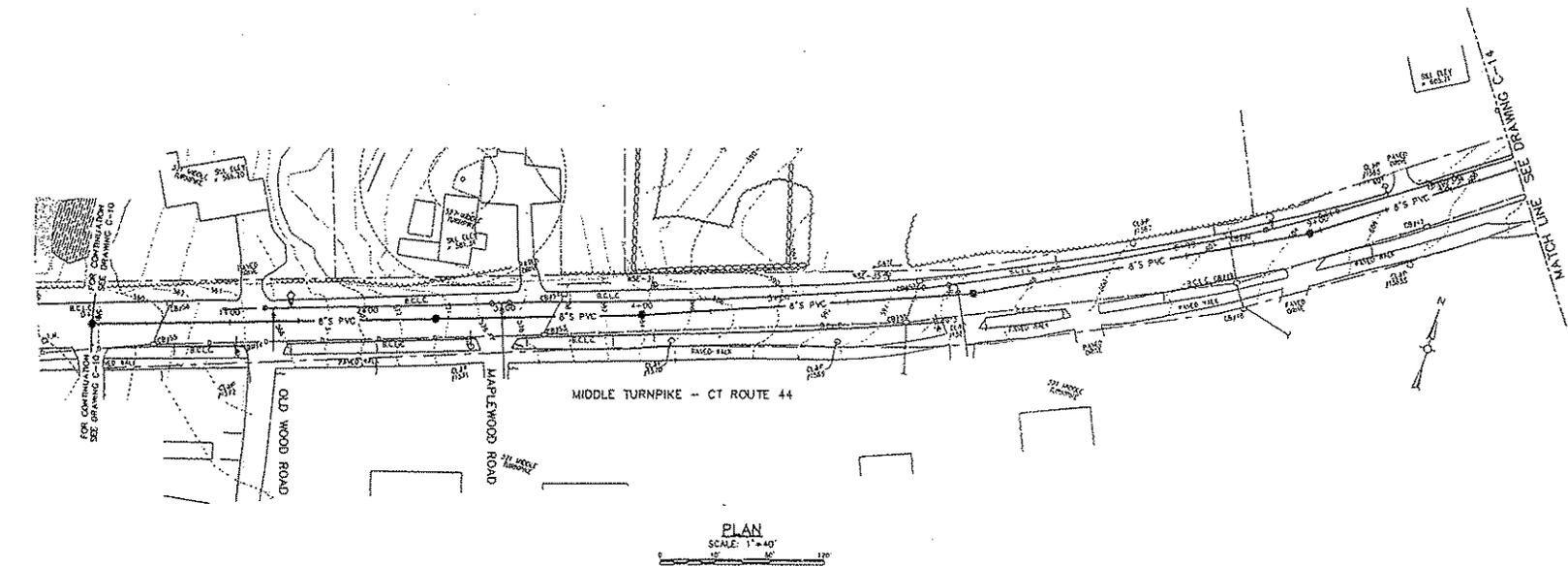
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DATE	
REGISTERED PROFESSIONAL ENGINEER	
DESIGNER	
CHECKER	
DATE	

TOWN OF HARTFORD, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
FOUR CORNERS SANITARY SEWER PROJECT
JENSEN'S PARK GRAVITY SEWER
STA 12+10 TO 16+90

SHEET 6 OF 33

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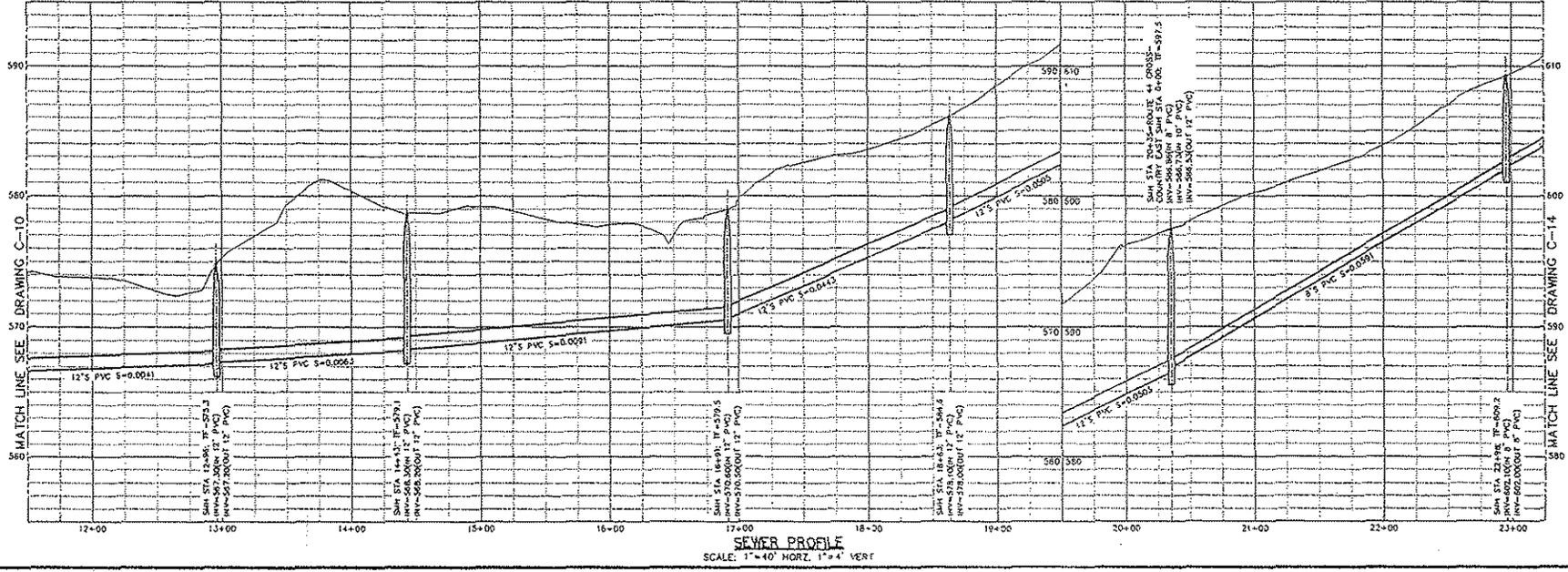
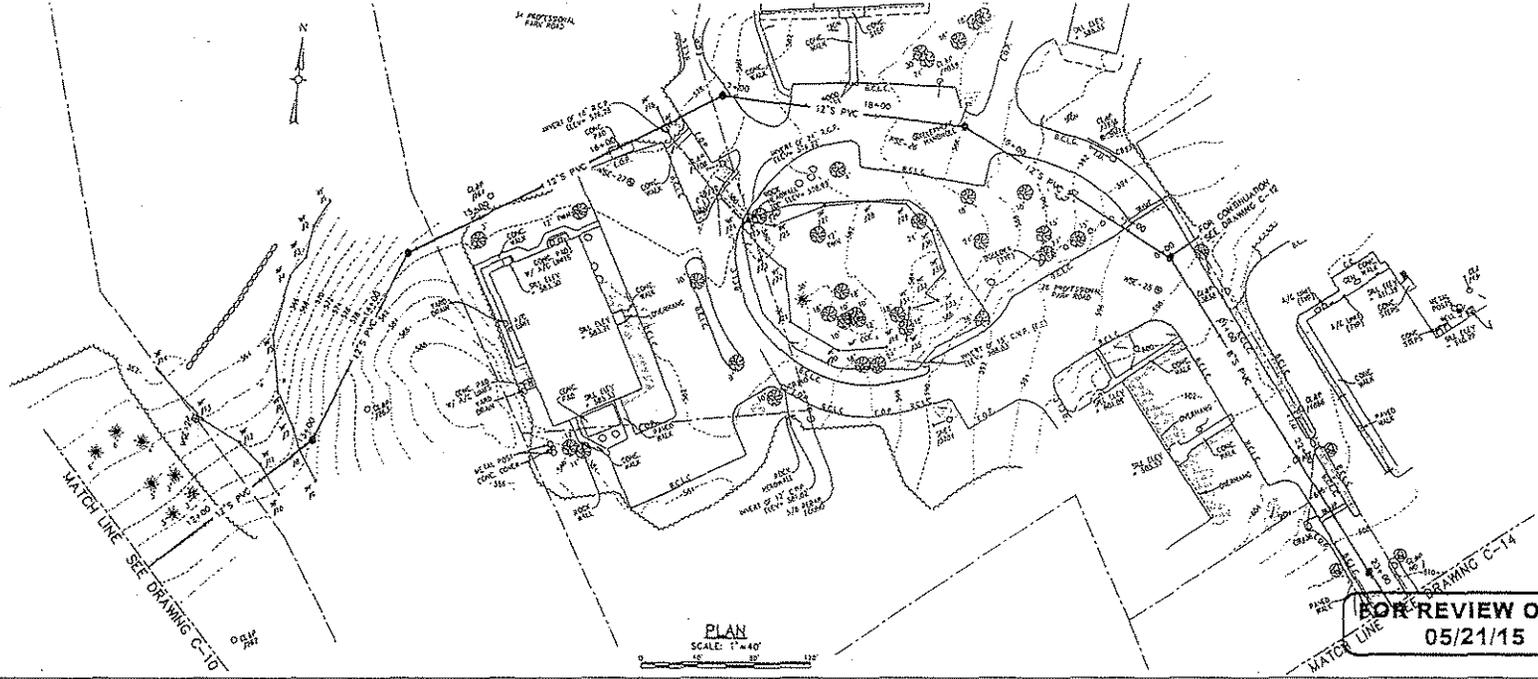
REGISTERED PROFESSIONAL ENGINEER

TOWN OF MANSFIELD, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
FOUR CORNERS SANITARY SEWER PROJECT

ROUTE 44 SEWER STA 0+00 TO 10+50

DATE: 05/21/15
SCALE: AS NOTED
SHEET: 11 OF 33

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No.	Date	By	Check By	App'd By	Description			
A		P	P	R	O	V	E	D

REGISTERED PROFESSIONAL ENGINEER

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05/21/15

TOWN OF HANOVER, CONNECTICUT
 DEPARTMENT OF PUBLIC WORKS
 FOUR CORNERS SANITARY SEWER PROJECT
 ROUTE 44 CROSS-COUNTRY SEWER
 STA 11+50 TO 23+25

SCALE: AS NOTED

DATE: 05/21/15

DRAWN BY: JMC

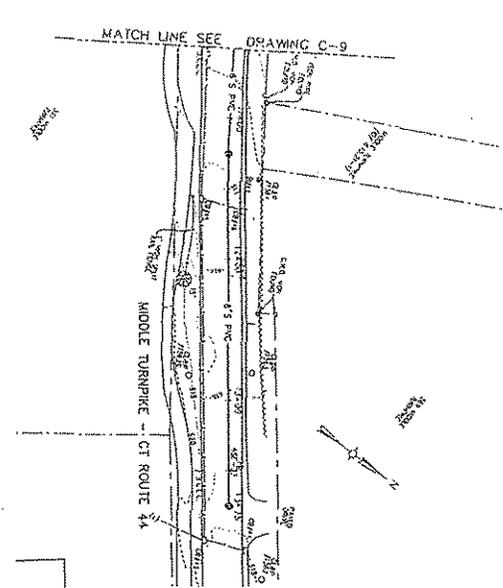
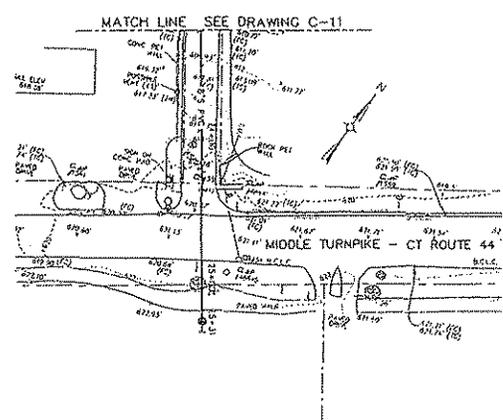
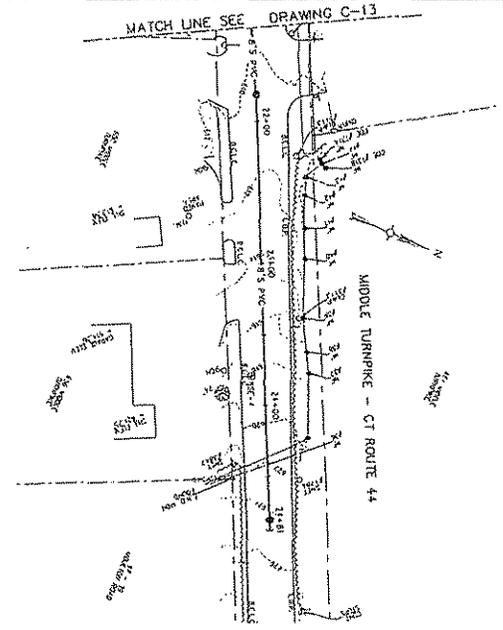
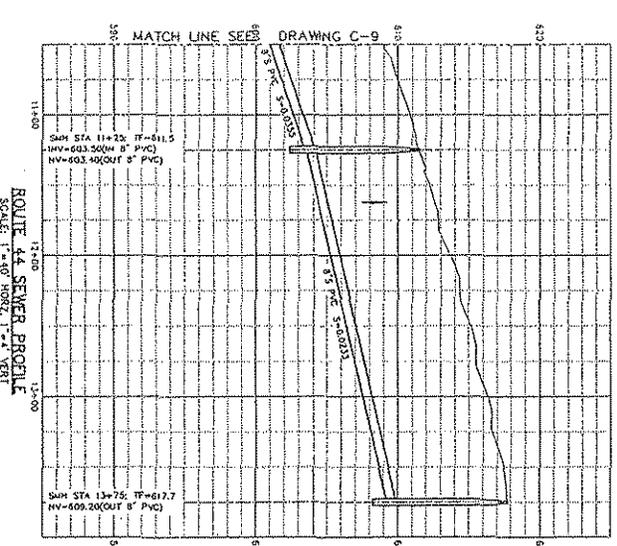
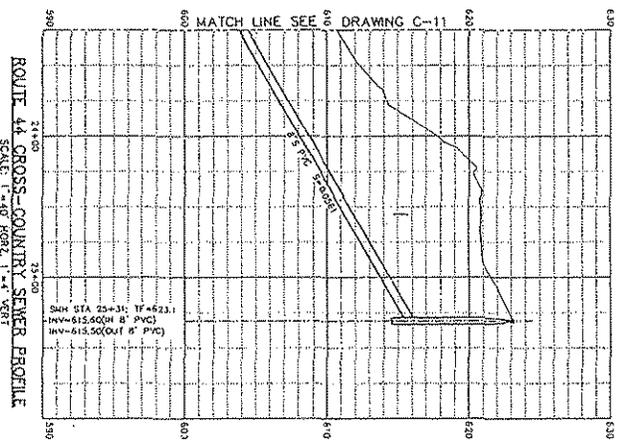
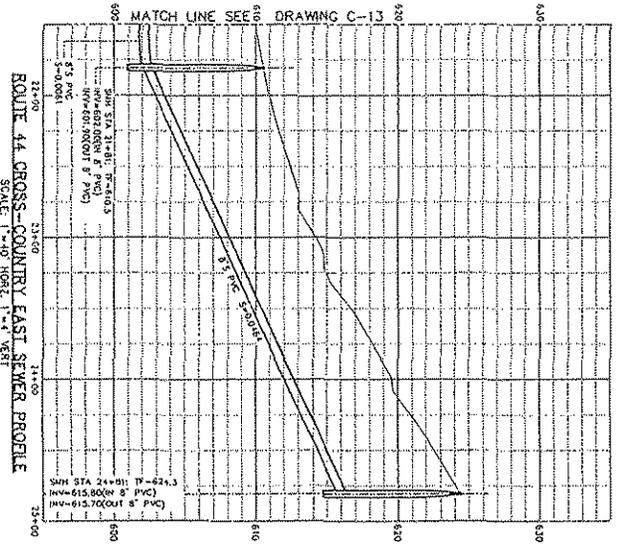
CHECKED BY: JMC

IN CHARGE: JMC

C-11

SHEET 13 OF 33

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ROUTE 44 PLAN
SCALE: 1"=40'
FOR REVIEW ONLY
05/21/15

C-14

TOWN OF WAHSFIELD, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
FOUR CORNERS SANITARY SEWER PROJECT
ROUTE 44 CROSS-COUNTRY EAST SEWER STA 21+50 TO 24+81, ROUTE 44 CROSS-COUNTRY STA 23+25 TO 25+31 AND ROUTE 44 SEWER STA 10+50 TO 13+75

SHEET 16 OF 33

FILE NO. _____ FILE NAME _____ JOB NO. _____ SCALE AS NOTED

DATE _____

DESIGNED BY _____ CHECKED BY _____

DRAWN BY _____

APPROVED BY _____

REGISTERED PROFESSIONAL ENGINEER

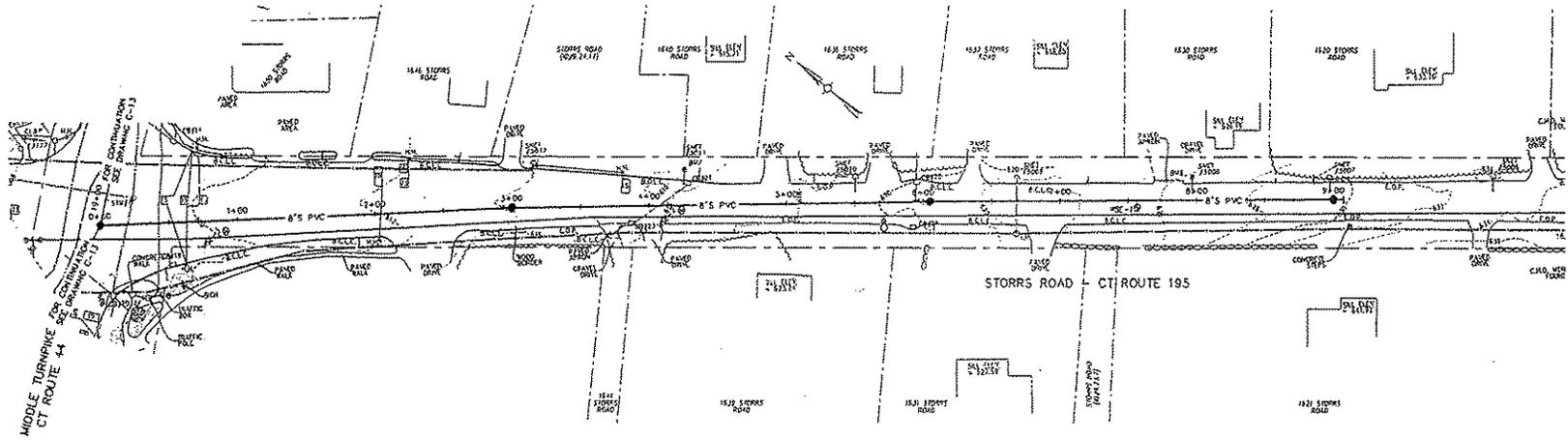
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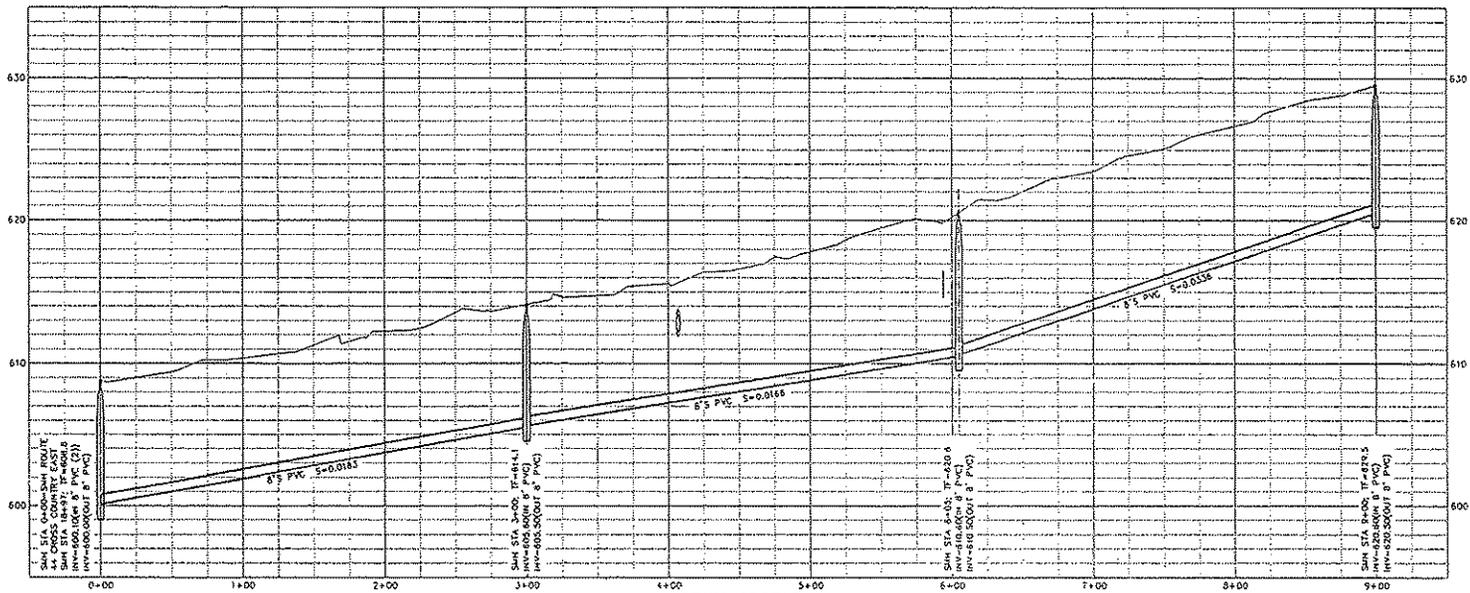
REGISTERED PROFESSIONAL ENGINEER

DATE _____



PLAN
SCALE: 1"=40'

FOR REVIEW ONLY
05/21/15



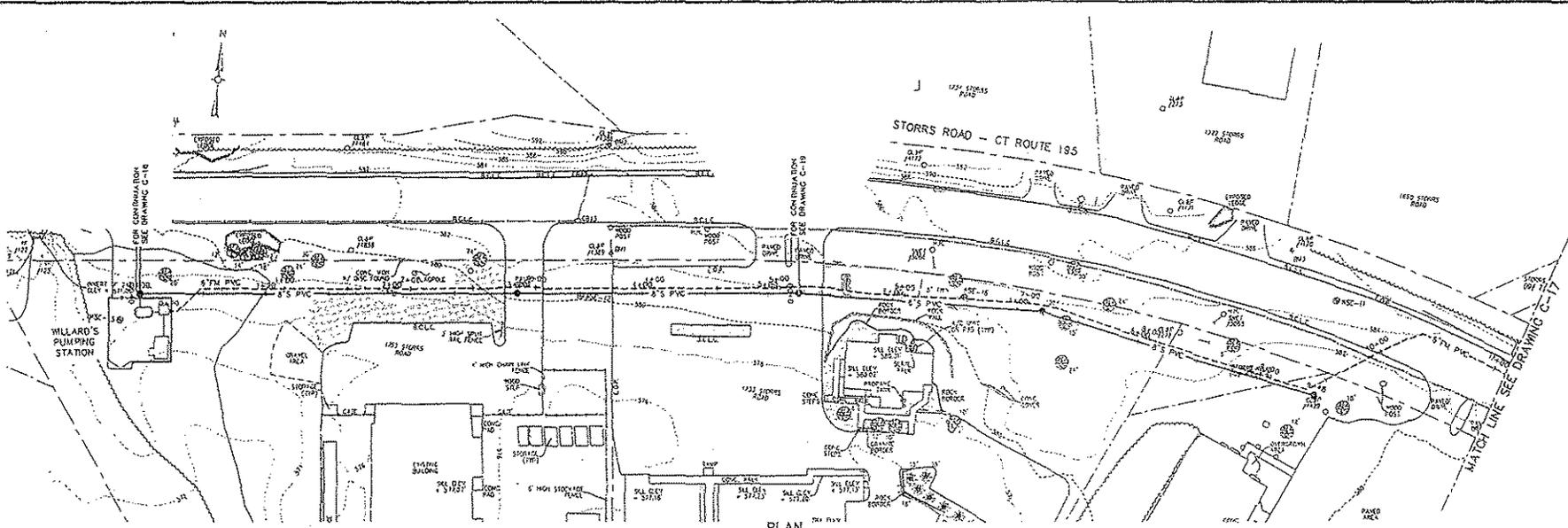
SEWER PROFILE
SCALE: 1"=40' HORZ, 1"=4' VERT

No.	Date	By	Check By	App. By	Description

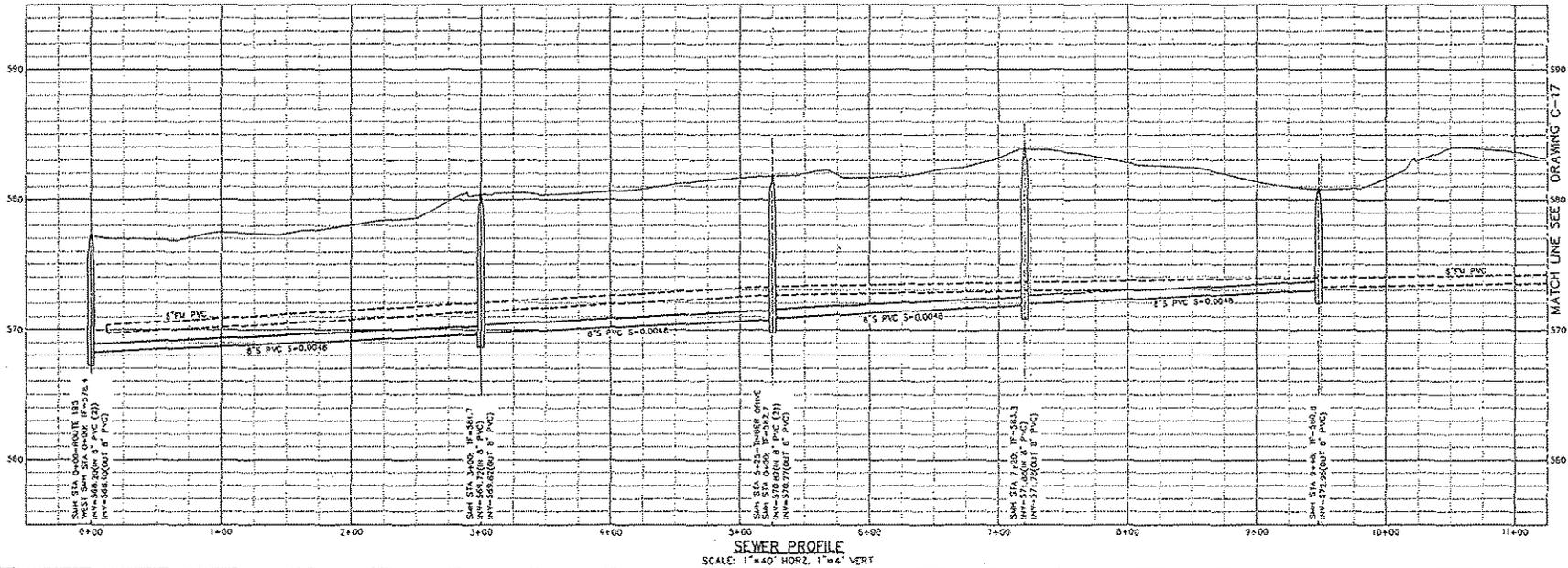
REGISTERED PROFESSIONAL ENGINEER

TOWN OF MANSFIELD, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
FOUR CORNERS BURNING CENTER PROJECT
ROUTE 195 SOUTH SEWER STA 0+00 TO 9+00

SCALE: AS NOTED
DATE: 05/21/15
DRAWN BY: [Name]
CHECKED BY: [Name]
IN CHARGE: [Name]
JOB NO. [Number]
SHEET NO. [Number]



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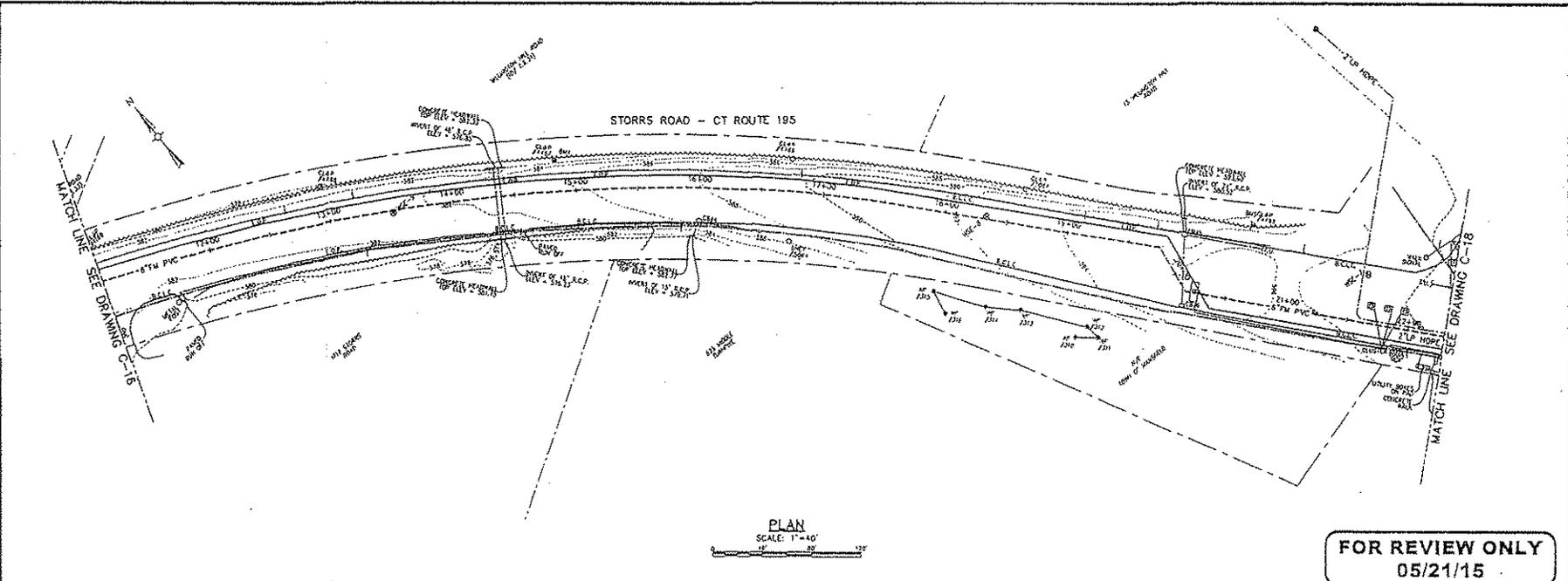
DATE	BY	CHKD	APP'D

REGISTERED PROFESSIONAL ENGINEER

TOWN OF MANSFIELD, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
FOUR CORNERS SANITARY SEWER PROJECT
ROUTE 195 CROSS-COUNTRY SEWER STA 0+00 TO 9+48
AND ROUTE 195 FORCE MAIN STA 0+00 TO 11+10

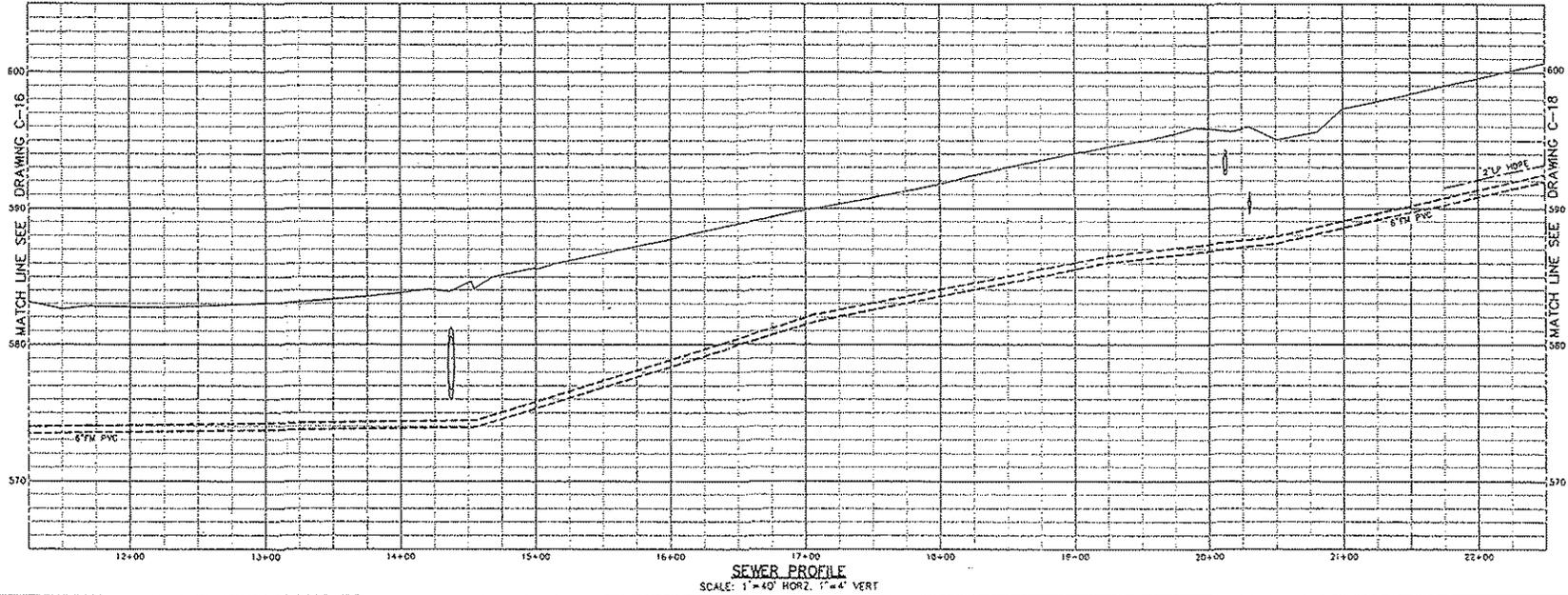
C-16
SHEET 18 OF 33

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PLAN
SCALE: 1"=40'

FOR REVIEW ONLY
05/21/15



SEWER PROFILE
SCALE: 1"=40' HORIZ. 1"=4' VERT

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No.	Date	Dr. by	Ch. by	App. by	Description

REGISTERED PROFESSIONAL ENGINEER _____ DATE _____

TOWN OF HANOVER, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
FOUR CORNERS SANITARY SEWER PROJECT

ROUTE 195 FORCE MAIN STA 11+10 TO 22+30

DATE PLOTTED: _____ SCALE: _____ AS NOTED: _____ WGS: _____ INCHES: _____

C-17

SHEET 19 OF 33



Attachment F
Cost Estimate

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS

Four Corners Sewer Project
Town of Mansfield, Connecticut

ITEM NO.	DESCRIPTION UNIT COSTS	UNIT	Subtotal	Total Cost
SANITARY SEWER AND APPURTENANCES				
1a	8-inch PVC sewer (0 to 12 feet) - state road	LF	3,370	\$ 252,800.00
1b	8-inch PVC sewer (0 to 12 feet) - local road	LF	700	\$ 45,500.00
1c	8-inch PVC sewer (0 to 12 feet) - cross country	LF	750	\$ 48,800.00
1d	8-inch PVC sewer (>12 feet) - state road	LF	40	\$ 3,000.00
1g	10-inch PVC sewer (0 to 12 feet) - state road	LF	1,140	\$ 91,200.00
1h	10-inch PVC sewer (0 to 12 feet) - local road	LF	520	\$ 36,400.00
1i	10-inch PVC sewer (0 to 12 feet) - cross country	LF	970	\$ 67,900.00
1j	10-inch PVC sewer (>12 feet) - state road	LF	130	\$ 20,800.00
1i	10-inch PVC sewer (>12 feet) - cross country	LF	390	\$ 54,600.00
1m	12-inch PVC sewer (0 to 12 feet) - state road	LF	170	\$ 18,700.00
1o	12-inch PVC sewer (0 to 12 feet) - cross country	LF	490	\$ 49,000.00
1p	12-inch PVC sewer (>12 feet) - state road	LF	150	\$ 37,500.00
1r	12-inch PVC sewer (>12 feet) - cross country	LF	560	\$ 89,600.00
1l	15-inch PVC sewer (0 to 12 feet) - local road	LF	1,430	\$ 171,600.00
1u	15-inch PVC sewer (>12 feet) - state road	LF	40	\$ 40,000.00
1v	15-inch PVC sewer (>12 feet) - local road	LF	760	\$ 132,600.00
PRESSURE SEWER PIPE AND APPURTENANCES				
2a	10-inch HDPE force main sewer - local road	LF	1,390	\$ 119,300.00
2b	10-inch HDPE force main sewer - cross country	LF	1,930	\$ 144,800.00
2c	6-inch C-900 PVC force main sewer - state road	LF	1,580	\$ 102,700.00
2d	6-inch C-900 PVC force main sewer - local road	LF	200	\$ 11,000.00
2e	6-inch C-900 PVC force main sewer - cross country	LF	820	\$ 45,100.00
2f	Air Release Structures and Valves	EA	3	\$ 24,000.00
2g	2-inch HDPE Low Pressure Sewer	LF	750	\$ 41,900.00
SEWER SERVICE CONNECTIONS				
3a	15-inch x 6-inch wye or tee	EA	41	\$ 16,400.00
3b	12-inch x 6-inch wye or tee	EA	11	\$ 3,300.00
3c	10-inch x 6-inch wye or tee	EA	9	\$ 2,300.00
3d	8-inch x 6-inch wye or tee	EA	39	\$ 7,800.00
3e	6-inch PVC building connection - state road	LF	1,770	\$ 97,400.00
3f	6-inch PVC building connection - local road	LF	820	\$ 41,000.00
3g	6-inch sewer chimneys	VF	540	\$ 48,600.00
3h	1.5-inch HDPE Low Pressure Service Connection	LF	150	\$ 7,500.00
3k	2 x 1-1/2 tee branch for HDPE pipe	EA	1	\$ 500.00
3l	1-1/2-inch curb stops	EA	1	\$ 600.00
3m	1-1/2-inch PVC check valve	EA	1	\$ 250.00
STORM DRAINS AND APPURTENANCES				
4a	10-inch HDPE drains	LF	40	\$ 2,400.00
MISCELLANEOUS EARTHWORK				
5a	Changes in earthwork	CY	500	\$ 12,500.00
5b	Unsuitable Material	CY	1,000	\$ 25,000.00
5c	Test Pits	CY	500	\$ 25,000.00
5d	Additional crushed stone	CY	2,000	\$ 50,000.00
5e	Concrete encasement	CY	100	\$ 25,000.00
5f	control density fill	CY	100	\$ 20,000.00
5g	Repair Concrete Ductbank	CY	100	\$ 25,000.00
5i	Bentonite Dams	EA	70	\$ 21,000.00
ROCK EXCAVATION AND DISPOSAL				
6a	Rock excavation and disposal	CY	6,770	\$ 677,000.00
PAVEMENT REPLACEMENT				
7a	Temporary trench pavement - state road	LF	8,370	\$ 167,400.00
7b	Temporary trench pavement - local road	LF	5,830	\$ 87,500.00
7c	Permanent trench Class 2 pavement - state road	LF	7,650	\$ 191,300.00
7d	Permanent trench Class 1 pavement - state road	LF	8,370	\$ 418,500.00
7e	Permanent trench Class 2 pavement - local road	LF	5,830	\$ 87,500.00
7f	Permanent trench Class 1 pavement - local road	LF	5,830	\$ 70,000.00
	Milling and Overlay	SY	29,120	\$ 640,600.00
7g	Concrete roadbase sawcutting	LF	3,000	\$ 18,000.00
7h	Concrete roadbase excavation and disposal	SY	4,200	\$ 92,400.00

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS

Four Corners Sewer Project
Town of Mansfield, Connecticut

ITEM NO.	DESCRIPTION UNIT COSTS	UNIT	Subtotal	Total Cost
7j	Additional pavement	TON	230	\$ 23,000.00
	MANHOLES AND APPURTENANCES			
8a	Precast concrete manhole - sanitary sewer (<12 feet)	EA	50	\$ 167,100.00
8b	Precast concrete manhole - sanitary sewer (>12 feet)	EA	10	\$ 32,000.00
8c	Manhole 4' Diameter Manhole	VF	480	\$ 62,700.00
8d	Manhole 5' Diameter Manhole	VF	150	\$ 29,800.00
8e	Manhole drop connection	VF	30	\$ 5,000.00
8f	Low-pressure terminal and in-line clean out manhole	EA	1	\$ 7,500.00
	Sewer Pump Stations			
9a	Jensons	LS	1	\$ 1,290,000.00
9b	Willards	LS	1	\$ 485,000.00
	DEWATERING and WATER CONTROL and Crossings			
10a	Dewatering	LS	1	\$ 150,000.00
	Cross Country Restoration			
11a	Cross Country Restoration	SY	3,160	\$ 37,900.00
	RECONSTRUCTION OF EXISTING UTILITIES			
12a	Reconstruction of existing sewers and drains	EA	50	\$ 15,000.00
12b	Reconstruction of existing water mains and services	EA	10	\$ 3,000.00
12c	Remove and replace traffic loops	EA	10	\$ 18,000.00
	DUST CONTROL			
13a	Calcium chloride	LB	5,320	\$ 2,700.00
	ENVIRONMENTAL PROTECTION			
14a	Inlet protection, each	EA	50	\$ 10,000.00
14b	Temporary silt fence	LF	12,000	\$ 60,000.00
	UNIFORMED OFFICERS			
15a	Uniformed officers for traffic control (state police)	HR	2,450	\$ 159,600.00
15b	Traffic Signs for Construction	LS	1	\$ 50,000.00
	Mobilization			
16a	Mobilization (not greater than 5% of Items 1a through 14b)	LS	1	\$ 332,000.00
	Sub-Total:		\$	7,410,000.00
	Contingency:		\$	940,000.00
	Engineering and Construction Administration:		\$	650,000.00
	Total Construction Cost:		\$	9,000,000.00
Notes:				
1. It is presumed that local roads will be closed with no officers required for traffic control.				
2. It is presumed that night time construction will not be required.				



Attachment G
Town Resolution for Project Support



**Town of Mansfield
Agenda Item Summary**

To: Town Council
 From: Matt Hart, Town Manager *MWH*
 CC: Maria Capriola, Assistant Town Manager; Patricia Schneider, Director of Human Services; Maggie Ferron, Early Childhood Services Coordinator
 Date: December 14, 2015
 Re: Correspondence to CT Department of Transportation (CTDOT) requesting Regional Transportation Survey

Subject Matter/Background

Mansfield Advocates for Children ("MAC") is a group of Mansfield parents, childcare providers, public school personnel, and other individuals concerned with the wellbeing of children ages birth to eight in our community. One need that we recently identified for parents of young children is access to reliable public transportation that serves basic needs. For example, we know anecdotally of children who do not have clean clothes at home because their parents are unable to travel to a laundromat. Further, as a university community, there are a relatively large number of families headed by graduate students who, due to income restrictions, do not own cars.

As a result of this concern, Ellen Grant and Rose Kurcinik from the Windham Region Transportation District (WRTD), along with Mansfield Representative and Councilor Alex Marcellino, shared information regarding WRTD services at the November 2, 2015 MAC meeting.

One issue that was raised was that significant changes to the bus routes and schedules would require a study by the Department of Transportation of public transportation needs in the area. MAC strongly supports the undertaking of such a study and believes that WRTD could create a system of schedules and routes that is more easily used and more responsive to the needs of our community if provided with these resources. A comprehensive study would show that there are unmet needs in the Mansfield/Willimantic area and that resources could be reallocated accordingly.

Recommendation

In order to communicate the transportation needs identified by MAC, staff recommends the Town Council endorse the correspondence to the CTDOT requesting a transportation survey for the region.

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

Move, effective December 14, 2015, to endorse the attached correspondence to DOT Commissioner Redeker requesting a comprehensive Transportation Survey of the Mansfield/Willimantic area.

Attachments

- 1) Draft letter to DOT Commissioner James P. Redeker



TOWN OF MANSFIELD
Human Services Department



All Mansfield children birth through eight are healthy successful learners and their families are connected to the community

Early Childhood Services

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE RD
MANSFIELD, CT 06268-2599
(860) 429-3338

James P. Redeker
Commissioner, Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

December 12, 2015

Dear Commissioner Redeker,

Mansfield Advocates for Children ("MAC") is a group of Mansfield parents, childcare providers, public school personnel, and other individuals concerned with the wellbeing of children ages birth to eight in our community. One need that we recently identified for parents of young children is access to reliable public transportation that serves basic needs. For example, we know anecdotally of children who do not have clean clothes at home because their parents are unable to travel to a laundromat. Further, as a university community, we have a relatively large number of families headed by graduate students who, due to income restrictions, do not own cars.

As a result of this concern, we spoke with Ellen Grant, Rose Kurcinik, and Alex Marcellino from the Windham Region Transportation District ("WRTD") at our November meeting. They kindly answered our questions and informed us about the challenges that they face as an organization.

One issue that was raised was that significant changes to the bus routes and schedules would require a study by the DOT of public transportation needs in the area. MAC is well aware of the budgetary pressures felt by all state agencies at this time, but we would like you to know that we **strongly support the undertaking of such a study**. We believe that WRTD could create a system of schedules and routes that is more easily used and more responsive to the needs of our community if provided with these resources. We

believe that such a study would show that there are unmet needs in the Mansfield/Willimantic area and that resources could be reallocated accordingly.

Thank you very much for your attention to this issue.

Sincerely,

Mansfield Advocates for Children

cc: Margaret B. Ferron, Early Childhood Services Coordinator, Town of Mansfield
Windham Region Transportation District

DRAFT



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant Town Manager
Date: December 14, 2015
Re: Proclamation Honoring Access Community Action Agency's 50th Anniversary

Subject Matter/Background

The Access Community Action Agency has served Windham and Tolland county for 50 years working with children and adults to mentor, support, and provide hope for their future. In honor of the Agency's 50 years of selfless service, we propose the attached proclamation be issued by the Town Council.

Recommendation

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

Move, effective December 14, 2015, to authorize the Mayor to issue the attached Proclamation Honoring Access Community Action Agency's 50th Anniversary.

Attachments

- 1) Proclamation Honoring Access Community Action Agency's 50th Anniversary



Town of Mansfield

Proclamation Honoring Access Community Action Agency's 50th Anniversary

Whereas, the Access Community Action Agency was founded in 1965, shortly after U.S. President Lyndon Johnson signed the Economic Opportunity Act of 1964; and

Whereas, the Access Community Action Agency selflessly serves Windham and Tolland county; and

Whereas, the mission of Access Community Action Agency is, "To create opportunities that empower people and communities to achieve and sustain economic stability;" and

Whereas, the enthusiastic staff members of the Access Community Action Agency work with children and adults to mentor, support and provide hope for their future; and

Whereas, the Access Community Action Agency empowers its dedicated volunteers, who generously donate their time and talent in service to the local community; and

Whereas, the Access Community Action Agency, for fifty years, has changed people's lives, embodied the spirit of hope, improved communities and helped make our region a better place to live; and

Whereas, the Access Community Action Agency continues to work toward a future that will be, as Martin Luther King envisioned, "an all-inclusive one in which poverty, hunger and homelessness will not be tolerated."

NOW, THEREFORE, BE IT RESOLVED, that I, Paul M. Shapiro, Mayor, on behalf of the Town Council and the residents of Mansfield issue this proclamation in honor of the Access Community Action Agency's 50th anniversary.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 14th day of December in the year 2015.

Paul M. Shapiro, Mayor
Town of Mansfield



**Town of Mansfield
Agenda Item Summary**

To: Town Council
 From: Matt Hart, Town Manager *Matt H*
 CC: Maria Capriola, Assistant Town Manager; Curt Vincente, Director of Parks and Recreation; Cherie Trahan, Director of Finance
 Date: December 14, 2015
 Re: Community Center Fee Recommendations

Subject Matter/Background

The Community Center entered its 13th year of operation this fall. Each year following the original adoption of membership fees, the Town Council has approved a fee schedule upon recommendations from staff and the Recreation Advisory Committee (RAC). The Community Center fee schedule is typically effective for the operating period running from November 1 through October 31. However, this year, if the Town Council approves the recommendations, the new rates would become effective on January 1, 2016.

As we have done in the past, in order to remain competitive we will also offer incentives (promotions and specials) throughout the year to attract new members. In addition, we would offer existing members an opportunity to renew before the new rates are applied.

RAC had a general discussion at its July 22, 2015 meeting and conducted a more formal review of the current recommendation at the committee's meeting on October 28, 2015. RAC unanimously endorsed staff's recommendations.

Mansfield Community Center Fees – Year Thirteen

History – Last year, on the recommendation of staff and RAC, the Town Council approved: an elimination of the non-resident family additional member fee; an across the board 5% increase in rates; some minor adjustments to the fitness flex fees; and minor increases in the safe graduation fees. The Parks and Recreation Fund finished last fiscal year with a loss of \$72,580 in fund balance largely due to the changes in the Fee Waiver program, which occurred after the fiscal year 2014-15 budget was established. The fund balance entering the current fiscal year is at \$89,842 (see attachment 1).

Recommendations – After reviewing the results of changes made last year, both staff and RAC recommend another across the board 5% increase in rates and

adjustments to the daily admission fees. These recommendations are detailed below:

Membership Fee Increase - After our initial Community Center Membership rates were adopted in 2003, we had planned to increase rates incrementally each year to keep pace with inflation and typical expenditure increases rather than increase by a larger amount every two to five years. Under normal economic conditions, a nominal percentage increase of three to five percent could typically yield an additional \$24,200 to \$53,400 in revenue. However, as a result of the recent recession, Community Center membership fees were frozen for seven years from 2006-2013 (see attachment 2 - membership fees chart). During this time, staff worked hard to keep expenditures in check, while continuing to offer a high level of service. This was successful in most of those seven years, with the Parks and Recreation Fund seeing gradual increases in fund balance until last fiscal year.

Cost containment efforts could only go so far and after a seven-year freeze in rates, the Town increased membership fees by 5% last year. Payroll costs for part-time staff and full-time staff, the most significant expenditure within the Parks and Recreation Fund, have increased gradually over the years. Especially significant is the ongoing impact of Connecticut's minimum wage increases, which affected our part-time/seasonal staff pay scales and the rising cost of employee health insurance. Staff and RAC feel strongly that because increases were delayed for seven years (2006-13), another 5% increase is justifiable and will result in positive revenue for the Parks and Recreation Fund. Community Center membership fees are comparable to market rate when compared to like facilities, understating that exact facility amenities and services vary. We do anticipate that at least 50% of the existing membership will take advantage of a marketing effort for membership renewal before new rates are applied. Assuming 50% in new memberships over the course of the year as an average turn-over, approximately \$22,250 in additional revenue could be realized.

Daily Admission Fees – The daily admission fees have not been changed since the opening of the Community Center in 2003. As shown in the attachment, the recommendation is to raise all daily admission fees by \$1. Based upon average daily admissions in recent years, this fee increase would yield approximately \$3,000 in new revenues.

Financial Impact

As explained above, the recommended fees are expected to result in positive revenue to help sustain the Parks and Recreation Fund. The proposed fee schedule is consistent with rates charged by comparable facilities.

Recommendation

Staff recommends that the Town Council approve the attached membership fee schedule set out in Attachment 3.

If the Council concurs with these recommendations, the following motion would be in order:

Move, to approve the Community Center Fee Schedule effective for January 1, 2016, which proposal is attached to and made a part of this record.

Attachments

- 1) Parks and Recreation Fund Balance
- 2) Community Center Annual Membership Fees and Membership Totals
- 3) Community Center Fee Recommendations - year thirteen
- 4) Area Facility Pricing Comparison

Town of Mansfield
Parks and Recreation
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
June 30, 2015
(with comparative totals for June 30, 2014)

	Budget 2014/15	2015	2014
Revenues			
Membership Fees	\$ 876,000	\$ 809,078	\$ 776,364
Program Fees	752,730	729,970	727,431
Fee Waivers	125,000	64,197	134,646
Daily Admission Fees	55,500	55,353	57,455
Rent - Facilities/Parties	27,300	37,075	35,993
Employee Wellness	20,160	16,473	18,000
Rent - E.O. Smith	16,880	16,875	11,100
Charge for Services	10,000	16,555	10,540
Contributions	4,000	6,831	2,708
Sale of Merchandise	3,000	3,359	4,081
Sale of Food	3,400	2,728	2,434
Other	4,400	6,229	4,436
Total Revenues	1,898,370	1,764,723	1,785,188
Operating Transfers			
General Fund - Recreation Administrative	325,430	325,430	317,000
General Fund - Community Programs	75,000	75,000	75,000
General Fund - Summer Challenge	5,000	5,000	-
Board of Education - Summer Challenge		2,000	-
CNR Fund - Bicent. Pond	25,000	25,000	25,000
CNR Fund - Teen Center	25,000	25,000	25,000
Total Operating Transfers	455,430	457,430	442,000
Total Rev & Oper Transfers	2,353,800	2,222,153	2,227,188
Expenditures			
Salaries & Wages	1,381,300	1,334,150	1,315,637
Benefits	261,180	256,501	246,252
Professional & Technical	148,290	182,781	152,811
Purchased Property Services	33,700	39,441	21,230
Repairs & Maintenance	34,000	25,386	33,591
Other Purchased Services/Rentals	120,850	108,534	106,507
Other Supplies	50,540	50,738	46,589
Energy	165,000	165,000	144,000
Building Supplies	49,400	29,298	42,081
Recreation Supplies	56,800	59,275	54,686
Equipment	46,830	43,631	57,508
Total Expenditures	2,347,890	2,294,733	2,220,892
Excess (Deficiency) of Revenues	5,910	(72,580)	6,296
Fund Balance, July 1	162,422	162,422	156,126
Fund Balance, Jun 30	\$ 168,332	\$ 89,842	\$ 162,422

Annual Membership Fees and Membership Totals
Open thru 9/1/15

	5/15/2003	Inaugural	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	\$ Change from 2003 to 9/1/15	Proposed Rates	\$ Change from 2003 to Proposed 2016
Resident Family - Base	\$ 450.00	\$ 500.00	\$ 525.00	\$ 550.00	\$ 575.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 590.00	\$ 619.50	\$ 169.50	\$ 650.50	\$ 200.50
Non-Resident Family - Base	\$ 517.50	\$ 575.00	\$ 605.00	\$ 635.00	\$ 665.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 685.00	\$ 719.25	\$ 201.75	\$ 755.25	\$ 237.75
Ashford/Wilmington Family	\$ 570.00	\$ 600.00	\$ 600.00	\$ 630.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 682.50	\$ 112.50	\$ 716.75	\$ 146.75
Add Family Member	\$ 20.00	\$ 20.00	\$ 25.00	\$ 25.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ (20.00)		
Resident Individual	\$ 247.50	\$ 275.00	\$ 290.00	\$ 305.00	\$ 320.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 346.50	\$ 99.00	\$ 363.75	\$ 116.25
Non-Resident Individual	\$ 292.50	\$ 325.00	\$ 340.00	\$ 360.00	\$ 380.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 409.50	\$ 117.00	\$ 430.00	\$ 137.50
Ashford/Wilmington Individual	\$ 315.00	\$ 330.00	\$ 330.00	\$ 345.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 355.00	\$ 372.75	\$ 57.75	\$ 391.50	\$ 76.50
Resident Adult/Child	\$ 247.50	\$ 275.00	\$ 290.00	\$ 305.00	\$ 320.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00	\$ 346.50	\$ 99.00	\$ 363.75	\$ 116.25
Non-Resident Adult/Child	\$ 365.00	\$ 385.00	\$ 385.00	\$ 405.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 441.00	\$ 76.00	\$ 463.00	\$ 98.00
Ashford/Wilmington Adult/Child	\$ 340.00	\$ 360.00	\$ 360.00	\$ 380.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 390.00	\$ 409.50	\$ 69.50	\$ 430.00	\$ 90.00

	5/15/2003	Inaugural	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	% Change 2003 to 9/1/15	% Change from 2003 to Proposed 2016
Resident Family - Base	10.00%	10.00%	4.76%	4.55%	4.35%	2.54%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	27.36%	30.82%
Non-Resident Family - Base	10.00%	10.00%	4.96%	4.72%	4.51%	2.92%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	28.05%	31.48%
Ashford/Wilmington Family			5.00%	4.76%	4.76%	3.08%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	100.00%	20.47%
Add Family Member	0.00%	0.00%	20.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-100.00%			
Resident Individual	10.00%	10.00%	5.17%	4.92%	4.69%	3.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	28.57%	31.96%
Non-Resident Individual	10.00%	10.00%	4.41%	5.56%	5.26%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	28.57%	31.98%
Ashford/Wilmington Individual			4.55%	4.55%	4.35%	2.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	15.49%	19.54%
Resident Adult/Child			4.55%	4.55%	4.35%	2.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	15.49%	19.54%
Non-Resident Adult/Child			5.19%	4.94%	4.94%	3.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	17.23%	21.17%
Ashford/Wilmington Adult/Child			5.56%	5.26%	5.26%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	16.97%	20.93%

	5/15/2003	Inaugural	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	# Change from 2003 to 9/1/15
Resident Family - Base			819	717	603	547	547	539	555	540	519	526	538	547	(272)
Non-Resident Family - Base			377	278	209	217	191	188	175	165	145	151	138	138	(239)
Ashford/Wilmington Family			137	132	101	96	95	84	83	79	74	73	60	58	(79)
Resident Individual			472	407	322	301	325	346	385	356	370	402	387	393	(79)
Non-Resident Individual			316	275	182	190	179	228	222	204	220	223	236	236	(80)
Ashford/Wilmington Individual			89	103	80	75	76	66	74	86	87	86	87	91	2
Resident Adult/Child			21	56	74	72	65	76	81	70	83	85	85	89	68
Non-Resident Adult/Child			15	44	28	44	41	43	40	37	30	25	23	21	6
Ashford/Wilmington Adult/Child			9	21	19	23	19	13	18	19	19	19	22	18	9
**TOTAL			2255	2033	1618	1565	1538	1583	1633	1556	1547	1590	1576		(2,255)

	5/15/2003	Inaugural	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Total change from open to 9/1/15
Resident Family - Base			-12%	-16%	-9%	0%	-1%	3%	-3%	-4%	1%	2%	2%	-33.21%	
Non-Resident Family - Base			-26%	-25%	4%	-12%	-2%	-7%	-6%	-12%	4%	-9%	0%	-63.40%	
Ashford/Wilmington Family			-4%	-23%	-5%	-1%	-12%	-1%	-5%	-6%	-1%	-18%	-3%	-57.66%	
Resident Individual			-14%	-21%	-7%	8%	6%	11%	-8%	4%	9%	-4%	2%	-16.74%	
Non-Resident Individual			-13%	-34%	4%	-6%	27%	-3%	-8%	8%	1%	6%	0%	-25.32%	
Ashford/Wilmington Individual			16%	-22%	-6%	1%	-13%	12%	16%	1%	-1%	1%	5%	2.25%	
Resident Adult/Child			167%	32%	-3%	-10%	17%	7%	-14%	19%	2%	0%	5%	323.81%	
Non-Resident Adult/Child			193%	-36%	57%	-7%	5%	-7%	-8%	-19%	-17%	-8%	-9%	40.00%	
Ashford/Wilmington Adult/Child			133%	-10%	21%	-17%	-32%	38%	6%	0%	0%	16%	-18%	100.00%	

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

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Thirteen - Effective January 1, 2016

	# in category prior year on 9/1/14	# in category as of 9/1/15	CURRENT RATES	RECOMMENDED RATES
<u>FAMILY/HOUSEHOLD - Annual</u>				
Resident - Full-use	560	510	619.50	650.50
Resident - Off-Peak	24	22	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	56	58	682.50	716.75
Ashford/Wilmington - Off-peak	7	5	see note 6 below	see note 6 below
Non-Resident - Full-use	139	148	719.25	755.25
Non-Resident - Off-peak	3	2	see note 6 below	see note 6 below
(includes 2 people, each addl. Person age 17 & under OR FT dependent student 24 & under with proof)	1,822	1,875	0.00	0.00
Additional F/H member age 18 & over, not dependent			0.00	0.00
<u>ADULT/CHILD HOUSEHOLD - Annual</u>				
Resident - Full-use	82	88	372.75	391.50
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	17	15	409.50	430.00
Ashford/Wilmington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use.	21	23	441.00	463.00
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	187	186	0.00	0.00
<u>INDIVIDUAL - Annual</u>				
Resident - Full-use	386	366	346.50	363.75
Resident - Off-Peak	29	23	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	90	88	372.75	391.50
Ashford/Wilmington - Off-peak	4	5	see note 6 below	see note 6 below
Non-Resident - Full-use	231	212	409.50	430.00
Non-Resident - Off-peak	13	9	see note 6 below	see note 6 below

ANNUAL RATE NOTES:

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

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Thirteen - Effective January 1, 2016

	# in category prior year on 9/1/14	# in category as of 9/1/15	CURRENT RATES	RECOMMENDED RATES
<u>FAMILY/HOUSEHOLD - 3 Month Option</u>				
Resident - Full-use	47	44	204.75	215.00
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	5	10	225.75	237.00
Ashford/Wilmington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	22	27	236.25	248.00
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below
(includes 2 people, each add. Person, age 17 & under OR FT dependent student 24 & under with proof)	176	232	0.00	0.00
additional F/H member age 18 & over, not dependent			0.00	0.00
<u>ADULT/CHILD HOUSEHOLD - 3 Month Option</u>				
Resident - Full-use	9	10	126.00	132.25
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	10	7	136.50	143.25
Ashford/Wilmington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	8	5	147.00	154.25
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	34	30	0.00	0.00
<u>INDIVIDUAL - Three Month Option</u>				
Resident - Full-use	52	54	115.50	121.25
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	16	10	126.00	132.25
Ashford/Wilmington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	35	35	136.50	143.25
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below

THREE MONTH OPTION NOTES:

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

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Thirteen - Effective January 1, 2016

	# in category prior year on 9/1/14	# in category as of 9/1/15	CURRENT RATES	RECOMMENDED RATES
<u>INDIVIDUAL ONLY - One Month Option</u>				
Resident	2	4	52.50	55.00
Ashford/Wilmington	1	1	57.75	60.75
Non-Resident	2	2	63.00	66.25

ONE MONTH OPTION NOTES:

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

<u>SILVER SNEAKERS</u>	123	295	Free	Free
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NOTES:

- 1) qualified by participants insurance carrier
- 2) MCC is reimbursed per visit

Total Memberships - all categories (as of 9/1/14 & 15)	<u>1,994</u>	<u>2,078</u>
Total Members - all categories (as of 9/1/14 & 15)	4,227	4,436

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Thirteen - Effective January 1, 2016

DAILY ADMISSION	CURRENT RATES	RECOMMENDED RATES
Resident - Infant/Toddler (under age 3)	1.00	2.00
Resident - Youth (ages 3-17)	5.00	6.00
Resident - Adult (ages 18-61)	9.00	10.00
Resident - Senior Citizens (ages 62+)	7.00	8.00
Ashford/Wilmington - Infant/Toddler (under age 3)	2.00	3.00
Ashford/Wilmington - Youth (ages 3-17)	6.00	7.00
Ashford/Wilmington - Adult (ages 18-61)	10.00	11.00
Ashford/Wilmington - Senior Citizens (ages 62+)	8.00	9.00
Non-Resident - Infant/Toddler (under age 3)	3.00	4.00
Non-Resident - Youth (ages 3-17)	7.00	8.00
Non-Resident - Adult (ages 18-61)	11.00	12.00
Non-Resident - Senior Citizens (ages 62+)	9.00	10.00
Discount Book of 10 visits	10 % discount	10 % discount
Guest Pass (with member)	res. rate above	res. rate above
<u>TEEN CENTER</u>	FREE	FREE
<u>MISCELLANEOUS</u>		
Insufficient Fund Fee	25.00	25.00
Freeze Fee (3 month) removed 11/1/13	0.00	0.00
Fitness Flex Standard Program Package 75 visit	250.00	*
Fitness Flex Standard Program Package 25 visit	105.00	*
Fitness Flex Standard Program Package 15 visit	60.00	*
Fitness Flex Plus Program Package 75 visit	288.00	*
Fitness Flex Plus Program Package 25 visit	121.00	*
Fitness Flex Plus Program Package 15 visit	69.00	*
Enrollment Fee - Annual	35.00	35.00
Enrollment Fee - Three month Option	35.00	35.00
Enrollment Fee - One Month Option	15.00	15.00
Credit Card Convenience Fee (online only)	3% per transaction	3% per transaction
<u>FACILITY RENTAL RATES</u>		
See attached party rental forms		
Safe Graduation - Out of Town Schools	20/person	20/person
Safe Graduation - E.O. Smith (50% discount)	10/person	10/person



Facility	Amenities	Enrollment Fee	Rates	Annual Amount
Cardio Express (Mansfield, Tolland and other locations)	Cardio Equipment, Strength Equipment, 5 Types of Drop-In Group Training Classes, Tanning	\$1 down/\$19.99 month* 12 month contract \$9 down/\$9.99 & \$14.99/ month*	<ul style="list-style-type: none"> \$1 down/\$19.99 month* 12 month contract no tanning \$9 down/\$9.99 month* 12 month contract \$9 down/\$14.99 month* No contract *All subject to one time \$20 processing fee and \$39 annual maintenance fee	X-Zone \$318.93* Express \$199.81 w/contract* Express \$263.62 no contract*
Coventry Fitness	Cardio Equipment, Strength Equipment	One time fee \$49.95* for no commitment \$0* down for 12 month contract \$0 down for students	Regular members \$29.95* a month Student membership 3 months \$75, OR school year valid till 5/31/13 \$200	\$359.40
CrossFit (Storrs)	Personal Training, Group Classes Strength Training, Plyometric Equipment	3 Mandatory "On Ramp Classes" for any plan \$132.94	Unlimited Classes Military/Police/Fire/EMS – \$129 month Full Time Student – \$129 month 1 Year Contract – \$139 month 6 Month Contract – \$149 month Kids Under 16 - \$99 month	1 Year Pay in Full – \$1,500 (2 1/2 Mo. free)
Super Future Fitness (North Windham)	Cardio Equipment, Strength Equipment, 12 Types of Fitness Classes, Babysitting, Tanning, Sauna	\$19.95 down/\$19.95 month for 1 year \$49.95 down/\$10 month, \$39.95 annual fee. No contract	<ul style="list-style-type: none"> All inclusive 1 yr contract: \$1 down, \$19.95/mo, \$39.95 annual fee Express membership no contract. Gym only. \$9.95 down, \$9.95/mo, \$39.95 annual fee Students \$1 down, \$24.95/mo, \$39.95 annual fee no contract 1 Month (30 Days) No Contract for NEW members ALL inclusive 	<ul style="list-style-type: none"> \$299.30 \$169.30 \$340.35 \$5
Facility	Amenities	Enrollment Fee	Rates	Annual Amount



Mansfield Community Center
Area Facility Pricing Comparison (As of September 30, 2015)

UConn Recreation Center	Cardio Equipment, Strength Equipment, Lap Pool, Group Exercise. Indoor Track, Basketball, Volleyball & Badminton Courts, Racquetball, Climbing Center	None	<ul style="list-style-type: none"> • Faculty and Staff (retired F/S) of UConn, Student affiliate, Medical & Law, Alumni \$25/month • Community Member \$35/month • FT Student 	<ul style="list-style-type: none"> • \$300.00 • \$420.00 • \$0.00
Star Hill Family Athletic Center	Cardio and Strength Equipment, Indoor Lap Pool, Group Exercise, Indoor Track, Athletic Dome with turf fields basketball and volleyball courts, child care, cafe	\$99	<ul style="list-style-type: none"> • Individual \$58/month • Couple \$71/month • Family \$83/month <p>*All memberships are inclusive of fitness classes and child care.</p>	<ul style="list-style-type: none"> • \$690 • \$852 • \$999
Power Shack Willington	Strength Equipment		<ul style="list-style-type: none"> • Student Membership: \$69/month • Individual Membership: \$119/month • Family Membership: \$99/person/month 	<ul style="list-style-type: none"> • \$828 • \$1,428 • \$2,376 (2ppl)
Mansfield Community Center	Cardio & Strength Equip., Indoor Walking/Jogging Track, Lap Pool, Therapy Pool, Gymnasium, Child Care, Over 60 Fitness Classes, Family Fun Nights & Activities, Teen Center, Parent-Tot Open Gym, Community Room, Ping Pong, Adult Futsal, Basketball & Volleyball	\$35	<ul style="list-style-type: none"> • Individual: Res:\$29.74, A/W: \$31.99, NR:\$35.15 • Adult/Child: Res:\$31.99, A/W:\$35.15,NR:\$37.85 • Family: Res:\$53.17, A/W:\$58.58, NR:\$61.74 	<ul style="list-style-type: none"> • \$346.50,\$372.75,\$409.50 • \$372.75,\$409.50,\$441 • \$619.50,\$682.50,\$719.25

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; Mary Stanton, Town Clerk;
Bruce Silva, Region #19 Superintendent of Schools
Date: December 14, 2015
Re: Agreement between Regional School District #19 Board of Education
and Regional School District #19 Administrators Association

Subject Matter/Background

A Master Agreement between Regional School District #19 Board of Education and Regional School District #19 Administrators Association was filed in the Town Clerk's office on December 3, 2015. The term of this contract extends from July 1, 2016 to June 30, 2019. In accordance with Connecticut General Statutes §10-153d(b), notice of this filing was published in The Chronicle on December 9, 2015. This statute also allows the chief executive officer of any member town to request a district meeting to consider the contract. This request must be submitted in writing within fifteen days of the filing of the contract.

The Town Council should discuss whether it wishes to have me request a district meeting to consider the proposed contract.

Attachments

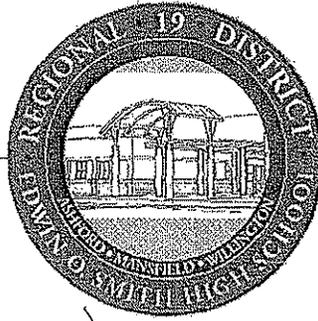
- 1) Legal Notice dated December 3, 2015
- 2) B. Silva re: Contract Settlement – Reg. School District #19 Administrators Association
- 3) Master Agreement between Regional School District #19 Board of Education and Regional School District #19 Administrators Association
- 4) Connecticut General Statutes §10-153 d(b)

Legal Notice
Town of Mansfield

Notice is hereby given in accordance with Connecticut General Statutes §10-153d that a copy of the Agreement between Regional School District #19 Board of Education and Regional School District #19 Administrators Association effective July 1, 2016 through June 30, 2019, was filed in the Town Clerk's office, 4 South Eagleville Road, Mansfield and is available for public inspection.

Dated at Mansfield, Connecticut this 3rd day of December 2015.

Mary Stanton
Town Clerk Mansfield



Bruce W. Silva, Superintendent
Regional School District #19

1235 Storrs Road, Storrs, CT 06268-2287
(860) 487-1862

TO: Paul Shapiro, Mansfield Mayor, Mathew Hart, Mansfield Town Manager, Mary Stanton
Mansfield Town Clerk, Christina Mailhos, Willington Selectperson, Donna Hardie, Willington
Town Clerk, Michael Zambo, Ashford, Selectman, Sherri Mutch, Ashford Town Clerk.
FROM: Bruce W. Silva, Superintendent
SUBJECT: Contract Settlement – Reg. School District#19 Administrators Association
DATE: December 2, 2015

Please find information regarding the recent settlement with the Regional School District #19 Administrators Association as legally required.

The Regional School District #19 Board of Education just concluded contract negotiations with the Regional School District #19 Administrator's Association for a new 3 year successor agreement. The new contract covers a total of 9 employees and is a three year agreement beginning on July 1, 2016.

Salary:

Year 1 (2016-2017)	2.56% total increase to salary account (no steps)
Year 2 (2017-2018)	2.18% total increase to salary account (no steps)
Year 3 (2018-2019)	1.82% total increase to salary account (no steps)

Benefits:

The Board negotiated a new Health Savings Account(HSA) D insurance plan for both the teacher and administrator groups. It is expected that all district employees will be enrolled in the new plan by the end of January 2017.

I hope this information is helpful. Please don't hesitate to call me if you have any additional questions.

Enclosures: Summary of Negotiated Successor Collective Bargaining Agreement – Fall 2015
CABE Administrative Settlement Data 2015-16, 2014-15
Master Agreement between RSD#19 Board of ed and RSD#19 Admin Association

**SUMMARY OF NEGOTIATED
SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

**Between the Regional School District #19 Board of Education and the
Regional School District #19 Administrators Association**

Fall 2015

1. **Duration - Article XV:**

3 years - July 1, 2016 - June 30, 2019

2. **Wages - Appendix A-1, A-2, A-3:**

July 1, 2016 - 2.56% total increase to salary account - distribution mutually agreed to

July 1, 2017 - 2.18% total increase to salary account - distribution mutually agreed to

July 1, 2018 - 1.82% total increase to salary account - distribution mutually agreed to

3. **Health Insurance - Article VII, Insurance Benefits.**

PPO Plan

- July 1, 2016 - December 31, 2016 – plan design is unchanged
- Employee premium contribution increases from 20% to 21%
- January 1, 2017 – Plan eliminated

HMO Plan

- July 1, 2016 - December 31, 2016 – plan design is unchanged
- Employee Premium contribution increases from 15% to 16%
- January 1, 2017 – Plan eliminated

High Deductible Health Plan (HDHP) with Health Savings Account (HSA)

- Effective January 1, 2017, the only health insurance plan offered will be a High Deductible Health Plan with Health Savings Account
- Deductible - \$2,000 single/\$4,000 two person/family
- Board's contribution to the deductible:
 - January 1, 2017 – 55% - in one payment the first payday in January
 - January 1, 2018 – 50% - in one payment the first payday in January
 - January 1, 2019 – 50% - in one payment the first payday in January

- Prescription Co-Pay after reaching deductible - As of January 18, 2019, after meeting the annual deductible there will be an Rx co-pay as follows:
 - \$0 for generics
 - \$15 for listed brand name drugs and
 - \$30 for non-listed brand name drugs
 - There is an annual maximum out of pocket payment for the Rx co-pay of \$1,000 for single and \$2,000 for two person/family
- Employee Premium Contribution
 - January 1, 2017 - 18%
 - January 1, 2018 - 19%
 - January 1, 2019 - 20%

4. Miscellaneous:

- Side Agreements

- The terms of Athletic Director Side Agreement that was an appendix have been incorporated throughout the Collective Bargaining Agreement.
- The terms of the Side Agreement concerning Instructional Leaders have been incorporated throughout the Collective Bargaining Agreement and the name of the position has been changed to “Department Directors”.

- Adoption Leave - Article III, Leave Provisions, ¶J

- The same adoption leave benefit of six (6) weeks that is contained in the Teachers’ Collective Bargaining Agreement

- Doctorate Degree Stipend - Article IV, Work Year and Salaries, ¶F

- Extended the existing annual doctorate stipend of \$2,500 to all current Administrators but this benefit has been eliminated for new hires.

- Long Term Disability Insurance - Article VII, Insurance Benefits, ¶E

- Optional long term disability plan where the cost of the plan is borne completely by the Administrator choosing to purchase the plan.

- Article IX.D – General – Tuition Reimbursement

- Eliminated tuition reimbursement for the cost of courses taken for provisional development.

Administrator Settlement Data
2015-2016

DATE REPORTED	DISTRICT	PROCESS	RAT (Y/N)	WITHOUT INCREMENT				WITH INCREMENT					
				2016-17	2017-18	2018-19	2019-20	2016-17	2017-18	2018-19	2019-20		
07/13/15	WOODBIDGE	NEG	Y					2.50%	2.50%				
	All years distributions to be discussed; Annuity increase to 2%; HSA plan only with cost share of 8% all three years.												
08/18/15	NEW BRITAIN	MED	Y	2.00%	2.00%	2.00%		2.27%	2.24%	2.14%			
	BOE contribution to annuity incr from 1.5% to 2%.												
08/24/15	MILFORD	MED	Y					2.30%	2.30%	2.45%			
	With step movement. Because almost all (27 of 31) are at the top step, the cost of step is minimal. Health Insurance: Implement teacher PPO (\$25/35) and HSA option. New hires can participate in HSA only. 2016-17: PPO 18.5%, HSA 12%; 2017-18: PPO 19.5%, HSA 13%; 2018-19: PPO 20.5%, HSA 14%.												
	GREENWICH			2.60%	2.60%	2.60%		2.60%	2.60%	2.60%			
	Step cost is minimal, does not include additional \$1,000 in yr for Elem Prin position only; CT Partnership Plan 2.0 will be sole option at 12% PCS, dental PCS 15%; PhD stipend incr from \$1,000 to \$1,500.												
09/07/15	ROCKY HILL	NEG	Y	2.14%	2.03%	1.98%		3.00%	3.00%	2.75%			
09/18/15	BROOKFIELD	MED	Y	2.50%				2.50%					
	No step schedule. Reopeners in years 2 & 3.												
09/20/15	MIDDLETOWN	MED	Y	2.00%	2.00%	2.00%		2.82%	2.59%	2.35%			
	HDHP will be only option if doh on/after 7/1/16, PCS for HDHP 19% in yr 1, 20% in yr 2 & 21% in yr 3; PCS for PPO incr from 19% to 20% in yr 1, 21% in yr 2 & 23% in yr 3; If BOE determines total cost of health ins plan(s) will trigger excise tax BOE may request mid-term negotiations.												
09/23/15	MARLBOROUGH	NEG	Y	2.00%	2.50%	2.50%		4.04%	3.46%	3.47%			
09/23/15	OLD SAYBROOK	NEG	Y					2.50%	2.50%	2.50%			
	HDHP is sole plan option with \$1500/3000 deductible & not BOE contribution to HSA, PCS 16% Post deductible RX copay of \$10/25/40.												
10/05/15	CANTON	NEG	Y	3.00%	3.00%	3.00%		3.72%	3.36%	3.36%			
	Eliminated PPO option; PCS for HDHP incr from 18.5% to 19% in yr 1, 19.5% in yr 2 & 21% in yr 3.												
10/09/15	PLAINFIELD	NEG	Y	3.25%	3.00%	2.75%		3.25%	3.00%	2.75%			
	Step cost is minimal; parties will negotiate adjustments to health insurance plans so that plan benefits across all levels will be below the federal threshold by 6/30/17 to be effective 7/1/17.												
10/19/15	GRANBY	NEG	Y	2.30%	2.20%	2.15%		2.30%	3.30%	3.00%			
10/20/15	STONINGTON	MED	Y	2.50%	2.50%	2.00%		2.50%	2.50%	2.00%			
	No step schedule; HDHP continues as base plan with 16% PCS, deduct \$2000/4000, after deduct is met RX \$5/25/40, BOE contrib to HSA: 50% in yr 1, 45% in yr 2 & 40% in yr 3.												

Administrator Settlement Data
2015-2016

DATE REPORTED	DISTRICT	PROCESS	RAT (Y/N)	WITHOUT INCREMENT				WITH INCREMENT			
				2016-17	2017-18	2018-19	2019-20	2016-17	2017-18	2018-19	2019-20
	PLYMOUTH			2.00%	2.00%	2.25%		2.84%	2.83%	2.87%	
	For new hires 7/1/16 annuity reduced from \$9750 to \$2500, 6 days added to work year (214-220) Early retirement & severance benefits grandfathered; HDHP will be sole plan with PCS incr from 16% to 17% in yr 1, 18% in yr 2 & 19% in yr 3; \$2000/4000 deductible all yrs, yr 1 out of pocket max \$4000/8000, yrs 2 & 3 incr to \$5000/10000, after deductible is met RX copay of \$5/20/35, 2X mail.										
	HARTFORD CNTY		N	3.00%	3.00%	3.00%		3.72%	3.36%	3.36%	
	Eliminated PPO option; PCS for HDHP incr from 18.5% to 19% in yr 1, 19.5% in yr 2 & 21% in yr 3										
	NEW HAVEN CNTY		N	1.80%	1.90%	1.95%		2.54%	2.35%	2.30%	
	Includes cost for annuity payment of \$500 in yr 2 & 1000 in yr 3; HDHP will be core plan \$2000/4000 deduct, post deduct RX of \$5/25/40, PCS 20% in yr 1 incr to 21% in yr 3										
	MIDDLESEX CNTY		N	2.50%	2.50%	2.50%		2.50%	2.50%	2.50%	
	No step cost, HS Asst Prin will receive an adjustment of \$3000 each year before the GWI; Deduc for HDHP plan incr from \$2000/4000 to \$2500/5000, PCS will increase by 1% each year.										
AVERAGE:				2.40%	2.40%	2.36%	####	2.82%	2.77%	2.69%	####
				2.56	2.18	1.82					

DATE REPORTED	DISTRICT	PROCESS	RAT (Y/N)	WITHOUT INCREMENT				WITH INCREMENT			
				2015-16	2016-17	2017-18	2018-19	2015-16	2016-17	2017-18	2018-19
7/18/14	WILLINGTON	NEG	Y	3.00%	3.00%	3.00%		3.00%	3.00%	3.00%	
<p>Salaries for future contracts will not exceed \$140,000 annually. Eliminated HMO and POS, HDHP with H.S.A. only plan available. Employee prem share: 15-16: 18%; 16-17: 18.5%; 17-18: 19% Term life was \$100,000; now \$125,000. Professional activities was \$1,700; now reim is \$1,800. Cell phone reim was \$300 annually; now it's \$400 annually.</p>											
08/21/14	ENFIELD	NEG	Y			1.50%		2.34%	2.73%	1.50%	
<p>The HDHP (including a HSA) will be the sole insurance plan, with a 2000/4000 deduc. The HDHP will include a \$5/15/30 post-deductible drug co-payment. 50% funding of HSA by the Board (up front in July in first year, and then 1/2 funding in July and 1/2 funding in January in second and third years). Premium contribution percentages: 18% in yr 1; 19% in yr 2 and 20% in yr 3.</p>											
08/22/14	HEBRON	NEG	Y	3.00%	3.00%	3.00%		3.00%	3.00%	3.00%	
<p>No step schedule. Reopener on insurance in 2017-18.</p>											
08/22/14	PORTLAND	NEG	Y	2.50%	2.50%	2.75%		2.50%	2.50%	2.75%	
<p>No step schedule; HDHP is the core insurance plan; \$2500/5000 deductible, after deduct RX co-pay at \$10/25/40. BOE funds HSA at 50%; 100% of difference in BOE premium cost for Cent Pref or BlueCare; no prov re excise tax.</p>											
7/10/14	MONROE	NEG	Y					2.75%	2.75%	2.75%	
<p>HDHP - \$2/\$4k; 49% deductible contribution all 3 years. Rx \$0/15/30 with a cap of \$1k/\$2k. PCS - 18% for all 3 years.</p>											
09/10/14	PLAINVILLE	NEG	Y	2.50%	3.00%	2.00%		3.49%	3.00%	3.00%	
<p>HDHP will be core plan with PCS of 14% in yr 1, 15% in yr 2 & 16% in yr 3, Admin pay 100% of diff for PPO plan. Deductible of \$2000/4000, Board funds HSA at 50%; Dental PCS 20%; If Cadillac tax triggered will reopen to negotiate a plan that is under the tax threshold.</p>											
09/17/14	NORWALK	MED	Y	2.50%	2.50%	2.50%		2.92%	2.78%	2.73%	
<p>HDHP will be the sole plan option with PCS of 14% in yr 1, 15% in yr 2 & 16% in yr 3. Insurance article & appendix subject to renegotiation for 2016-17 and 2017-18 60 days after Teacher contract is finalized.</p>											
09/19/14	NEW CANAAN	MED	Y	2.25%	2.25%			2.25%	2.25%		
<p>No step schedule; PCS for PPO plan incr from 22% to 23% in yr 1 & 24% in yr 2, OV copay: \$40, Specialist copay: \$55, hosp copay: \$650, OON deduct: \$1000/2500/2500.</p>											
09/22/14	MANSFIELD	MED	Y					2.67%	2.67%	2.67%	
<p>Distribution to be worked out by the parties; PCS for PPO plan incr by 1% in each yr; If total cost of grp health plan triggers an excies tax the BOE reserves right to offer plan(s) with total cost below. Elig emp will be given option to enroll in lower cost option(s) if they choose to enroll in option that triggers tax, employee pays 100% of tax.</p>											

DATE REPORTED	DISTRICT	PROCESS	RAT (Y/N)	WITHOUT INCREMENT				WITH INCREMENT					
				2015-16	2016-17	2017-18	2018-19	2015-16	2016-17	2017-18	2018-19		
/22/14	BETHEL	NEG	Y	2.00%	2.00%			2.00%	2.00%				
No step schedule; Annuity incr from 2.5% to 3% in yr 1; PCS for HDHP (core plan) incr from 18% to 18.25% in yr 1 & 18.5% in yr 2; Admin hired after 8/1/14 will not be eligible for longevity.													
09/26/14	NEW FAIRFIELD	NEG	Y	2.50%	2.50%	2.50%		3.55%	3.54%	3.53%			
PCS for HDHP plan (sole option) is 18%, BOE funds HSA in 15-17 at \$1250/2500; eff 7/1/17 in lieu of cost payment to HSA, the premium will be reduced evenly across all pay periods-\$1250 indiv & \$2500 family.													
09/29/14	EAST HADDAM	NEG	Y					2.50%	2.50%	2.50%			
HDHP - \$2/\$4K; 49% deductible contribution all 3 years; RX 0,15,30 with a cap of \$1k/\$2k; PCS - 18% for all 3 years.													
10/02/14	CLINTON	NEG	Y	2.27%	2.50%	1.63%		2.50%	2.50%	2.75%			
PCS increases by .5% each year.													
10/03/14	NORTH STONINGTON	NEG	Y	3.11%	2.93%	3.00%		3.11%	2.83%	3.00%			
10/07/14	WINDHAM	NEG	Y					2.88%	2.80%	2.68%			
10/15/14	WINCHESTER	NEG	Y	1.00%	2.00%	2.00%		1.00%	2.00%	2.00%			
PPO plan eliminated, HDHP w/HSA sole option, \$1500/3000 unless carrier doesn't offer then \$2000/4000; PCS 14% each year, BOE funds 100% of HSA.													
10/16/14	BERLIN	MED	Y	2.50%	1.90%	1.90%		2.50%	2.87%	2.86%			
PCS for PPO plan stays at 21% in yr 1, plan not available in yr 2 & 3; HDHP is sole plan effective year 2, PCS for HDHP yr 1: 17.5%, yr 2: 18.5%, yr 3: 19.5%; Cadillac tax language which triggers mid-term negotiations in the event the thresholds are reached.													
10/16/14	BLOOMFIELD	NEG	Y	2.10%	1.70%	1.50%		2.10%	1.70%	1.50%			
No changes in insurance plan or PCS, reopener on insurance in 2017-18.													
10/16/14	WALLINGFORD	NEG	Y	1.50%				2.05%					
Dir of PPS moved to same salary as HS Prin; PCS for PPO plan incr from 19.5% to 20%.													
10/17/14	LEDYARD	NEG	Y	2.50%	2.50%	2.50%		3.40%	2.50%	2.50%			
Move from PPO to HDHP/HSA plan; Insurance reopener for 17-18.													
10/17/14	MANCHESTER	NEG	Y					2.84%	2.86%	2.78%			
If the Board receives notice that the total cost of a group health plan or plans offered under this contract will trigger an excise tax under IRS Code Section 4980I, or any other local, state or federal statute or regulation, upon the request of Board, engage in mid-term negotiations on impact.													

DATE REPORTED	DISTRICT	PROCESS	RAT (Y/N)	WITHOUT INCREMENT				WITH INCREMENT			
				2015-16	2016-17	2017-18	2018-19	2015-16	2016-17	2017-18	2018-19
10/20/14	MADISON	NEG	Y	2.75%	2.25%	2.25%		2.75%	2.25%	2.25%	
Move from PPO to HDHP with \$2000/4000 deductible, BOE funds HSA at 75% in yrs 1 & 2, 50% in yr 3, post deductible RX copay of \$10/25/40, 16% PCS ; reopener re excise tax.											
10/22/14	NORWICH	MED	Y					2.65%	2.40%	2.70%	
Admin will have 3 plan options: PPO with PCS of 23% in yr 1 & 2, 24% in yr 3; Cent Pref Comp with PCS of 17% in yr 1, 18% in yr 2 & 19% in yr 3; HDHP with PCS of 20% in all yrs, HDHP deduct \$2500/5000 with post deduct RX copay of \$10/25/40; Excise tax language which triggers mid-term negotiations if thresholds are reached.											
10/28/14	KILLINGLY	MED	Y	2.00%	2.00%	2.00%		2.95%	2.95%	2.61%	
Year 1: add'l adjustment to middle school principal and dir of pps schedule, .38% cost not included above; PPO eliminated in yr 3 (HDHP currently core plan w/buy up to PPO), PCS for HDHP incr from 19% to 20.5% in yr 1, 21% in yr 2, 21.5% in yr 3, RX copay after deduct is met of \$10/25/40, Excise tax language which triggers mid-term negotiations if threshold are reached.											
10/30/14	EAST LYME	MED	Y					3.00%	3.25%	3.00%	
Year 1: PPO (no buy up); HSA option; Year 2: PPO (100% buy up); HSA . Cost Share: PPO - Yr 1: 18.5%; Yr 2: 18.5%; Yr 3: 19%. HSA - Yr 1: 14%; Yr 2: 14%; Yr 3: 15%. Cadillac tax reopener.											
10/30/14	NEW LONDON	NEG	Y	1.90%	2.20%			1.90%	2.20%		
No step cost; PCS for PPO incr from 16% to 17% in yr 2.											
10/30/14	WETHERSFIELD	NEG	Y					2.76%	2.53%	3.02%	
Year 1: step plus 2% at max; Year 2: no step, 2.2% below max, 3% at max; Year 3: step plus 0.83% below max, 1.6% at max; PCS for HDHP 18% in yr 1, 19% in yr 2 & 20% in yr 3; Excise tax language which triggers mid-term negotiations if threshold are reached.											
11/03/14	THOMPSON	NEG	Y	1.50%	1.50%	1.50%		1.50%	1.50%	1.50%	
No step schedule; HDHP will be base plan with buy up for PPO or Bluecare; PCS for HDHP incr from 12% to 13% in yr 1, 14% in yr 2 & 15% in yr 3; PCS for PPO & Blue care incr by 1% each year before buy-up.											
11/24/14	REGION #18	NEG	Y	2.75%	2.75%	2.50%		2.75%	2.75%	2.50%	
HDHP will be primary plan with PCS of 15% in yr 1, 16% in yr 2 & 17% in yr 3, BOE funds HSA at 50%.											
12/16/14	COVENTRY	NEG	Y	2.21%	0.90%	1.43%		3.25%	2.50%	2.50%	
PCS for PPO/Comp mix incr from 22% to 22.5% in yr 2, 23% in yr 3; PCS for HDHP incr from 15% to 16% in yr 2 & 17% in yr 3; Excise tax language which triggers reopener if thresholds met on plan design & cost share.											
REJECTED by RTM	FAIRFIELD	MED	Y	1.53%	1.49%	1.83%		2.65%	2.65%	2.66%	

DATE REPORTED	DISTRICT	PROCESS	RAT (Y/N)	WITHOUT INCREMENT				WITH INCREMENT			
				2015-16	2016-17	2017-18	2018-19	2015-16	2016-17	2017-18	2018-19
	HARTFORD CNTY		N	2.50%	3.00%	2.00%		3.49%	3.00%	3.00%	
	All administrators on HSA plan (\$2,000 single/\$4,000 family; Deductible) 50% match on annual deductible. Added language on "Cadillac Tax".										
	NEW LONDON CNTY		N					2.00%	2.25%		
	FAIRFIELD CNTY		N	2.20%	2.30%	2.35%		2.20%	2.30%	2.35%	
	Step cost is minimal; life ins incr to 2X salary from \$225, PCS for PPO incr from 18.5% to 19.5% in yr 1, 20.5% in yr 2 & 21.5% in yr 3; payment in lieu of ins decrease by 1/2 each yr for 2 yrs then \$0.										
	TOLLAND CNTY		N	2.85%	2.50%	2.50%		2.85%	2.50%	2.50%	
	No Step schedule; HDHP will be the sole plan option. Reopener on insurance in 2017-18.										
	HARTFORD CNTY		N	2.25%	2.25%	2.25%		2.83%	2.76%	2.63%	
	HDHP w/HSA will be core plan at 20% PCS in yr 1, 21% in yr 3, 50% BOE funding of HSA, \$2000/4000 deduct, RX after deduct is met \$10/30/45; 100% over BOE cost for HDHP premium cost for POS plan.										
	FAIRFIELD CNTY		N	2.25%	2.25%	2.50%		2.54%	2.82%	2.77%	
	Mid year step in yrs 1 & 2, not step year 3; PCS for HDHP incr from 20% to 21% in yr 1, 22% in yr 2 & 23% in yr 3.										
	TOLLAND CNTY		N	2.21%	0.90%	1.43%		3.25%	2.50%	2.50%	
	PCS for PPO/Comp mix incr from 22% to 22.5% in yr 2, 23% in yr 3; PCS for HDHP incr from 15% to 16% in yr 2 & 17% in yr 3; Excise tax language which triggers reopener if thresholds met on plan design & cost share.										
	NEW HAVEN CNTY		N	2.00%	2.00%	2.00%		2.73%	2.72%	2.54%	
	MIDDLESEX CNTY		N	1.50%	1.90%	1.80%		2.85%	2.80%	2.47%	
	Schedule restructured before GWI in yr 1; PCS for HDHP incr from 14% to 16% in yr 1, 17% in yr 2; Insurance reopener for 2017-18.										
	NEW HAVEN CNTY		N	2.00%	2.00%	2.10%		2.00%	2.00%	2.10%	
	Eliminate PPO, all move to HDHP.										
	TOLLAND CNTY		N	2.99%	2.99%	2.99%		2.99%	2.99%	2.99%	
	No step schedule; Eliminate PPO & POD, HDHP is sole option; PCS incr from 19% to 20% in yr 2 & 21% in yr 3										
	NEW HAVEN CNTY		N	2.50%	2.50%	2.50%		2.50%	2.50%	2.50%	
	Currently no step schedule, added lang re adjusting salaries each year to reach max salary in 3 yrs as long as review standards are met; PPO elimin, HDHP sole plan \$2000/4000 50% BOE contrib to HSA, PCS 18.5% in yr 1, 19% in yr 2 & 19.5% in yr 3; If excise tax triggered will have mid-term negotiations regarding impact.										
	FAIRFIELD CNTY		N	2.00%	2.00%	2.25%		2.38%	2.20%	2.25%	
AVERAGE				2.27%	2.24%	2.19%		2.64%	2.58%	2.59%	

MASTER AGREEMENT

BETWEEN

REGIONAL SCHOOL DISTRICT #19
BOARD OF EDUCATION

AND

REGIONAL SCHOOL DISTRICT #19
ADMINISTRATORS ASSOCIATION

JULY 1, 2016 - JUNE 30, 2019

70051

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PREAMBLE

THIS AGREEMENT IS MADE AND ENTERED INTO ON THE 1 day of December, 2015 by and between the Regional School District #19 Board of Education (hereinafter referred to as the "Board") and the Regional School District #19 Administrators Association (hereinafter referred to as the "Association") or by the same employee organization under any other name it might subsequently choose.

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children at the Edwin O. Smith High School is their primary mutual aim and responsibility, and the character of such education depends predominantly upon the quality and morale of the professional staff, and

WHEREAS, both parties recognize the importance of responsible participation by the entire professional staff and the Board of Education in the educational process and growth of the Regional District, and to this end agree to maintain communication which will aid the District in reaching its goals,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE I, RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive representative for a bargaining unit including all certified professional employees of the Board of Education employed in positions requiring possession of an administrator or supervisor certificate, or the equivalent, provided that an employee possessing such certificate performs administrative or supervisory duties at least fifty percent (50%) of the assigned time, and other employees excluded under the provisions of the Teacher Negotiation Act, Conn. Gen. Stat. 10-153a et seq. The Association accepts such recognition and agrees to represent all administrators equally.
- B. The term "Administrator" when used hereinafter shall refer to all professional employees as described in paragraph A in this Article who are represented by the Association.
- C. The Board agrees to provide each Administrator with a complete text of this Agreement and any successor agreement.

ARTICLE II, TEACHING ASSIGNMENTS

- A. It is understood that Department Directors, like other Administrators, shall have the ability to teach classes. Any Department Directors, at the discretion of the Superintendent, can have an instructional load of not more than two (2) classes or 2.25 credits each year.
- B. If a Department Director is relieved of his/her duties because of a reduction of staff and/or an elimination of position, he/she will be considered a displaced administrator and shall be offered the opportunity to revert back to a teaching position in Region #19. The displaced administrator shall have their seniority in the Teachers Association, for purposes of reduction in force and any seniority-based benefits, based on the amount of total teaching experience within the Region #19 school system to the extent consistent with the provisions of the E.O. Smith High School Teachers Association Collective Bargaining Agreement then in effect. Any displaced Department Director returned to a teaching position shall retain all accumulated sick leave up to the maximum described in the E.O. Smith High School Teachers Association Collective Bargaining Agreement then in effect.

ARTICLE III, LEAVE PROVISIONS

A. Sick Leave

Each Administrator shall receive a leave of absence for bona fide illness of up to eighteen (18) school days each year. Unused sick leave may be accumulated up to a maximum of 225 days. Each Administrator shall be notified of his/her accumulated sick leave by October 1st of each school year. No sick leave will accumulate while an Administrator is on a leave of absence without pay. The Superintendent may require a doctor's certificate in cases of suspected sick leave abuse. Up to three (3) sick leave days each year may be used for illness in the immediate family (as defined in paragraph C). In case of catastrophic illness or injury, additional sick leave may be approved by the Superintendent and/or Board of Education if an Administrator has exhausted his/her accumulated sick leave.

Any Administrator who takes an unpaid leave under the FMLA because of serious health condition must substitute any accumulated paid sick leave for unpaid FMLA leave. Any used paid sick leave which qualifies as FMLA leave will count against the twelve (12) weeks of annual FMLA leave to which the employee is entitled.

Any Administrator who takes an unpaid leave under the FMLA in order to care for a spouse, child, or parent must substitute any accumulated sick leave which would be granted for an illness in the immediate family under this section. Any paid sick leave used for an illness in the immediate family which qualifies as FMLA leave will count against the twelve (12) weeks of annual FMLA leave to which the Administrator is entitled.

B. Personal Leave

Each Administrator will be entitled to three (3) days annually of paid leave of absence for personal business which cannot be conducted outside of school hours and which necessitates an absence beyond the Administrator's control. Except in emergencies, requests for such leave must be made in writing and at least 48 hours in advance to the Superintendent. Reasons for personal leave may include:

1. court appearance in response to a subpoena;
2. real estate closing;
3. wedding of employee or member of the immediate family;
4. graduation of employee or member of the immediate family;
5. religious holy days (if all three (3) personal leave days are exhausted under this subsection, the Superintendent will grant one (1) additional leave day for one of the other reasons listed in the subparagraph);
6. personal business of a sensitive nature

C. Bereavement Leave

The Superintendent shall grant up to five (5) days annually of special leave with pay to enable an Administrator to attend a funeral as a result of the death in the immediate family. "Immediate family" for the purpose of this article is defined as parent, grandparent, spouse, civil union partner, sibling, child, or grandchild. In cases of suspected abuse, the Superintendent may request verification of the date of death and the relationship of the deceased. Additional leave may be granted by the Superintendent in his sole discretion.

D. Childbearing Leave

Absences related to disability as a result of pregnancy, childbirth, and related conditions shall be treated as any other physical disability. Such absences shall be with pay to the extent of accrued sick leave. Leave without pay beyond any accrued sick leave shall be available for such reasonable further period of time as a female Administrator is determined by a physician to be unable to perform the duties of her job because of pregnancy or conditions attendant thereto, such period normally not to exceed twelve (12) weeks. Any paid or unpaid leave under this provision shall be counted against any FMLA leave.

Administrators may continue to participate in all Board group health insurance plans at the level of premium contribution required in the Agreement for the duration of any paid leave or FMLA unpaid leave. The Board may recover, at the level of premium contribution required in the contract, premiums it paid for maintaining group health plan coverage during any period of unpaid FMLA leave if the Administrator fails to return to work after his/her FMLA leave

entitlement is expired, unless the reason the Administrator does not return to work is due to (1) the continuation, recurrence, or onset of a serious health condition that would entitle the Administrator to FMLA leave, or (2) other circumstances beyond the control of the Administrator. An Administrator whose FMLA leave has expired may continue to participate in Board group health insurance plans provided he/she pays all of the premium costs.

E. Childrearing Leave

The Board of Education, in its discretion, may grant a leave of absence without pay for childrearing purposes for a period of up to the balance of the semester in which the child was born or adopted and one additional full semester. Such leave shall be in addition to any period of childbearing leave, but shall be counted against any FMLA leave. For the purposes of this leave provision, July and August shall be considered as part of the first semester of the school year.

Administrators may continue to participate in Board group health insurance plans at the level of premium contribution as required under this Agreement only for the duration of FMLA leave. When FMLA leave has expired, Administrators may continue to participate in Board group health insurance plans provided that they pay all of the premium costs.

F. Professional Leave

The Board of Education, in its discretion, may grant leave with pay for activities including participation in professional meetings, conferences and conventions, or visiting other schools, when such activities are expected to result in the improvement of the quality of education in the E.O. Smith High School. Professional days for these purposes will be granted only upon approval of the Superintendent. The Board may pay reasonable expenses approved in advance for conferences, conventions and professional meetings, depending on yearly budgeted funds.

G. Sabbatical Leave

1. The Board of Education in its sole discretion may grant sabbatical leaves for study, research, educational travel, examination of other schools' programs or curriculum, curriculum development, scholarly writing, or other educationally or professionally beneficial activity. Administrators will be eligible for an initial sabbatical leave at 1/2 pay for either one semester or one full school year after seven (7) consecutive full school years of active service. A second or subsequent sabbatical leave may be granted after each seven (7) year period of continuous service at Edwin O. Smith High School. Administrators may continue to participate in Board group health insurance plans by paying the employee cost share of such health insurance as described in the provisions of this Agreement addressing health insurance.
2. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be required, not later than February 1, if the leave is to commence the following September, or June 1, if the leave is to commence the following February. These deadlines may be waived at the discretion of the Superintendent/Board, when

fellowships, grants, scholarships, etc. are awarded later in the year, which would make such deadlines unreasonable.

4. No benefits shall be provided to Administrators on sabbatical leave beyond those stated in this section.
5. The granting of sabbatical leave shall be predicated upon available funding and whether the Board can find a qualified "long-term substitute" for the duration of the sabbatical leave without compromising the operation/administration of the school.
6. Administrators are obligated to perform a minimum of one full year of service to the school district following sabbatical leave. Failure to comply with this provision, except in the case of death of the Administrator, shall obligate the Administrator to refund salary received during the period of the sabbatical. In extenuating circumstances, the Board may, in its discretion, consider releasing the Administrator from his/her obligations under this provision.

H. General Leave

The Board of Education in its sole discretion may consider requests for other leaves of absence with or without pay. The Board's decision on a request submitted under this provision shall be final, and not subject to the grievance arbitration provisions of this Agreement. An Administrator on general leave without pay will have the option of participating in all group health plans, provided that the Administrator pays the full premium cost of such plans. No other benefits shall accrue or be available during general leave.

I. FMLA Leave

Any "eligible employee," as defined under the Family and Medical Leave Act (FMLA), 29 U.S.C. 2601 et seq., is entitled to twelve (12) weeks unpaid leave during a twelve-month period. A twelve-month period is equivalent to one contract year, July 1 through June 30.

Administrators must comply with all notice provisions of the FMLA in order to qualify for such leave.

J. Adoption Leave

Administrators may use up to six (6) weeks of accumulated and continuous paid sick leave for the adoption of a child where there has been no previous domicile and/or association with the child. Administrators requesting such continuous paid leave shall submit written notice to the Superintendent of the anticipated commencement date of such leave and the anticipated return date.

K. Leave for Work-Related Injury

The Board of Education guarantees Administrators no loss of pay for injuries for which they can establish eligibility for Workers' Compensation for as long as such eligibility exists, but in no case for more than one calendar year from the date of injury. The Administrator's sick leave will be used on a pro-rata basis to compensate for the difference between normal salary and that received through Workers' Compensation.

ARTICLE IV, WORK YEAR AND SALARIES

- A. The work year for Principal, Assistant Principals and Special Services Director shall be two hundred sixty (260) days. The work year for Athletic Director shall be two-hundred and five (205) days. The work year for the Department Directors shall be one hundred and ninety-seven (197) days. Any Administrator employed beyond the contracted days shall be paid at the per diem rate of the Administrator's appropriate step on the salary schedule.
- B. Department Directors, within and as a part of the one hundred and ninety-seven (197) work days, will be allowed three (3) flex days as defined outside of the teacher contract. Flex days are defined as work days that may be used on weekends, holidays or snow days.
- C. The Board agrees to provide for payroll deductions to the Northeast Family Federal Credit Union, the Connecticut State Employees Credit Union, Inc. and any other institutions willing to participate in such an arrangement, both presently and in the future. Each Administrator may elect direct, electronic deposit to the financial institution of his/her choice. The receiving financial institution must have the capability to process electronic transmissions in order for an employee to utilize direct deposit. The Region will make every attempt to process payroll in a timely manner so that it is received by the particular financial institution on a consistent day. However, the Region shall be held harmless in the event that the financial institution fails to credit the employee's account in a timely fashion.
- D. The Board agrees to provide for payroll deductions for annuities or other retirement programs as needed.
- E. Administrators shall be paid on a twelve (12) month basis with 26 equal payments to be issued by check to be issued every other Wednesday throughout the year. Payments shall be made based on the salaries described in the Appendices to this Agreement.
- F. Any Administrator hired on or before January 1, 2015 shall be paid an additional \$2,500 annual stipend for an earned doctorate degree.
- G. Directors hired on or before January 1, 2015 shall maintain the \$1,250 annual longevity payments that they received under the E.O. Smith High School Teachers Association Collective Bargaining Agreement.

- H. The Board reserves the right for the Superintendent to exercise appropriate discretion concerning the wages paid to a newly hired Administrator, taking into account the individual's prior Administrative experience or "other" relevant experience which, in the Superintendent's judgment, will contribute to the Regional School District. In such case, the Superintendent has the discretion to start a newly hired Administrator at anywhere between ninety percent (90%) and the full stated salary described in the Appendices to this Agreement, with the second year salary being anywhere between the starting salary and the full stated salary and the third year being at the full stated salary.

ARTICLE V, VACATION

- A. The Principal, Assistant Principal and the Special Services Director shall receive twenty-five (25) vacation days per year that may be taken only with the advance approval of the Superintendent. Unused days for the current school year, not to exceed forty-eight (48) days, may be carried over into the following school year.
- B. Upon retirement, or departure other than for reasonable and/or just cause where such retirement or departure does not occur during the school year, an Administrator shall receive a full days pay for each unused vacation day, up to a maximum of twenty-five (25) days.

ARTICLE VI, HOLIDAYS

The Principal, Assistant Principal and the Special Services Director shall be entitled to the following holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans' Day
President's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Day Before Christmas
Independence Day	Christmas Day
Labor Day	New Year's Eve

The above holidays shall be celebrated on the day declared by the federal or state governments, or in lieu thereof, by the Board of Education, as the official day of celebration and only when school is not in session.

ARTICLE VII, INSURANCE BENEFITS

A.

Effective July 1, 2016 through December 31, 2016

1. Century Preferred Plan (PPO) administered by Anthem Blue Cross and Blue Shield of Connecticut, as well as other coverage described in the plan booklet.

In-Network Services:

- Office visit co-pay - \$25 per visit
- Emergency Room visit - \$75 per visit
- Home and office maximum – unlimited
- Mental Health Parity
- In patient surgical/hospital - \$300
- Outpatient Surgery - \$150
- Urgent Care - \$50
- Prescription Drugs – Generic \$10/Formulary \$20/Non-Formulary \$30 (\$3,000 maximum per calendar year), including oral contraceptives, at one times the co-pay for mail order.

Out-of-Network Services:

- Deductible - \$200/\$400/\$500
- Coinsurance - \$80% to \$1000/\$2000/\$2500

Effective January 1, 2017, the PPO Plan shall no longer be available and shall be replaced by the High Deductible Health Plan described in paragraph 3 below.

2. Anthem Blue Cross and Blue Shield of Connecticut Health Maintenance Organization Plan, with oral contraceptives, mental health parity, as well as other coverage described in the plan booklet.

In-Network Services:

- Well Care - \$20
- Primary care office visits - \$20 per visit
- Specialist consultations - \$20 per visit
- Emergency Room - \$75 per visit
- Urgent Care - \$50
- Out Patient Surgery - \$100
- Prescription Drugs – Generic \$10/Formulary \$20/Non-Formulary \$30, at one times the co-pay for mail order (unlimited maximum per calendar year)

Out-of-Network Services:

- Deductible - \$250/\$500/\$750
- Coinsurance - \$80% to \$1500/\$3000/\$4500

Effective January 1, 2017, the HMO Plan shall no longer be available and shall be replaced by the High Deductible Health Plan described in paragraph 3 below.

3. Effective January 1, 2017, the only insurance offering will be a High Deductible Health Plan with a Health Savings Account (HSA) with annual deductibles of \$2,000 for single coverage and \$4,000 for two or more person family coverage.

In January 2017, the Board shall contribute to the employee's HSA account an amount equal to 55% of the deductible amount on the first payday in January.

In January 2018, the Board shall contribute to the employee's HSA account an amount equal to 50% of the deductible amount on the first payday in January.

In January 2019, the Board shall contribute to the employee's HSA account an amount equal to 50% of the deductible amount on the first payday in January.

The parties acknowledge that the Board's contribution toward the funding of the HSA is not an element of the underlying plan, but rather relates to the manner in which the deductible shall be funded for actively employed administrators. The Board shall have no obligation to fund any portion of the plan for retirees or other individuals upon their separation from employment. The Board will be responsible for choosing the bank for opening the HSA and for any bank fees associated with opening the HSA account. The Board will make provisions for a before tax direct deposit payroll deduction for employees who choose to use this feature

As of January 1, 2019, after meeting the annual deductible, there shall be an Rx co-pay of \$0 for generic drugs, \$15 for listed brand name drugs and \$30 for non-listed brand name drugs. The annual maximum shall be \$1,000 for single and \$2,000 for two-person family coverage.

An HRA shall be made available for any employee who is precluded from participating in the HSA because the individual receives Medicare and/or veterans' benefits and the annual maximum reimbursement by the Board of Education shall not exceed the Board's annual deductible contribution for those in the HSA.

B. Employee premium payments for the health and dental insurance described above shall be allocated as follows:

1. Anthem Blue Cross and Blue Shield Preferred Provider Organization (PPO):

	<u>Board Payment</u>	<u>Administrator Payment</u>
Effective July 1, 2016	79%	21%

2. Anthem Blue Cross and Blue Shield Health Maintenance Organization (HMO) Plan:

	<u>Board Payment</u>	<u>Administrator Payment</u>
Effective July 1, 2016	84%	16%

3. High Deductible Health Plan Premium Contribution:

	<u>Board Payment</u>	<u>Administrator Payment</u>
Effective January 1, 2017	82%	18%
Effective July 1, 2017	81%	19%
Effective July 1, 2018	80%	20%

The above-identified percentages are applicable to all three categories of insurance coverage (individual, employee plus dependent, and family).

The Board will notify the Association of any premium increases on an annual basis by September 1.

The Board shall provide a Section 125 pretax salary deduction plan in accordance with the applicable provisions of Section 125 of the Internal Revenue Code (and in accordance with any amendments to said provisions) so long as said provisions allow for such a plan. Said plan will be designed to permit exclusion from taxable income of the Administrators' share of health insurance premiums, allowable medical expenses, and dependent care pursuant to IRS regulations for those Administrators who complete and sign the appropriate salary deduction form as provided by the Board. The Board shall incur no obligation to engage in any form of impact bargaining in the event that a change of law reduces or eliminates the tax-exempt status of the Administrator's insurance premium contributions. Neither the Association nor any Administrator covered by this Agreement shall make any claim or demand, nor maintain any action against the Board, or any of its members or agents for taxes, penalties, interest, or other costs or loss arising from the use of the salary deduction form, or from any change in law that may reduce or eliminate the tax benefits to be derived from this plan. Further, the parties agree that the health insurance benefits and the administration of those benefits shall continue to be governed by the collective bargaining agreement and the carrier's insurance plan.

- C. The Board will provide a general liability insurance policy to indemnify Administrators for errors and omissions in the course of their employment.
- D. The Board shall provide, without cost, for each full time Association member a term life insurance policy equal to twice (2x) their annual salary at no cost to the Administrator.
- E. The Board agrees to offer each Administrator the option of participating in an Income Protection Plan commencing on day one hundred eighty (180) of continuous disability, consisting of a benefit of 66 2/3% of the Administrator's salary, \$8,500 monthly maximum. The cost of participation shall be borne by the individual Administrator.

- F. Retiring Administrators may elect to continue health insurance benefits provided by the Board of Education, which benefits may change from time to time through negotiations with the Association. The retired Administrator electing to continue such benefits shall pay to the Board the full cost of the insurance on a monthly basis at the group rate and according to state or federal laws and subject to any restrictions set by the insurance carrier.
- G. All members of the Association shall be eligible for the "flexible benefits program".
- H. The insurance plans described in this article shall be subject to and governed by the Century Preferred Plan (PPO) and the Health Maintenance Organization (HMO) Plan administered by Anthem Blue Cross and Blue Shield of Connecticut, a copy of the plan descriptions are available in the Superintendent's office.
- I. The Board reserves the right to change insurance carriers, provided that benefits are substantially similar to the benefits provided herein. The Board will meet and confer with the Association regarding any contemplated changes in order to effect the best possible communication and planning. The proposed change will be presented to the Association for a minimum of thirty (30) days. If the Association does not agree that the proposed plan is substantially similar to the current plan, the proposed change will be submitted to arbitration before an arbitrator knowledgeable regarding health insurance plans and no change will take place until the parties have received the award in such a case.

ARTICLE VIII, BOARD PREROGATIVES

Except as specifically abridged or modified by the language of this agreement, the Board has and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operation of the public schools in the Region in all its aspects, including but not limited to the following: to employ, assign and transfer Administrators, those powers specified in Sections 10-220, 10-221, and 10-222 of the Connecticut General Statutes; to create and eliminate positions; to suspend or to dismiss the employees of the schools in the manner provided by statutes; to prepare and submit budgets to the regional district and in its sole discretion, to expend monies appropriated by the district; to make such transfers of funds within the appropriated budget as it shall deem desirable; to establish or continue policies, practices, and procedures for the conduct of school business and from time to time, to change or abolish such policies, practices and procedures; to discontinue processes or operations or discontinue their performance by employees; to select and determine the number and types of employees required to perform the school's operations; to establish contracts or subcontracts for school operations; and to determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the school district; to ensure that incidental duties connected to school operations, whether enumerated in job descriptions or not, shall be performed by employees; and to create job descriptions and revise existing job descriptions as deemed necessary.

ARTICLE IX, GENERAL

- A. No written reprimand or suspension notice shall be placed in an Administrator's personnel file unless the Administrator has been notified and has had an opportunity to review the material. The Administrator may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If an Administrator is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness only of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
- B. No Administrator shall be suspended, demoted or disciplined without reasonable and just cause and without receiving a statement of the reasons in writing, and an opportunity to meet with the Superintendent in the presence of an Association representative.
- C. Each Administrator shall be evaluated on an annual basis by the Superintendent in accordance with state law and the policies of the Board of Education. Prior to filing the formal evaluation document with the Board of Education, the Superintendent shall hold an informal meeting with the Administrator at which time the reasons for particular ratings and suggestions for improvement shall be given. The Administrator may attach an addendum to any evaluation document filed. Such evaluation and addendum, if any, shall be kept in the Administrator's personnel file and shall not be considered public information unless otherwise provided by law. The Board of Education, upon the recommendation of the Superintendent, may withhold all or a portion of an Administrator's annual salary increase, when performance is determined to be unsatisfactory.
- D. The Board shall not provide for the reimbursement for the cost of courses taken for professional development by the Administrator.
- E. If an Administrator has approval by the Superintendent to use his/her automobile to carry out his/her respective job-related duties, the Board shall pay the Board approved rate to cover the additional costs.

ARTICLE X, ANNUITY

The District shall establish and maintain a 401A Retirement Plan in the name of each Administrator. The Board shall make annual contributions into the fund of \$1,500 a year for each Administrator. It is expected that the Board will make such annual contributions in each successive year, provided that the annual budget allows for such contributions. An Administrator with five (5) consecutive years of service and enrollment in the Plan shall become fully vested. To the extent allowed by law and at no cost to the Board of Education, appropriate deductions to the Teacher Retirement Board shall be made from this contribution.

ARTICLE XI, GRIEVANCE PROCEDURE

A. Introduction

The purpose of the grievance procedure is to secure, at the lowest possible level, expeditious resolutions of disputes and problems. Accordingly, the Board and the Association agree that during the term of this contract, all grievances as defined below shall be settled in accordance with the provisions of this grievance procedure. However, nothing herein shall be construed to prevent any individual employee from (1) informally discussing a grievance with the Superintendent or (2) processing a grievance in his/her own behalf under this grievance procedure, excluding arbitration.

B. Definitions

1. A "grievance" shall mean (a) a complaint by an Administrator or group of Administrators that there has been a violation, misinterpretation, or misapplication of a specific and explicit provision of this Agreement; (b) a complaint regarding conditions of employment provided that grievances under this subparagraph are not subject to arbitration under this Article. Grievances based on the Preamble of this Agreement shall not be subject to arbitration.
2. "Days" shall mean school days, except during the summer break when days shall mean business days, excluding Saturdays, Sundays and holidays.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, therefore, be extended only by written agreement of the parties in interest.
2. Any grievance as defined above not presented for disposition through the grievance procedure set forth here and within twenty (20) days of the time when the Administrator knew or reasonably should have known of the event or occurrence giving rise to the grievance shall be deemed waived and not thereafter considered a grievance under this agreement.
3. Failure by the grievant at any level to appeal a grievance to the next level within a specified time limit shall be deemed to be acceptance of the decision rendered at that level, and such decision shall thereafter be binding upon the Administrator and Association. The Board recognizes the importance of responding promptly to grievances at each level. However, failure by the Board or its agents to respond to a grievance within the time limits set forth at any step shall be deemed denial of the grievance, and shall entitle the grievant to proceed immediately to the next step.

4. The written statement of the grievance shall include a statement of facts, the specific contract provision claimed violated or working condition giving rise to the complaint, and the remedy requested.

D. Informal Procedure

If an Administrator feels that he/she may have a grievance, he/she may first discuss the matter with the Superintendent in an effort to resolve the problem informally. The Administrator shall have the right to request that a member of the Association be present during such meeting.

E. Formal Procedure

1. Level One - Superintendent of Schools

- a. If an Administrator is not satisfied with the disposition of his/her grievance at the informal stage, he/she may, within five (5) days after informally discussing the matter with the Superintendent submit his/her grievance in writing to the Superintendent. No change shall be made in the subject matter of the original grievance, with the understanding that procedural issues may be raised at any level.
- b. The Superintendent shall, within ten (10) days after receipt of the grievance meet with the Administrator for the purpose of resolving the grievance, and hearing relevant information. The Superintendent shall, within ten (10) days after such meeting, render his/her decision and the reasons therefore in writing to the Administrator, with a copy to the Association.

3. Level Two - Board of Education

- a. In the event that a grievance is not resolved at Level One, the Administrator may, within five (5) days after the decision, or within fifteen (15) days after the meeting with the Superintendent, submit the grievance in writing to the Board of Education. No change in the subject matter of the original grievance shall be made, except that procedural issues may be raised at any level.
- b. The Board of Education or its designated committee shall meet with the Administrator for the purpose of hearing the grievance not later than fifteen (15) days after receipt of the grievance.
- c. The Board shall, within fifteen (15) days after such meeting, render its decision and the reasons therefore in writing to the Administrator, with a copy to the Association.

4. Level Three - Arbitration

- a. In the event a grievance is not resolved at Level Two, the Administrator may, within five (5) days after the decision, request in writing to the President of the Association that his/her grievance be submitted to arbitration.
- b. The Association may, within five (5) days after receipt of such request, submit the grievance to arbitration by so notifying the Board of Education in writing, and by filing a request for arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings and conduct them in accordance with its administrative procedures, practices and rules. In no event shall submission to the American Arbitration Association be made later than ten (10) days following the decision of the Board of Education or expiration of the time limit for making such decision, whichever occurs first.
- c. No employee may file for arbitration as an individual and only the Association may file an appeal for arbitration hereunder.
- d. The arbitrator shall have authority only to hear grievances as defined in this article. The arbitrator selected shall hear and decide only one grievance in each case. The arbitrator shall be bound by and must comply with all other terms of this Agreement. The Arbitrator shall not have the power to add to, delete from, or modify in any way any of the provisions from this Agreement.
- e. The arbitrator shall render his/her findings of fact, reasoning and conclusions on the issues submitted, and the decision of the arbitrator shall be binding upon the parties. The cost for the services of the arbitrator shall be borne equally by the Board and the Association.
- f. No disposition of any grievance at any level shall be contrary to the provisions of this agreement or applicable law.

F. Rights of Administrators to Representation

1. Any grievant may be represented at any level of the procedure by another Administrator of his/her own choosing. When an Administrator is not represented by the Association, the Association will promptly be notified and have the right to be present and to state its views at all stages of the procedure. The Association agrees to represent all Administrators equally without regard to membership or participation in or association with, the activities of the Association or any other employee organization.
2. Either the Association or the Board may call upon the professional services and assistance of their choosing, for consultation and assistance at any stage of the procedure.

G. Miscellaneous

1. All documents, communications, and records dealing with the processing of grievances shall be filed separately from the personnel files of the participants.
2. Forms for filing and processing grievances and other necessary documents shall be prepared by the Association and the Superintendent and made available through the Association so as to facilitate the operation of grievance procedure.
3. No reprisals shall be taken by either party or any member of the administration against any participant in the grievance procedure by reason of such participation.
4. Meetings shall be conducted at mutually agreed upon times and places which shall afford reasonable opportunities for involved persons to attend.

ARTICLE XII, DURATION

- A. This Agreement shall take effect July 1, 2016 and shall remain in full force and effect up to and including June 30, 2019.
- B. If any provision of this Agreement is determined to be contrary to law, such provision shall be severed from this Agreement, and shall not be performed or enforced. However, such finding will have no effect on the remaining portion or portions of this Agreement, and both parties agree to meet and bargain such new language as is necessary to comply with legal restrictions.
- C. This Agreement contains the full and complete agreement between the Board and the Association on all bargainable issues, and neither party shall be required during the term hereof to negotiate or bargain upon any issue, whether it is covered or not covered by this Agreement. All prior practices, agreements, and understandings are void and of no force and effect unless specifically incorporated herein.
- D. This Agreement shall not be altered, amended, or changed except in writing, in a document signed by both the Association and the Board, which amendment shall be appended to and become a part of this Agreement. However, it is recognized that neither party has any obligation to negotiate such an amendment or modification during the life of this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement this 1 day of December, 2015.

REGIONAL SCHOOL DISTRICT NO. 19
BOARD OF EDUCATION

By James A. Meek
COUNCIL PERSON

REGIONAL SCHOOL DISTRICT NO. 19
ADMINISTRATORS ASSOCIATION

By Don T...

APPENDIX A-1

SALARY SCHEDULE 2016-17

<u>2016-2017</u>	<u>Salary</u>
Principal	\$153,644
Special Services Director	\$136,003
Assistant Principal (2)	\$136,003
Athletic Director	\$110,830
Director of English	\$102,438
Director of Mathematics	\$102,438
Director of Science	\$102,438
Director of Depot School	\$102,438
Director of Social Studies	\$91,164

APPENDIX A-2

SALARY SCHEDULE 2017-18

<u>2017-2018</u>	<u>Salary</u>
Principal	\$156,332
Special Services Director	\$138,383
Assistant Principal (2)	\$138,383
Athletic Director	\$112,770
Director of English	\$104,231
Director of Mathematics	\$104,231
Director of Science	\$104,231
Director of Depot School	\$104,231
Director of Social Studies	\$97,791

APPENDIX A-3

SALARY SCHEDULE 2018-19

<u>2018-2019</u>	<u>Salary</u>
Principal	\$159,068
Special Services Director	\$140,805
Assistant Principal (2)	\$140,805
Athletic Director	\$114,743
Director of English	\$106,055
Director of Mathematics	\$106,055
Director of Science	\$106,055
Director of Depot School	\$106,055
Director of Social Studies	\$100,334

Sec. 10-153d. Meeting between board of education and fiscal authority required. Duty to negotiate. Procedure if legislative body rejects contract. (a) Within thirty days prior to the date on which the local or regional board of education is to commence negotiations pursuant to this section, such board of education shall meet and confer with the board of finance in each town or city having a board of finance, with the board of selectmen in each town having no board of finance and otherwise with the authority making appropriations therein. A member of such board of finance, such board of selectmen, or such other authority making appropriations, shall be permitted to be present during negotiations pursuant to this section and shall provide such fiscal information as may be requested by the board of education.

(b) The local or regional board of education and the organization designated or elected as the exclusive representative for the appropriate unit, through designated officials or their representatives, shall have the duty to negotiate with respect to salaries, hours and other conditions of employment about which either party wishes to negotiate. For purposes of this subsection and sections 10-153a, 10-153b and 10-153e to 10-153g, inclusive, (1) "hours" shall not include the length of the student school year, the scheduling of the student school year, the length of the student school day, the length and number of parent-teacher conferences and the scheduling of the student school day, except for the length and the scheduling of teacher lunch periods and teacher preparation periods and (2) "other conditions of employment" shall not include the establishment or provisions of any retirement incentive plan authorized by section 10-183jj or the development or adoption of teacher evaluation and support programs, pursuant to section 10-151b. Such negotiations shall commence not less than two hundred ten days prior to the budget submission date. Any local board of education shall file forthwith a signed copy of any contract with the town clerk and with the Commissioner of Education. Any regional board of education shall file forthwith a signed copy of any such contract with the town clerk in each member town and with the Commissioner of Education. Upon receipt of a signed copy of such contract the clerk of such town shall give public notice of such filing. The terms of such contract shall be binding on the legislative body of the local or regional school district, unless such body rejects such contract at a regular or special meeting called and convened for such purpose within thirty days of the filing of the contract. If a vote on such contract is petitioned for in accordance with the provisions of section 7-7, in order to reject such contract, a minimum number of those persons eligible to vote equal to fifteen per cent of the electors of such local or regional school district shall be required to participate in the voting and a majority of those voting shall be required to reject. Any regional board of education shall call a district meeting to consider such contract within such thirty-day period if the chief executive officer of any member town so requests in writing within fifteen days of the receipt of the signed copy of the contract by the town clerk in such town. The body charged with making annual appropriations in any school district shall appropriate to the board of education whatever funds are required to implement the terms of any contract not rejected pursuant to this section. All organizations seeking to represent members of the teaching profession shall be accorded equal treatment with respect to access to teachers, principals, members of the board of education, records, mail boxes and school facilities and, in the absence of any recognition or certification as the exclusive representative as provided by section 10-153b, participation in discussions with respect to salaries, hours and other conditions of employment.

(c) If the legislative body rejects the contract pursuant to the provisions of subsection (b) of this section, the parties shall commence the arbitration process, in accordance with the provisions of subsection (c) of section 10-153f, on the fifth day next following the rejection which, for the purposes of this procedure, shall serve as the equivalent of the one hundred thirty-fifth day prior to the budget submission date, provided, if requested by either party, the parties shall mediate the contract dispute prior to the initial arbitration hearing. The parties shall meet with a mediator mutually selected by them, provided such parties shall inform the commissioner of the name of such mediator. If the parties are unable to mutually select a mediator, then the parties shall meet with the commissioner or the commissioner's agent or a mediator designated by said commissioner. Mediators shall be chosen from a panel of mediators selected by the State Board of Education or from outside such panel if mutually agreed by the parties. Such mediators shall receive a per diem fee determined on the basis of the prevailing rate for such services, and the parties shall share equally in the cost of such mediation. In any civil or criminal case, any proceeding preliminary thereto, or in any legislative or administrative proceeding, a mediator shall not disclose any confidential communication made to such mediator in the course of mediation unless the party making such communication waives such privilege. The parties shall provide such information as the commissioner may require. The commissioner may recommend a basis for settlement but such recommendations shall not be binding upon the parties.



Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Mansfield Department Heads
Date: December 14, 2015
Re: Cancellation of December 28, 2015 Town Council Meeting

Subject Matter/Background

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

Recommendation

If the Town Council wishes to cancel the December 28th meeting, the following motion is in order:

Move, effective December 14, 2015, to cancel the December 28, 2015 regular meeting of the Mansfield Town Council.

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
Date: December 14, 2015
Re: Recurring Agenda Items

Subject Matter/Background

The Town Council has requested that this item be added to the agenda for discussion. For several years, the regular meeting agenda has included the topics of *Community/Campus Relations* and *Community Water and Wastewater Issues*, usually on a rotating basis. In the last couple of years, we have also added a *Storrs Center Update* as a recurring item.

Council has questioned the continued need for these recurring items. In my view, I could provide regular updates on these topics as part of my Town Manager's Report, as I do for other important projects and issues.

Please advise me as to your preference.

PAGE
BREAK

Sara-Ann Bourque

From: tulay luciano <tulayluciano@yahoo.com>
Sent: Monday, November 16, 2015 12:44 AM
To: Town Mngr; Town Council
Subject: Fw: Main Accumulation Area - Project Update

Dear Town Manager Hart:

Below is my email to Mr.Coite of UConn office of Environmental Policy. This is a matter of public health therefore I respectfully request that MAA facility Project be put on the agenda of the next council meeting and be discussed.

Kind regards,
 Tulay Luciano
 Mansfield Ctr.
 860.429.6612

----- Forwarded Message -----

From: tulay luciano <tulayluciano@yahoo.com>
To: Jason Coite <jason.coite@uconn.edu>
Sent: Friday, November 13, 2015 7:32 PM
Subject: Main Accumulation Area - Project Update

Jason Coite
 UConn Office Of Environmental Policy
 31 Ledoyt Road, U-3055
 Storrs, Connecticut 06269

Dear Mr. Coite:

Could you kindly inform me what stage the MAA facility relocation is in? As far as I remember, OPM approved the site and the building plan, and allocated money for it.

Kind regards,
 Tulay Luciano
 808 Warrenville Road
 Mansfield Ctr., CT 06250

cc. Mansfield Town Council
 Mansfield Conservation Commission
 Windham Conservation Commission
 Windham Water works
 Toxic Action
 Naubesatuck Watershed Council (NWC)

Sara-Ann Bourque

Subject: Main Accumulation Area - Project Update

From: Coite, Jason [mailto:jason.coite@uconn.edu]
Sent: Wednesday, November 18, 2015 11:44 AM
To: Jennifer S. Kaufman <KaufmanJS@MANSFIELDCT.ORG>
Cc: Richard Miller <rich.miller@uconn.edu>
Subject: RE: Main Accumulation Area - Project Update

Jennifer,

Apologies, but we don't have anyone available to provide an in-person update on the Main Accumulation Area at this evening's Conservation Commission meeting. However, the following provides an update on the status of the MAA project that I hope will be helpful for you tonight. I don't think having someone come in for the December 16th meeting would be a problem, if the Committee so desires.

First, a brief review of the actions taken in recent years. From June 2012 to March 2013 UConn hosted an MAA Siting Advisory Committee of University, Town, and other stakeholders to select a preferred site among several potential locations. From April 2013 to February 2014 we were involved in an EIE process on the preferred site – a spot in the Tech Park along the driveway to C-Lot parking area. In January 2014 a design team was hired, and shortly thereafter in April we received OPM's approval on the EIE. Design has been going full steam ahead since then, including securing the necessary environmental permits from DEEP.

We're pleased to report that the most recent milestone was the signing a contract with a construction contractor last month.

Strictly speaking, the contract schedule calls for starting work in 2015 so that it can be complete by September 2016. However, significant cost savings can be achieved if the construction work starts after winter – with minimal impact to the overall schedule. Winter weather reduces productivity and requires temporary heat and enclosures, both of which are costly, to maintain the necessary environment for many of the temperature sensitive construction materials used in the project.

Starting construction in spring 2016 eliminates months of winter work, makes a significant impact on the budget, and only pushes the project completion out one month to October 2016.

We are all very eager to see the construction of this project get underway, but we can't ignore the wisdom of waiting a little bit to save a significant amount of money – especially given that the completion date is so minimally affected.

Lastly, please note that the MAA will be a green building that has been designed to meet LEED Silver criteria and the state's High Performance Building standards. Low flow water fixtures will reduce water consumption by at least 30%. And LED lighting, heat reclamation in the ventilation system, and insulation above and beyond what the building code requires will reduce energy usage by at least 22%.

Again, I hope this is helpful. Please feel free to pass along to us any questions the Committee may have. We'll be happy to respond, perhaps in person at the next meeting.

Regards,
Jason

From: Jennifer S. Kaufman [<mailto:KaufmanJS@MANSFIELDCT.ORG>]
Sent: Monday, November 16, 2015 11:52 AM
To: Coite, Jason <jason.coite@uconn.edu>
Subject: FW: Main Accumulation Area - Project Update

Hi Jason,

The Conservation Commission meets on Wednesday night. Anyway I can give them an update?

Thanks,

Jennifer Kaufman
Natural Resources and Sustainability Coordinator
Inland Wetlands Agent
Town of Mansfield
10 South Eagleville Road
Storrs-Mansfield, CT 06268
860-429-3015 x6204
860-429-9773 (Fax)

From: tulay luciano [<mailto:tulayluciano@yahoo.com>]
Sent: Sunday, November 15, 2015 12:05 AM
To: Jennifer S. Kaufman <KaufmanJS@MANSFIELDCT.ORG>
Subject: Fw: Main Accumulation Area - Project Update

----- Forwarded Message -----

From: tulay luciano <tulayluciano@yahoo.com>
To: Jason Coite <jason.coite@uconn.edu>
Sent: Friday, November 13, 2015 7:32 PM
Subject: Main Accumulation Area - Project Update

Jason Coite
UConn Office Of Environmental Policy
31 Ledoyt Road, U-3055
Storrs, Connecticut 06269

Dear Mr. Coite:

Could you kindly inform me what stage the MAA facility relocation is in? As far as I remember, OPM approved the site and the building plan, and allocated money for it.

Kind regards,
Tulay Luciano
808 Warrenville Road
Mansfield Ctr., CT 06250

cc. Mansfield Town Council
Mansfield Conservation Commission
Windham Conservation Commission
Windham Water works
Toxic Action
Naubesatuck Watershed Council (NWC)

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Item #16

Matthew W. Hart, Town Manager

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

December 1, 2015

Mr. Noah M. Lerman
P. O. Box 732
Mansfield, CT 06268

Re: Reappointment to Library Advisory Board

Dear Mr. Lerman:

I am pleased to reappoint you to the Library Advisory Board, for a new term to expire on October 31, 2018.

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

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

Sincerely,

Matthew W. Hart
Town Manager

Cc: ✓Town Council
Library Advisory Board
Mary Stanton, Town Clerk

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

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

December 1, 2015

Ms. Lucy Maziar
40 Mary Belle Drive
Storrs, CT 06268

Re: Reappointment to Library Advisory Board

Dear Ms. Maziar:

I am pleased to reappoint you to the Library Advisory Board, for a new term to expire on October 31, 2018.

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

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

Sincerely,

Matthew W. Hart
Town Manager

Cc: Town Council
Library Advisory Board
Mary Stanton, Town Clerk

REGIONAL SCHOOL DISTRICT #19
BOARD OF EDUCATION

District Budget Sharing Information Meeting
Tuesday, December 15, 2015
E.O. Smith High School Library Media Center
1235 Storrs Road
Storrs, CT
6:00 p.m.

AGENDA

1. Introduction of Participants
2. Discussion of District/Municipal Priorities and Constraints
3. Discussion of Legislative Issues with State Representatives
4. Other Issues

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Announcing Family Friendly Pricing for All

Over the past 12 years, we have worked hard to provide optimal facilities, programming and customer service. From 2007 to 2013, the Community Center membership rates had been frozen. As of November 1, 2014 the Town Council approved a minimal 5% increase in membership fees. This allows us to continue to provide the highest quality equipment, facilities and services for the membership.

Additionally, we are continuing to offer new family friendly pricing for everyone! As of November 1, 2014 changes were made to our Family and Adult/Child pricing structure. Adult/Child memberships are now inclusive of one adult and all children until 14 years of age in a household for one low rate. Family memberships are now inclusive of two adults and all additional members of a household, regardless of age, for one low price. It is our belief that our new family friendly pricing structure will allow for more families to participate in all the benefits the Community Center has to offer.

Parks & Rec

Department Staff

Curt Vincente
Director of Parks & Recreation

Jay O'Keefe
Assistant Director of Parks & Recreation

Jennifer Kaufman
Natural Resources & Sustainability Coordinator

Amanda Wilde
Member Services Coordinator

Lynda Lambert
Administrative Services Specialist

Jessica Tracy
Recreation Supervisor
Health & Fitness

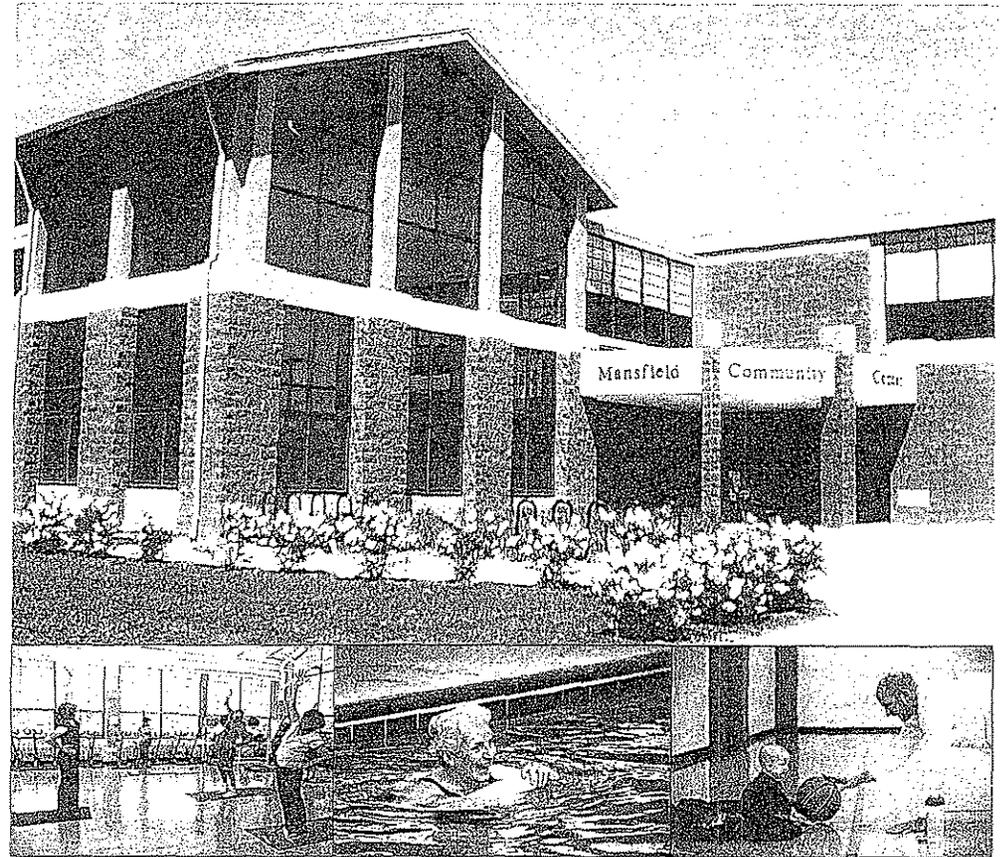
Stephanie Huber
Recreation Supervisor
Aquatics

Jared Redmond
Recreation Coordinator

Janet Avery
Receptionist

Steve Cossgrove
Head Custodian

James Schub-Blair
Custodian



Mansfield Community Center 2015 Annual Review

November 1, 2014-October 31, 2015



Mansfield
Community Center
Family, Fitness & Fun!

From the Director

The Community Center continues to be a vital and important resource for the entire region. We celebrated the 12th anniversary of the Center's opening on November 1, 2015. The celebration closed out a week of member appreciation events and give-a-ways. It has been a very busy and memorable year at the Center. We have had the chance to offer the community a wide range of programs including youth sports, aquatics, fitness, and family programming. We look forward to be able to continue our service and advocate for the benefits of parks and recreation to the region.

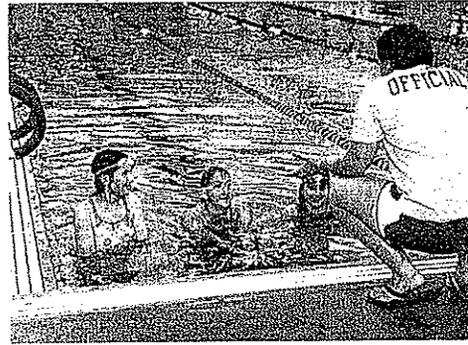
In year 12, we hosted 20 of our popular family fun nights, and each included a variety of healthy and fun recreational activities for the whole family. In addition, 17 special events were held at the Community Center.

The Mansfield Community Center plays an important role in the health and well being of the community and it has added to the quality of life in the area. This

report recognizes our donors, summarizes the activity of the Center, and highlights membership details that we have experienced in our twelfth year of operation.

Curt

Curt Vincente, CPRP
Director of Parks & Recreation



Veterans Day Celebration
November 10, 2014

Charter Member Reception
November 22, 2014

Open House Week
December 28, 2014-January 3, 2015

Eggstravaganza
April 4, 2015

Mansfield Tag Sale Trail
April 11, 2015

Skate Park Grand Re-Opening
June 13, 2015

John E. Jackman Tour de Mansfield
June 21, 2015

E.O. Smith High School Safe
Graduation Party
June 17-18, 2015

Coventry High School Safe
Graduation party
June 20-21, 2015

ARC Blood Drive
June 25, 2015

Playground Committee 5K
July 18, 2015

Facility Maintenance Shut-down
August 17-22 2015

Playground Community Build
October 9-10, 2015

Annual Employee Health Fair
October 22, 2015

Annual Halloween Party
October 24, 2015

Playground Grand Opening
October 31, 2015

Member Appreciation Week
October 26-November 1, 2015

Free Mansfield Days
November 28, 2014

December 31, 2014

January 17, 2015

February 8, 2015

March 13, 2015

April 11, 2015

May 2, 2015

June 7, 2015

July 15, 2015

August 15, 2015

October 18, 2015

Family Fun Nights

November 8, 2014

November 28, 2014

December 13, 2014

December 26, 2014

January 3, 2015

January 24, 2015

February 27, 2015

March 13, 2015

March 28, 2015

April 18, 2015

May 9, 2015

May 29, 2015

June 6, 2015

July 11, 2015

July 25, 2015

August 8, 2015

August 15, 2015

September 25, 2015

October 10, 2015

October 24, 2015

Charter Members

Platinum Charter Members

Randee & Martin Berliner
Robert & Stacy Malecki
Sheldon & Caroline Dyer
Elizabeth Paterson
Michael & Wendy Gergler
Dr. Gregory Turner & Family
The Cook Family
Howard & Alice Raphaelson
Stuart & Corrine Wyand
David & Laura Dzurec
Nina & Michael Shore
Michael & Ilze Taylor
Drs. Krishnan & Indraleka Gopal
The Gawlicki Family
Keith & Marietta Johnson
Kenneth Dardick & Judith Stein
Nancy M. & Edmund C. Tomastik
Steven Rogers & Barbara Depray
Frank & Kay McNabb
Jeffrey H. Smith
Gordan, Kimberly, Bishop,
Cooper & Ashur Clark
Lee & Nancy Cox
Pasquale & Donna Ferrigno
Karl & Pat Beckert
The Hempel Family
The Tangari Family
The Shin Family
The Sidney Family

Gold Charter Members

Bahram, Bethany, Ariana,
Darius & Vida Javidi
Denise Merrill
Leslie, Matthew & Fred Turner
Sue J. & Sung I. Koo
Ron Cotterill & Peggy Tucker

Silver Charter Members

The Casa Family
David & Peggy Kobey
Paul & Victoria Bushey
Mary Thatcher
Nora & Norman Stevens
David P. & Sandy Stevens
Sara Stevens & Chelsea Flower

John & Eleanor Plank
Marla & Mark Hauslaib
Kristen & David Hoyle & Family
Gregory Haddad & Donna Becotte
Winthrop & Dolores Hilding
Honey & Harry Birkenruth
Eli & Shirley Dabora
The Dautrich Family
The F.T. Morrison Family
William & Barbara Rosen
G. Michael & Jane D. Howard
Mary Rogers Beckert
Donald & Heidi Field

Bronze Charter Members

Gerhard & Elizabeth Austin
Carl & Marianne Panciera
Bob & Kathe Gable
Joe & Donna McLaughlin
Curt & Mary Hirsch
Ann & Samuel Charters
Aline Booth
The LoTurco/O'Brien Family
Robert & Lucinda Weiss
Robert & Barbara Casey & Family
Donald & Janis Hoyle
Peter & Betsy Sturrock
James S. Peters, II, PhD, DAPA
Scott & Judy Mather
Crayton & Harriet Walker
Joy & Rudy Favretti
William & Joan Gerdson
Mark & Christine Paquette
Jay & Sally Lerman
The Cromley Family
Adrienne Marks
Caroline P. Scranton
Matthew W. Hart &
Kara Walsh-Hart
Sylvia Nancy Jo & Grimm McClain
Mary Jo & Milli Tryba
Susan B. & William H. Morgan
Bryan & Kelly Jones
Harry Frank & Susan Lund
Henry & June Krisch
Larry Bowman

Major Donors

Wilcox & Reynolds Insurance
\$250,000 - Walking/Jogging Track
Construction

The Bill Rosen Memorial Fund
\$25,000 - Teen Center
(fundraising underway)

People's United Bank
\$20,000 - Community Room Naming

Attorney Samuel Schragar
\$15,000 - Sitting Room Naming

Dr. Lucie Wu-Scigliano
\$15,000 - Mansfield Pediatric
Dentistry
Child Care Room Naming &
Equipment

Windham Community Memorial
Hospital
\$10,000

Equipment Donors

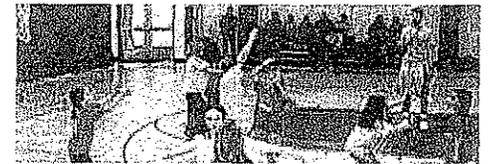
\$1,000+ -
Cardinals TV & Appliance
\$8,000 - TV's & Appliances
The Sidney Family
\$4,500 - Pool Lift
\$3,685 - Family Locker Room Repair

James Campetelle
\$2,000 - Flag Pole

Anonymous
\$1,700 - Teen Center Pool Table

Chris Kueffner & Lynn Stoddard
\$1,300 - Bike Racks

George & Joan Cole
\$1,200 - Coat Racks



Savings Bank of Manchester
\$1,100 unrestricted
(now New Alliance Bank)

Malecki Family
\$1,000 - Baby changing stations in
memory of Evan Malecki

Honey & Harry Birkenruth
\$1,000 unrestricted

Other Equipment Donors (under \$1,000)

The Brand Family - Teen Center Foosball
Table

The Siracusa Family - Teen Center Air Hockey
Table

Mike Taylor - Misc. Teen Center & Fitness
Center Equipment

UConn Physical Therapy Dept. - Exercise
Mats

Todd Friedland - Dance/Aerobics Room
Speakers

Howard & Alice Raphaelson - Unrestricted

Martin & Lynn Bloom - Ping Pong Tables

Domino's Pizza - Pool Lane Line

Zlotnick Construction - Pool Lane Line

John Lenard - Pool Clocks

Eva Eaton - Coat Rack

Paul & Victoria Bushey - Misc. Fitness
Equipment

The Sonpal Family - Child Care Room Toys

Richard & Tulay Luciano - Heart Monitor

Henry & June Krisch - Pool Bench

Lillian Freudman - Unrestricted

Elizabeth Marco - Child Care Room
Equipment

Tony's Garage - Unrestricted

Richard Schimmelpfeng - Workout Mats

Grea Webster - Heavy Baa



THE MANSFIELD MINUTE

Item #19

DECEMBER 2015

www.mansfieldct.gov

- Town Hall will be closed on Friday, December 25 in observance of Christmas.

- Town Hall will be closed on January 1, 2016 for New Year's Day.

 Celebrating the preservation of 82 acres of Mountain Dairy's farmland through the Connecticut Farmland Preservation Program. This program is the first step in preserving over 700 acres of Mountain Dairy farmland.

- The Tolland-Mansfield Probate Court has new hours: Monday through Thursday, 8 AM – 5 PM, Friday, 8 AM – 12 noon.

- Work on the Route 275 bridge over the Willimantic River between the towns of Coventry and Mansfield has been completed and the new bridge is now open.

- Winter Parking Ban is now in effect.

- The Human Services Department maintains a food pantry to help those in need. Call 860-429-3315.

- Storrs Winter Farmers Market will be held on Dec. 12 and 19 in the Buchanan Auditorium at the library.

See your tax dollars at work!

Visit openmansfieldct.gov



Town Manager Matthew Hart announces the December 1st launch of a financial analysis platform powered by OpenGov.com that provides residents, elected officials and staff unprecedented access to the Town's finances. This powerful web-based platform transforms complex financial data into an interactive, digital format that enables better analysis and understanding of the Town's finances. The intuitive design makes it easier to explore how taxpayer money is collected and spent. The platform may be accessed at open.mansfieldct.gov.

The OpenGov platform displays 6 years of government spending and revenue detail in a user-friendly portal. Users can view historical revenue and expenditure trends over time and explore multiple views of financial data, including by fund, department, expense, or revenue type. The current year report provides insight into spending and revenues year-to-date. For example, visitors to the platform may answer frequently asked questions such as "How are my tax dollars spent?" or "What did the Town spend on

(Continued on page 2)

You are cordially invited...

Recognition Reception Honoring

Elizabeth "Betsy" Paterson

December 4, 2015 4-6 PM

Mansfield Community Center

Hors d'oeuvres and refreshments will be served.



During her 20 years of dedicated public service, Betsy worked tirelessly to represent the Town. First elected to the Town Council in 1997, Betsy was elected Mayor in 1999. She served as Mayor for 16 years, until her retirement from the Council in November 2015. Betsy notably represented Mansfield on a number of regional and state-wide entities.

During her long tenure as Mayor, Betsy was instrumental in the creation of the Mansfield Downtown Partnership and Storrs Center. She also contributed greatly to the development of a strong working relationship between the Town and the University of Connecticut. We thank Betsy for her significant contributions to the Town and wish her all the best in her retirement from the Council.

(Continued from page 1)
 public safety last year?" or "How much did the Town collect in fees for services?" and then share that information directly from the platform via email or on social media.

Town Finance Director Cherie Trahan led the initiative to make the Town's finances more transparent and understandable. "We are very excited to offer this easy-to-use tool to share Mansfield's financial information with the public. The pie charts and bar graphs provide visual answers to inquiries about how the Town is putting tax dollars to use. It will also supply the Town Council with additional information that can greatly assist with the decision-making process."

"By making its financial data easily accessible in an intuitive, digital format, the Town is demonstrating its commitment to efficient, data-driven and open government," commented Zac Bookman, CEO and co-founder of OpenGov.

Beyond sharing information with the public, the Town can also use OpenGov internally to create custom reports, manage operations to budget, and keep administrators informed. With this launch, Mansfield joins a growing list of

more than 400 leading cities, counties, state agencies, school systems, and special districts across the country that leverage OpenGov technology for the benefit of its citizens.



Have you licensed your dog this year?

All dogs over the age of 6 months MUST be licensed, and all dog licenses expire on June 30th no matter what time of the year you licensed your dog.

If you have not renewed your dog's license this year, please visit the Town Clerk's office as soon as possible to renew it in order to avoid any inconvenience or fines.

Important things to know:

- The license fee is \$19.
- Please bring along a current rabies certificate.
- If the dog is spayed or neutered, bring a spay/neuter certificate and the license fee will be reduced to \$8.
- There is a \$1 penalty per month for renewals completed after July 1st.
- Dogs and cats three months and older must have a rabies vaccine whether they are indoors or outdoors. Failure to do so results in a \$136 fine per animal.
- Failure to license results in a \$75 fine per dog.

Mansfield has an active licensing program. We conduct a yearly door-to-door survey for unlicensed dogs. An active licensing program helps reduce the number of stray dogs, dog bites and

attacks, promiscuous breeding and helps reunite owners with their dogs in a timely manner. Licensing your dog is a sign of responsible pet ownership, which is beneficial for the entire community.

Dogs must wear their license tag.

If a stray dog wearing a tag is captured, the owner can be notified promptly, saving impoundment time, advertising fees, and the cost of care during impoundment. If a person is bitten/attacked by a dog with a license, the medical history can be obtained quickly, relieving that person of the anxiety of having to go through the rabies series. Rabies is still found in our state's wildlife population.

For more information please contact the Town Clerk at 860-429-3302 or the Animal Control Officer at 860-487-0137. Licensing can be done in person at the Town Clerk's office or call 860-487-0137 for a mail-in license application.



Mansfield is looking for volunteers!

Did you know that Mansfield has over 30 committees staffed by volunteers? If you have an interest, Mansfield has a committee which would welcome your contributions. There are currently openings on the Agriculture Committee, Beautification Committee, Arts Advisory Committee, Historic District Commission, Parks Advisory Committee, to name a few. To apply visit mansfieldct.gov, click on Boards and Commissions, and fill out a volunteer application, or contact the Town Clerk's office at TownClerk@mansfieldct.org.

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

Winter Welcome at Storrs Center

The Mansfield Downtown Partnership invites you to usher in the new season at the Third Annual Winter Welcome on *Saturday, December 5, from 1 to 5 PM.*



There will be carolers and musicians strolling and performing outside and indoors. Participating businesses will have holiday treats, sales, and specials. On the Town Square, there will be vendors from

Storrs Farmers Market and a wreath-making activity with The Flower Pot while staff from UConn Dining Services will create beautiful ice sculptures.

Storrs Regional FFA's annual Christmas tree sale will take place from 1 to 3 PM at E. O. Smith High School.

At 2 PM, look for the Mt. Dairy milk truck traveling on Storrs Road from Town Hall to Storrs Center with a special guest! Santa Claus will greet friends at the UConn Co-op Bookstore from 2 to 4 PM.

At 4 PM, join the E. O. Smith Chamber Singers on the Town Square for a performance and sing-along.

For more information, please visit mansfieldct.gov/winterwelcome.

The Winter Parking Ban is ON



The Town's winter parking ban is now in effect through April 15, between the hours of midnight and 6 AM. This includes the on-street parking on Storrs Road and Dog Lane. Cars that are found to violate the parking ban or impede plowing operations will be towed.

The Public Works Department also asks that bicycle owners refrain from leaving bicycles on sidewalks or the Town Square during snow storms or overnight. Questions? Call Public Works at (860) 429-3676.

Do You Need Transportation?



Free Transportation to medical and dental appointments is available for residents aged 60 and older and those adults 18 years of age and older who receive Social Security disability.

Drivers are available Monday through Friday from 8:30AM -4:30PM. We kindly request 48-72 hours notice, although special exceptions for emergency requests will be made depending upon volunteer availability. For out-of-district medical transport, 7-10 days notice is required.

Call Senior Center Transportation Coordinator Gianna Stebbins at 860-487-9877 for more information.

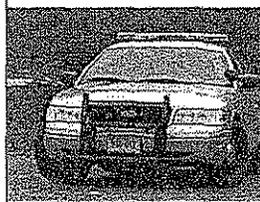
Share the Holiday Spirit!



Everyone is aware of the rising costs of utilities, food, housing, and health care. Many of us can adjust our budgets accordingly, but for some local families, adjusting means not enough money to go around. For some "extras", like special food and holiday gifts for your children are not possible. If you are a Mansfield resident and find yourself in that position this year, Human Services has a program to help. Call 860-429-3315 or stop our office at the Town Hall to find out if you qualify for one of our holiday giving programs.

Last year through generous donations from the community, the Human Services Department provided families with Thanksgiving and holiday meals as well as gifts in December through our **Holiday Fund** and the **Adopt-A-Family** programs. This program is provided completely by monetary and gift card donations and through the generous donations from individuals and organizations that "adopt" a particular family and provide the December holiday meal and gifts for the members of the household.

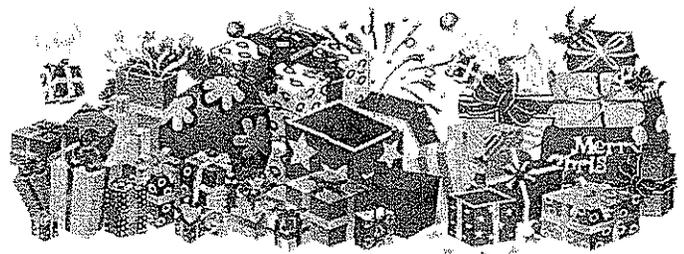
If you or your organization would like to be part of this wonderful program of making a local family's holiday special, please contact our office. For information about how you can Adopt-A-Family for the holidays, please call 860-429-3315 or e-mail HumanServ@mansfieldct.org. Monetary or gift card donations can be mailed or dropped off at the Human Service Office, Mansfield Town Hall, 4 South Eagleville Road, Mansfield, CT 06268. Checks may be written to "Town of Mansfield" with "Human Services Holiday Program" in the memo area.



Stuff A Cruiser!

Help the Mansfield Resident State Troopers bring joy to local children.

Bring a toy to the Eastbrook Mall between 9 AM and 3 PM on Saturday, December 5, and stuff it into a cruiser! They will then be delivered to local families in need of a holiday gift. Ho ho ho!





December Events and Activities in Mansfield



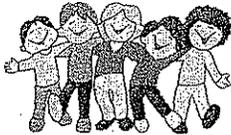
Parks and Recreation

Community School of the Arts Registration 2016

On Monday, Dec. 7, registration opens for residents. The first day of the Winter Session is Monday, January 4. Call the Main Office at 860-486-1073 for more details and fees. CSA is now located at 1295 Storrs Road.

CSA All-School Recital Friday, Dec. 18

At von der Mehden Recital Hall. Students from CSA come together to perform for the community!



Fall Family Fun Night

Saturday, Dec. 19, 4:30 -7:30 PM
No fee for members, non-members pay the daily fee.

Paint Your Own Pottery!

Saturday, Dec. 5, 10 AM-12 PM
Choose a holiday pottery piece, paint it on Saturday; it will be clear glazed and fired at Sawmill Pottery. Family Event. Fee.

Storrs Winter Farmers Market

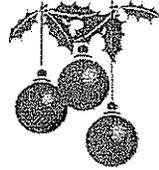
Open twice a month from December through April. The Market is held from 3 to 5 PM at the library.
2015-2016 Winter dates:
December 12 and 19
January 2, 16, and 30
February 13 and 27
March 12 and 26
April 9 and 23



Mansfield Public Library

Holiday Crafts for Kids

Thursday, Dec. 3, 4 - 5:30 PM
Drop in after school and make a variety of holiday crafts and ornaments. All ages welcome.



Tween Program: Gingerbread Houses

Saturday, Dec. 5, 2 - 3:30 PM
Tweens and parents! Make a gingerbread house with us! Bring a box (or 2) of graham crackers and we'll supply the rest. Space is limited, so sign up today. This program is intended for middle schoolers and an accompanying adult. Free. Please register, supplies are limited.



Reel To Real

Monday, Dec. 7, 1 - 3:30 PM
For the Sake of the Country: Female Spies in the Civil War.

Fun With Fairy Tales School Vacation Week Dec., 28, 29, 30, 31 1:30-3:00 PM

Come to the Library during school vacation and have fun with some of your favorite fairy tales. For the first half hour we'll enjoy comparing some traditional stories with some funny "fractured" versions. From 2 to 3 PM we'll have crafts and activities that highlight the stories. Different stories and crafts every day, plus coloring for the little ones.



Mansfield Senior Center

Beat the Winter Blues

Monday, Dec. 7, 1 - 2 PM
Learn tips and strategies to stay creative, bright, active and cheerful during the winter months. Call 860-487-9870 to register for this or any other program.

Holiday Sing-A-Long-with Bruce John

Wednesday, Dec. 9, 12-2 PM
Sign up for a delicious lunch followed by classic holiday music. Register by Dec. 4.



FoodShare Distribution

Thursday, Dec. 10 and 24
11:30-12:15
Bring your own shopping bag!

Crafty Creations

Monday, Dec. 14, 1-2 PM
Join us for a chance to make beautiful snow flakes out of craft sticks. Register by Dec. 11.



Spirituality for the Second Half of Life

Monday, Dec. 14, 1-2 PM.
Explore life's meaning and mystery. Light refreshments. Register by Dec. 9.

Winter Holiday Lunch & Show

Wednesday, Dec. 16
Lunch at 12 PM
Entertainment by the Sparkettes and Chorus at 12:45 PM.
Register by Dec 7.

Mini-Bazaar

Wednesday, Dec. 16, 11-3 PM
Come do some Holiday shopping!

