



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
April 25, 2016
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:00 p.m.
AGENDA**

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CALL TO ORDER	
ROLL CALL	
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FUTURE AGENDAS

EXECUTIVE SESSION

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

ADJOURNMENT

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

April 5, 2016

DRAFT

Mayor Paul M. Shapiro called the special meeting of the Mansfield Town Council to order at 5:30 p.m. in the Council Chamber of the Audrey P. Beck Building.

I. ROLL CALL

Present: Kegler (arrived 6:30 p.m.), Marcellino, Moran, Raymond, Ryan, Shaiken, Shapiro

Excused: Kochenburger, Sargent

Staff Present: Town Manager Matthew Hart, Director of Finance Cherie Trahan, Assistant Town Manager Maria Capriola, Director of Public Works John Carrington, Director of Facilities Allen Corson, Director of Human Services Pat Schneider, Library Director Leslie McDonough, Director of Parks and Recreation Curt Vincente, Director of Planning and Development Linda Painter, Director of Housing and Building Mike Nintean

1. Staff Reports/Communications

The Director of Finance reviewed the flagged items and the requests for information from the previous meeting and distributed replacement pages.

2. Budget Review

- Public Works

Mr. Carrington and Mr. Corson reviewed their departmental accomplishments, goals and budgets.

Request for Information – Confirm the budget figures for paving management for the last few years. (Page 187)

Request for Information – Provide information on the number of employees who are currently receiving both step pay increases and general wage increases. Provide the value of steps per bargaining unit.

Request for Information – Provide ending date of the current contract for electricity.

- Community Services

Mr. Hart presented a brief overview of the Town's contribution to the Eastern Highland Health District's budget. Ms. Schneider and Ms. McDonough reviewed their departmental accomplishments, goals and budgets. Ms. Schneider outlined the process and the recommendations for the grants to area agencies. Mr. Vincente, whose budget will be discussed at a future meeting, spoke to how the 3 community services entities work collaboratively to provide opportunities to the community.

Future Discussion Topic – Discussion of where the community is with regards to the number of mental health cases and related issues.

Request for Information – Provide information regarding Human Service's payroll details, including steps, partial or full year employment, and details regarding the Early Childhood Coordinator position.

Flag – Grants to Area Agencies

- Community Development

April 5, 2016

Ms. Painter and Mr. Nintean reviewed their departmental accomplishments, goals and budgets. Mr. Hart reviewed the budgets for various boards and commissions.

3. Discussion of Proposed Budget/Council Questions

No comments offered.

II. ADJOURNMENT

Mr. Ryan moved and Ms. Raymond seconded to adjourn the meeting at 7:02 p.m.

Motion passed unanimously.

Paul M. Shapiro, Mayor

Mary Stanton, Town Clerk

April 5, 2016

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

April 7, 2016

DRAFT

Mayor Paul M. Shapiro called the special meeting of the Mansfield Town Council to order at 6:30 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,

Staff Present: Town Manager Matthew Hart, Director of Finance Cherie Trahan, Assistant Town Manager Maria Capriola, Director of Public Works John Carrington, Director of Facilities Allen Corson, Director of Parks and Recreation Curt Vincente, Director of Information Technology Jaime Russell

1. Staff Reports/Communications

The Director of Finance reviewed items identified for future discussions, flagged items, and the requests for information from the previous meeting and discussed the distributed supporting documents.

2. Budget Review

• Board of Education

In attendance: Randy Walikonis (Chair), Katherine Paulhus, Kathleen Ward, Martha Kelly, John Fratiello, Jr., Susannah Everett, Superintendent Kelly Lyman

The Chair and Superintendent presented highlights of the Board of Education budget noting a 4.35% increase mostly due to increased costs in benefits and salaries.

Request for Information – Provide information on per pupil cost by districts over a number of years.

Hearing no objections Mayor Shapiro recommended the Council discuss the Capital Improvement Program budget for the Board of Education as the next item of business.

• Town Wide

Ms. Capriola discussed the Employee Benefits Program, and the Liability, Automobile and Property Insurance Program. Mr. Hart described the funds in the Contingency Account.

Request for Information – Correct the percentage of increase in the Medical Benefits line of the graph. (Page 176)

• Operating Transfers

Mr. Hart briefly reviewed the General Fund contributions to other Town funds. Proposed changes to the special fare transit program will be discussed at a future meeting.

• Capital Improvement Program (CIP)

Mr. Carrington, Mr. Corson, Mr. Vincente and Mr. Russell responded to questions regarding items in the CIP.

April 7, 2016

Flag – Explore alternatives to bonding for the proposed Mansfield Board of Education projects.

Request for Information – Clarify the number of the ambulance recommended for replacement. (Page 191)

Request for Information – Provide the current balances for the existing and proposed CIP projects.

Request for Information – Request that Chief Dagon be asked to provide information regarding the Public Safety CIP items including details on ongoing replacement programs and plans for existing balances in the CIP Fund

3. Discussion of Proposed Budget/Council Questions

No comments offered.

II. ADJOURNMENT

Mr. Shaiken moved and Mr. Ryan seconded to adjourn the meeting at 8:17 p.m.

Motion passed unanimously.

Paul M. Shapiro, Mayor

Mary Stanton, Town Clerk

April 7, 2016

REGULAR MEETING – MANSFIELD TOWN COUNCIL
April 11, 2016
DRAFT

Mayor Paul M. Shapiro called the regular meeting of the Mansfield Town Council to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Building.

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Shaiken moved and Mr. Ryan seconded to approve the minutes of the March 28, 2016 meeting as presented. Motion passed unanimously. Ms. Moran moved and Mr. Shaiken seconded to approve the minutes of the March 30, 2016 special meeting as presented. Motion passed unanimously. Mr. Ryan moved and Ms. Moran seconded to approve the minutes of the March 28, 2016 special meeting as presented. Motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Christopher Paulhus, Middle Turnpike resident and 1st Vice Commander of Am Vet Department of Connecticut, spoke in support of the budgeted grant for the Veterans' Services. Mr. Paulhus noted that these funds assist many veterans and thanked the Council for their work.

Tom Levine, Thomas Drive, thanked Councilors for the work they do and their support of the schools. Mr. Levine applauded the efforts in the proposed budget to add an additional fifth grade teacher which will free up others to offer additional opportunities for all students.

David Freudmann, Eastwood Road, objected to spending additional money in the education budget and suggested that other area towns which spend less money also have students who are thriving.

Rochelle Marcus, Homestead Drive resident, parent, language arts and literature teacher, and Co-President of the Mansfield Education Association thanked the Council for their continued support of the schools. Ms. Marcus noted that it is the educational opportunities which brings families to Town and makes children to want to go to school. Rebecca Shafer, Echo Road, responded to a letter from Michael Kirk, UConn Deputy Chief of Staff to the President, and found in the April 11, 2016 Town Council packet. Ms. Shafer distributed recalculated information on the impact of off campus housing that takes into account the population of the hosting community. (Statement attached)

IV. REPORT OF THE TOWN MANAGER

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

- Mr. Hart noted the role the Community School of the Arts has played in promoting arts and culture in the area
- A corrected list of upcoming meetings will be distributed

April 11, 2016

- The potential security firm for Storrs Center would not be armed nor would they be authorized to enforce Town ordinances
- The final report on crumbling foundations in eastern Connecticut will not be completed prior to the informational meeting to be held on May 11, 2016 but those state agencies who will be participating will be able to comment on the information known to date. A letter will be going out to the owners of all homes built between 1983-2003

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

No comments offered.

VI. OLD BUSINESS

1. Town Council Goal Setting

Mr. Ryan moved and Mr. Shaiken moved, effective April 11, 2016, to adopt the 2015-16 Town Council Goals and Objectives, and to add the documents to the Mansfield Town Council policy index.

Following a discussion of the proposed goals, objectives, and measures of effectiveness Councilors agreed that the document should be revisited and should reflect subjects under the purview of the Council's areas of responsibility and accountability. By consensus members agreed to schedule a special meeting to review the goals and objectives following approval of the budget. Mr. Ryan and Mr. Shaiken withdrew their motion. Members were asked to send their thoughts to the Manager.

VII. NEW BUSINESS

2. Capital Improvement Program Closeouts/Adjustments

Mr. Ryan, Chair of the Finance Committee, moved, effective April 11, 2016, to approve the adjustments to the Capital Projects fund, as presented by the Director of Finance in her correspondence dated April 4, 2016.

Motion passed unanimously.

3. Proclamation in Honor of UCONN Women's Basketball Team

Ms. Raymond moved and Mr. Shaiken seconded, effective April 11, 2016, to authorize the Mayor to issue the attached Proclamation in Honor of the UCONN Women's Basketball Team.

Motion passed unanimously.

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Ryan, Chair of the Finance Committee, reported that the Parks and Recreation Fund was reviewed at the Committee meeting and a decision was made to recommend that the Town contribute a small amount from the General Fund to support the department.

Ms. Moran, Chair of the Ad Hoc Committee of Rental Regulations and Enforcement, reported that the Committee will be meeting this week and will be looking at the legal options available to the Town.

April 11, 2016

Ms. Moran, Chair of the Ad Hoc Committee on Police Services, reported the she, Mayor Shapiro, the Town Manager and the Assistant Town Manager met with the State Police Commissioner. Results of that meeting will be discussed at the next Committee meeting.

IX. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

X. PETITIONS, REQUESTS AND COMMUNICATIONS

4. Letters re: Early Childhood Services
5. M. Kirk (04/06/2016)
6. Connecticut Department of Consumer Protection: Crumbling Concrete Foundations
7. Connecticut Water: Lead in Drinking Water

XI. FUTURE AGENDAS

Mr. Shaiken requested that the Community School of the Arts closure be added to a future agenda.

In response to Ms. Raymond's request that members of the Mansfield Neighborhood Preservations Group be added to the Ad Hoc Committee on Rental Regulations and Enforcement agenda, Ms. Moran noted that there is an opportunity for public comment at each meeting.

XII. ADJOURNMENT

Ms. Moran moved and Mr. Ryan seconded to adjourn the meeting at 8:00 p.m.
Motion passed unanimously

Paul M. Shapiro, Mayor

Mary Stanton, Town Clerk

April 11, 2016

To: Mansfield Town Council
From: Rebecca Shafer, RShafer@Mansfield Neighborhood Preservation Group
Bill Roe, BRoe@Mansfield Neighborhood Preservation Group
Date: April 11, 2016
Re: UConn Ranking & ITGA Regional Conference
Contact: 860-690-3676 (Bill) or 860-786-8286 (Becki)

UConn Ranking of On Campus Housing

MNP has recalculated* the *US News and World Reports Ranking of % of Students Housed On-Campus* (UConn handout) to take into consideration the size of the host town. By using a flat percentage of how many students UConn houses on campus, UConn ranks very highly (good) at 71%, but fails to show the impact of nearly 20,000 off campus students on the town neighborhoods and infrastructure. When calculated based on **size of host community**, UConn is in the lower 1/3 of U.S. public universities and is the median of host communities with populations less than 50,000.

Techniques UVM Uses to Draw Students Out of SFH Neighborhoods

We had the opportunity to meet with UVM at the recent *International Town Gown Association* meeting in Ithaca, NY. UNIVERSITY OF VT (which is high on the list of % of students living on campus when adjusted for community population size) IS DOING A LOT TO PULL STUDENTS BACK ONTO CAMPUS. We would like UConn to work with us in doing some of the same things.

- 1 - Freshmen and sophomores are REQUIRED to live on campus.
- 2 - Private developer building student housing ON campus, some is theme housing e.g. Redstone Lofts.
- 3 - UVM staff building support system so students want to stay on campus, which draws them out of the neighborhood single family homes. Examples: <https://www.uvm.edu/~wellenv/> and there is a brand new first year residence hall based on a market study of what amenities students want.
- 4 - **Neighborhood Stabilization Plan** being prepared by consultant. Paid for by consortium including university.
- 5 - 82% of students have self-reported their off-campus address. This was achieved by continuous pop up boxes (when adding/dropping classes) requesting local address. The old addresses are wiped out each year, which increased the fill-in rate dramatically.
- 6 - Since 2009, there has been an Agreement with City for University to add beds on a 1-to-1 ratio. One bed for each new student.
- 7 - MAYOR personally TELEPHONES LANDLORDS with multiple nuisance violations.
- 8 - The **Memo of Understanding** between Town and University *emphasizes* importance of neighborhood quality of life issues.

Rebecca Shafer
Mansfield Neighborhood Preservation Group
1-860-786-8286
@CtNeighbors
info@mansfieldneighborhoodpreservation.org

*PhD professor prepared the data attached.

Off Campus Housing Impact Ratio
Public Universities Adjusted by Size of Community

State	Main_Campus - Town_City	Town_City_P opulation	Year_of_Pop	University	UG_Enrollment	Total_Enroll ment	UG_on_Campus	UG Off campus	UG Impact	Total off campus	Total Impact
Georgia	Atlanta	447841	2013	Georgia_Tech	14682	25017	66.2	4962.5160	0.0111	15297.5160	0.0342
Hawaii	Manoa_Honolulu	390738	2010	UH	14126	19507	25	10594.5000	0.0271	15975.5000	0.0409
New_Mexico	Albuquerque	557169	2014	UNM	20857	27887	8	19188.4400	0.0344	26218.4400	0.0471
Texas	Austin	912791	2014	UT_Austin	39523	51313	19	32013.6300	0.0351	43803.6300	0.0480
Ohio	Columbus	835957	2014	OSU	44741	58322	25	33555.7500	0.0401	47136.7500	0.0564
Washington	Seattle	662400	2015	Univ_Wash_	30672	44784	24	23310.7200	0.0352	37422.7200	0.0565
Nebraska	Lincoln	272996	2014	Nebraska	19979	25006	43	11388.0300	0.0417	16415.0300	0.0601
Pennsylvania	Pittsburg	305841	2013	Univ_Pittsburg	18757	28617	50.6	9265.9580	0.0303	19125.9580	0.0625
Arizona	Tucson	527972		U_of_A	32987	42236	20	26389.6000	0.0500	35638.6000	0.0675
Nevada	Reno	233294	2013	Univ_of_Nevada	16839	19934	16	14144.7600	0.0606	17239.7600	0.0739
Kentucky	Lexington	290263	2014	UK_Kentucky	22223	29203	29	15778.3300	0.0544	22758.3300	0.0784
Minnesota	Minneapolis	407207	2014	Univ_Minn	34351	51147	23	26450.2700	0.0650	43246.2700	0.1062
Louisiana	Lafayette	126066	2014	Univ_of_Louisiana	15574	17195	18	12770.6800	0.1013	14391.6800	0.1142
Tennessee	Knoxville	183270	2013	UT	21664	30386	37	13648.3200	0.0745	22370.3200	0.1221
Oregon	Eugene	160561	2014	UO	20559	24096	19	16652.7900	0.1037	20189.7900	0.1257
Montana	Missoula	69821	2014	UM	9447	11707	30	6612.9000	0.0947	8872.9000	0.1271
Wisconsin	Madison	242344	2013	UW	31289	43193	25	23466.7500	0.0968	35370.7500	0.1460
Utah	Salt_Lake_City	191180	2013	Utah	23907	31515	13	20799.0900	0.1088	28407.0900	0.1486
Vermont	Burlington	42211	2014	UVM	10992	12856	51	5386.0800	0.1276	7250.0800	0.1718
South_Carolina	Columbia	133358	2014	Carolina	24863	32971	29	17652.7300	0.1324	25760.7300	0.1932
Oklahoma	Norman	118040	2014	OU	21844	30628	32	14853.9200	0.1258	23637.9200	0.2003
Alaska	Fairbanks	32324		Univ_of_Alaska	7563	8700	29	5369.7300	0.1661	6506.7300	0.2013
North_Dakota	Grand_Forks	56057	2014	UND	11537	14906	28	8306.6400	0.1482	11675.6400	0.2083
Illinois	Urbana-Champaign	128600		Illinois	32959	45140	50	16479.5000	0.1281	28660.5000	0.2229
Colorado	Boulder	105112		Univ_of_Colorado	26426	32080	29	18762.4600	0.1785	24416.4600	0.2323
Georgia	Athens	115452	2010	UGA	26882	35197	28	19355.0400	0.1676	27670.0400	0.2397

Kansas	Lawrence	92763	2014 KU	19343	27180	25	14507.2500	0.1564	22344.2500	0.2409
Virginia	Williamsburg	14691	2014 William_and_Mary	6299	8437	74	1637.7400	0.1115	3775.7400	0.2570
Arkansas	Fayetteville	80621	Univ_of_Arkansas	21836	26237	25	16377.0000	0.2031	20778.0000	0.2577
Missouri	Columbia	108500	2014 MU	27654	35441	21	21846.6600	0.2014	29633.6600	0.2731
Michigan	Ann_Arbor	117770	2014 UM	28395	43625	34	18740.7000	0.1591	33970.7000	0.2884
Alabama	Tuscaloosa	95334	2013 Univ_Alabama	30752	36047	27	22448.9600	0.2355	27743.9600	0.2910
Florida	Gainesville	128460	2012 Univ_of_Florida	33720	50350	23	25964.4000	0.2021	42594.4000	0.3316
North_Carolina	Chapel_Hill	57233	2010 UNC	18350	29135	53	8624.5000	0.1507	19409.5000	0.3391
Wyoming	Laramie	30816	2010 Univ_of_Wyoming	10124	12820	23	7795.4800	0.2530	10491.4800	0.3405
Iowa	Iowa_City	73413	2014 Iowa	22354	31387	26	16541.9600	0.2253	25574.9600	0.3484
Massachusetts	Amherst	37819	2010 Umass_Amherst	22252	28635	65	7788.2000	0.2059	14171.2000	0.3747
Idaho	Moscow	24499	2012 U_of_I	9388	11702	23	7228.7600	0.2951	9542.7600	0.3895
Indiana	Bloomington	83565	2014 Univ_of_Indiana	36419	46416	37	22943.9700	0.2746	32940.9700	0.3942
Delaware	Newark	31454	2010 UD_	18141	21870	45	9977.5500	0.3172	13706.5500	0.4358
Virginia	Charlottesville	47783	2014 UVA	16483	32732	41	9724.9700	0.2035	25973.9700	0.5436
New_Hampshire	Durham	14638	2010 Univ_of_New_Hampshire	12840	15169	56	5649.6000	0.3860	7978.6000	0.5451
Connecticut	Mansfield	24558	2015 UConn	18395	26541	71	5334.5500	0.2172	13480.5500	0.5489
New_Jersey	New_Brunswick	57080	2014 Rutgers	34544	48378	48	17962.8800	0.3147	31796.8800	0.5571
Maryland	College_Park	32256	2014 Univ_of_Maryland	27056	34610	44	15151.3600	0.4697	22705.3600	0.7039
South_Dakota	Vermillion	10692	2013 USD	7541	10061	33	5052.4700	0.4725	7572.4700	0.7082
Maine	Orono	10585	2010 Univ_of>Maine	9339	11286	38	5790.1800	0.5470	7737.1800	0.7310
Ohio	Oxford	21351	2012 Miami_Univ_Ohio	15813	23983	47	8380.8900	0.3925	16550.8900	0.7752
Mississippi	Oxford	21757	2014 Ole_Miss	18101	22503	27	13213.7300	0.6073	17615.7300	0.8097
West_Virginia	Morgantown	31073	2014 WVU	22563	29175	15	19178.5500	0.6172	25790.5500	0.8300
Indiana	West_Lafayette	32109	2012 Purdue	29255	39409	37	18430.6500	0.5740	28584.6500	0.8902
New_York	_StoneyBrook	13740	2010 Stoney_Brook	16480	24607	60	6592.0000	0.4798	14719.0000	1.0713
South_Carolina	Clemson	13905	2010 Clemson_University	17260	22698	41	10183.4000	0.7324	15621.4000	1.1234
Rhode_Island	Kingston	5446	2010 URI	13589	16571	45	7473.9500	1.3724	10455.9500	1.9199
Pennsylvania	University_Park	13700	2015 Penn_State	40541	47040	35	26351.6500	1.9235	32850.6500	2.3979

Best-To-Worst

Off Campus Housing Impact Ratio

Public Universities in Communities with Less Than 50,000 Pop

State	Main_Campus_Town_City	Town_City_Population	Year_of_Pop	University	UG_Enrollment	Total_Enrollment	UG_on_campus	Offcampus	Impact
Vermont	Burlington	42211	2014	UVM	10992	12856	51	7250.08	0.172
Alaska	Fairbanks	32324	NA	Univ_of_Alaska	7563	8700	29	6506.73	0.201
Wyoming	Laramie	30816	NA	Univ_of_Wyoming	10124	12820	23	10491.48	0.340
Massachusetts	Amherst	37819	2010	Umass_Amherst	22252	28635	65	14171.2	0.375
Idaho	Moscow	24499	2012	U_of_I	9388	11702	23	9542.76	0.390
Delaware	Newark	31454	2010	UD_	18141	21870	45	13706.55	0.436
Virginia	Charlottesville	47783	2014	UVA	16483	32732	41	25973.97	0.544
New_Hampshire	Durham	14638	2010	Univ_of_New_Hampshire	12840	15169	56	7978.6	0.545
Connecticut	Mansfield	24558	2005	UConn	18395	26541	71	13480.55	0.549
Maryland	College_Park	32256	2014	Univ_of_Maryland	27056	34610	44	22705.36	0.704
South_Dakota	Vermillion	10692	2013	USD	7541	10061	33	7572.47	0.708
Maine	Orono	10585	2010	Univ_of_Main	9339	11286	38	7737.18	0.731
Mississippi	Oxford	21757	2014	Ole_Miss	18101	22503	27	17615.73	0.810
West_Virginia	Morgantown	29660	NA	WVU	22563	29175	15	25790.55	0.870
New_York	StoneyBrook	13740	2010	Stoney_Brook	16480	24607	60	14719	1.071
Rhode_Island	Kingston	5446	2000	URI	13589	16571	45	10455.95	1.920
Pennsylvania	University_Park	13700	2015	Penn_State	40541	47040	35	32850.65	2.398
								MEDIAN	0.549

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

April 14, 2016

DRAFT

Mayor Paul M. Shapiro called the special meeting of the Mansfield Town Council to order at 6:30 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,

Staff Present: Town Manager Matthew Hart, Director of Finance Cherie Trahan, Assistant Town Manager Maria Capriola, Director of Public Works John Carrington, Director of Parks and Recreation Curt Vincente,

1. Staff Reports/Communications

The Town Manager presented information on the Governor's most recent budget proposal and its impact on Mansfield. Staff will prepare a number of budget scenarios for Council review. The Director of Finance reviewed items identified for future discussions, flagged items, and the requests for information from the previous meeting. Ms. Trahan discussed per pupil costs, the revised Region 19 levy, and updated grand list figures.

Flag – Early Childhood Services Coordinator

Flag – Implementation of motor vehicle tax rate change

2. Budget Review

• Town Aid Road Fund

Mr. Carrington commented on the impacts of changing the method of treating roads from sand to treated salt.

• Parks and Recreation Fund

Mr. Vincente spoke to the Parks and Recreation Fund and the programs currently offered. Council members agreed, at the April 11, 2016 Council meeting, to add to the Community School for the Arts to a future agenda.

Future Discussions – Future budget information will provide line item details for this Fund

Future Discussions – Future budget materials will clarify titles in order to be able to better follow the Fund

• Mansfield Discovery Depot

Ms. Trahan reported on the Mansfield Discovery Depot budget and their efforts to bring in additional revenues.

• Other Operating Fund

Ms. Trahan reviewed the list of Other Operating Funds noting that most of these funds are dedicated to specific purposes.

• Debt Services Fund

April 14, 2016

Ms. Trahan reviewed the current Debt Service Fund and the projected amounts going forward.

- Enterprise Funds

Mr. Carrington and Ms. Trahan reviewed the Sewer Operating Enterprise Fund, the Solid Waste Management Fund and the Transit Fund. Mr. Hart spoke to potential changes to the special fare bus program.

Request for Information – Indicate which customers receive sewer and water services and those that receive just sewer services (Pg. 228)

Request for Information – Add footnotes explaining the allocation for capital equipment being paid for over time (Pg.232)

3. Discussion of Proposed Budget/Council Questions

The April 20, 2016 Budget Workshop agenda will be revised to note Chief Dagon's discussion of the Fire and Emergency Services Budget.

Members briefly discussed their ability to adjust the budget after it has been approved.

II. ADJOURNMENT

Mr. Shaiken moved and Mr. Ryan seconded to adjourn the meeting at 8:32 p.m.

Motion passed unanimously.

Paul M. Shapiro, Mayor

Mary Stanton, Town Clerk

April 14, 2016

PAGE
BREAK

PUBLIC HEARING
TOWN OF MANSFIELD
April 25, 2016
FY 2016/17 Budget

The Mansfield Town Council will hold a public hearing at 7:00 PM at their regular meeting on April 25, 2016 in the Council Chamber of the Audrey P. Beck Building to solicit comments regarding the proposed FY 2016/17 Budget.

At this hearing persons may address the Town Council and written communications may be received. Copies of said budget and accompanying materials are on file and available at the Town Clerk's office: 4 South Eagleville Road, Mansfield and are posted on the Town's website (mansfieldct.gov).

Dated at Mansfield Connecticut this 11th day of April, 2016.

Mary Stanton, Town Clerk

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; Patricia Schneider,
 Director of Human Services
Date: April 25, 2016
Re: Transportation for Seniors and Persons with Disabilities

Subject Matter/Background

As a follow-up to the March 28th Town Council discussion regarding senior and accessible transportation, staff has asked the Windham Regional Transit District (WRTD) to make a presentation on WRTD's Dial-A-Ride services. Ellen Grant, WRTD Administrator, will attend the meeting to explain the agency's services and to answer Council questions. Director of Human Services Patricia Schneider will also be available to help answer questions.

As you will recall, our citizens have identified a number of concerns regarding transportation options available to Mansfield's seniors and persons with disabilities. Some of the challenges they have reported include the limited availability and unreliability of transportation services as well as the length of wait times when using the Dial-A-Ride or state funded programs. In addition, residents have requested improved and expanded services for community and nursing home residents in Mansfield.

The Town of Mansfield participates in the regional Dial-A-Ride program through WRTD, which offers service within Mansfield as well as to the nine other towns it serves. This program provides rides anywhere within the district for any purpose including work, medical appointments, shopping, and social/recreational activities. These services are available during program hours to community residents as well as to those living in the Mansfield Nursing and Rehabilitation Center. In addition, the Town receives the State Matching Grant for Elderly and Disabled Demand Responsive Transportation from the Connecticut Department of Transportation (CTDOT) in the amount of \$32,350, which supports the Mansfield Senior Center's transportation program. This service provides out-of-district medical transportation as well as in-district service when Dial-A-Ride is not available or impractical to utilize. The grant also supports other transportation efforts such as group van trips for social, educational, and recreational purposes.

Financial Impact

The Town currently appropriates \$121,975 to WRTD as the local cost share for Dial-A-Ride, ADA and the fixed route transportation services. The district leverages these dollars with federal and other grant funds. The Town pays 17% of the cost of Dial-A-Ride services and 50% of the ADA and fixed route services. In addition, Mansfield and UConn evenly share the cost of the special fare program. Mansfield's estimated share of the special fare program totals \$32,000 for FY 2015/16.

The Town supports the Senior Center transportation program by funding 52% of the cost of the part time transportation coordinator's salary as well as the insurance, maintenance, and fuel cost for the 10 passenger handicap-accessible van and the town car used for the program. The majority of the medical rides are provided by a core of dedicated volunteers. The CTDOT grant is used to fund 48% of the coordinator's salary and 19 hours weekly of paid driver staff time to supplement when volunteers are unavailable for medical transportation and to provide the very popular group van trips offered by the Senior Center. Any expansion of services would require additional Town funds to pay the cost for contractual services or additional paid staff, vehicles, fuel, insurance, and vehicle maintenance.

Attachments

- 1) 01/11/16 Mansfield Commission on Aging letter to Connecticut Department of Transportation re: public transportation
- 2) 02/03/16 Connecticut Department of Transportation letter to Mansfield Commission on Aging re: public transportation



TOWN OF MANSFIELD
Commission on Aging

303 MAPLE ROAD
MANSFIELD, CT 06268-2599
Tel: (860) 429-0262
Fax: (860) 429-3208
E-Mail: SeniorCenter@mansfieldct.org

January 11, 2016

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

Dear Commissioner Redeker,

Mansfield's Commission on Aging is a commission appointed by the Mansfield Town Council to look into the needs of the Town's elderly population. One of the needs we recently identified is the elderly's lack of access to reliable public transportation that serves their basic needs. For example we know that some elderly residents who due age and failing health cannot drive are unable to obtain transportation for medical appointments.

As a result of this concern, we spoke to Elizabeth Grant, the Administrator for the Windham Regional Transportation District (WRTD) at our January meeting. She 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. The Commission on Aging 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 would also urge that this study be expedited due to issues of our elderly population particularly related to the lack of medical transportation. We believe that WRTD should create a system of schedules and routes that are more easily used and more responsive to the needs of our community once 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 must be reallocated accordingly.

Thank you for your attention to this issue.

Sincerely,

Wilfred T. Bigl, Chairman
Mansfield's Commission on Aging

Cc: WRTD
Mansfield Town Council
Matt hew Hart, Mansfield Town Manager
Linda Painter, Director of Planning & Development
Patricia Schneider, Director of Human Services



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



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

Phone:

February 3, 2016

Mr. Wilfred T. Bigl
Town of Mansfield
Commission on Aging
303 Maple Road
Mansfield, CT 06268-2599

Dear Mr. Bigl:

Your January 11, 2016 letter to Commissioner Redeker regarding public transportation services in the Mansfield/Willimantic area has been referred to this office for response.

There is already a significant state investment in transportation in your region. The Connecticut Department of Transportation (Department) provides federal and state funding to Windham Region Transit District (District) for the operation of Fixed Route, Dial-a-Ride and ADA transit services in the area. Additional state funding is provided to local towns for transportation of elderly and disabled individuals (which can include medical trips) through the Municipal Grant Program. And the Town of Mansfield has a vehicle provided by our Section 5310 grant program that the Town should be using to provide service for seniors and people with disabilities.

There are several ongoing studies that will affect services in your region. There is the CTfastrak Expansion study which includes the potential for more services to UConn from Hartford and Manchester. A statewide bus study has recently been initiated that will look at services more comprehensively throughout the entire state. And the Capitol Region Council of Governments has another planning study in the works that will include the Mansfield area.

However, very local transportation needs such as you seem to be most concerned with are best planned for and designed at the local level. So your conversation with the District was a good start. The Department has been notified by the District that it is interested in having a separate study of transit services for its service area and they have been told to prepare a formal scope of work and request for funding for our review.

Should you require further information, please feel free to contact Mr. Ricardo Almeida at (860) 594-2839 regarding existing transit operations or Ms. Lisa Rivers at (860) 594-2834 regarding the planning studies.

Very truly yours,

Michael Sanders
Transit and Ridesharing Administrator
Bureau of Public Transportation



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MwH*
CC: Maria Capriola, Assistant Town Manager; Ana Zeller, EHHD
 Community Health and Wellness Coordinator
Date: April 25, 2016
Re: Tobacco Free Campus Policy

Subject Matter/Background

Staff, with assistance from the Eastern Highlands Health District Community Health and Wellness Coordinator, has been working to prepare a draft Tobacco Free Campus Policy for all Town owned buildings and grounds (excluding parks and school facilities). We see this as an important public health initiative for our employees and the general public.

At its March 28, 2016 meeting, the Town Council referred the draft Tobacco Free Campus Policy back to the Personnel Committee. The Committee suggests removing language from the Policy that proposed prohibiting individuals from smoking in privately owned vehicles located in Town owned parking lots (see attachment). No other changes have been recommended to the proposed Policy. Staff is recommending that the implementation date be moved to June 1, 2016 in order to provide employees seeking cessation resources additional time to quit their tobacco habit.

The implementation plan includes:

- Education effort (of the policy) for the public, employees, and contractors
 - Take-away cards, press releases, other notification via available communication methods (public)
 - Presentation and Q & A session (employees)
 - Informational handout (contractors)
- Cessation resources for employees
- Signage for Town buildings

Legal Review

The Town's labor attorney has reviewed the draft Policy. At the Personnel Committee's request, the Town Attorney has also reviewed the draft Policy and has addressed the following specific concerns:

- The Town has the authority to make this Policy applicable to the general public (patrons and visitors) when visiting our buildings and grounds.

- This can simply be adopted as an administrative policy under the Town Manager's signature. This does not have to be adopted as an Ordinance in order for it to be applicable to the general public.

Recommendation

While the Policy is largely administrative in nature, the Town Attorney has suggested that the Council as a whole review the draft Policy, similar to the process utilized when the Use of Town Attorney Policy was created. While the Town Manager normally executes administrative policies, this Policy does extend to patrons in addition to employees. As a result, I am seeking the Council's endorsement of this Policy prior to executing the document.

If the Council supports the Policy as presented, the following motion is in order:

Move, to endorse the Tobacco Free Campus Policy as presented, which shall be effective July 1, 2016.

Attachments

- 1) Draft Tobacco Free Campus Policy



TOWN OF MANSFIELD POLICY MEMORANDUM

To: Employees, Volunteers, Visitors, Contractors/Vendors, and Patrons
From: Matthew W. Hart, Town Manager
Date: June 1, 2016
Subject: Tobacco Free Campus Policy

I. Purpose

Upon execution of this policy, the Town of Mansfield is implementing a campus-wide tobacco-free policy that applies to all employees, volunteers, contractors/vendors, customers, and visitors. This policy prohibits the use of any tobacco products, including but not limited to any lighted or unlighted cigarette, cigar, pipe, bidi, hookah, the use of smokeless tobacco, including snuff, chewing tobacco and any other form of smokeless tobacco, and other non-combustible tobacco-free products and devices such as e-cigarettes or any other device intended to simulate smoking, in or around Town owned buildings and grounds. This policy aims to promote a safe and healthy environment for everyone who works on or visits any of the Town of Mansfield's campuses.

II. Applicability

All employees and volunteers (collectively referred to as "employees") who conduct business for the Town and/or conduct business on the Town's property are covered by the Tobacco Free Campus Policy. Additionally, this policy applies to contractors/vendors, customers of and visitors to Town buildings and grounds. This policy applies at all times when employees, volunteers, contractors/vendors, customers, and visitors are on the premises of or engaged in activities or functions at Town owned facilities. This policy is in effect at all times, during and after regular business hours. For the purpose of this policy Town owned facilities/campuses include:

- Audrey Beck Municipal Building (Town Hall)
- Animal Shelter
- Fire Stations 107, 207, and 307
- Mansfield Community Center
- Mansfield Public Library & Buchanan Auditorium
- Mansfield Senior Center
- Nash Zimmer Transportation Center
- Parking Garage
- Pavilions at Bicentennial Pond and Lions Club Park
- Public Works Garage
- Transfer Station
- All storage buildings, concession buildings, and restroom buildings owned by the Town

The Town of Mansfield's Parks Regulations prohibit the use of all tobacco products; for parks, playgrounds, and open space owned by the Town of Mansfield, those regulations shall be applicable.

For Mansfield public school buildings and grounds, Mansfield Board of Education policies shall be applicable.

It is the goal of the Town of Mansfield for all Town owned buildings leased to a third party to be tobacco free campuses as well. The Town will encourage this through contract discussions for leased buildings.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. Prohibited Conduct

Smoking or use of tobacco products as described in Section I of this Policy will not be permitted in any of the buildings or on any of the grounds of the Town owned campuses identified in Section II of this Policy. Additionally, tobacco use will not be permitted in Town-owned parking lots, including while an individual is in a private vehicle. The use of tobacco products as described in Section I of this Policy is not permitted in any Town owned vehicle under any circumstances; this is also addressed in the Town's Vehicle Use Policy dated October 11, 2011, as may be amended from time to time.

Employees who choose to use tobacco products during work hours may do so during their regularly scheduled breaks, but off Town of Mansfield property.

This policy also prohibits the sale of any tobacco products as described in Section I of this Policy on Town of Mansfield property.

V. Communication of Policy

This policy will be distributed electronically to employees and available on the Town's employee intranet site. New employees will receive notification of this policy as part of their new hire intake. For building sites with volunteers or employees without email, this Policy should be posted in a visible location to those groups of people.

The Policy will also be available on the Town's website and in the Town Clerk's Office since it applies to visitors and customers of the Town's buildings and grounds. Signs bearing the message "Tobacco-Free Campus" will be posted at each applicable Town of Mansfield campus. No ashtrays or smoking shelters will be provided on tobacco-free campus grounds.

VI. Responsibilities of Employees, Supervisors and Managers

- A. Prohibited Conduct.** Any employee who engages in prohibited conduct outlined in Section IV of this Policy will be subject to discipline up to and including termination.
- B. Employees Who Witness Prohibited Conduct in the Workplace.** Any employee who witnesses prohibited conduct as defined in Section IV of this Policy or becomes aware of such activity may report the conduct to their immediate supervisor, department head, Assistant Town Manager, or the Town Manager.

The Town strictly forbids retaliation against employees who report prohibited conduct or who participate in internal or external investigations of prohibited activity. The Town will not engage in any such retaliation nor will it permit employees to do so. All employees shall report instances of retaliation to their immediate supervisor, department head, Assistant Town Manager, or the Town Manager.

Disciplinary action may be imposed if the Town determines that a knowingly false statement of prohibited conduct was made under this Policy.

- C. Supervisors and Managers.** Any supervisor or manager who receives information that an employee may be engaging in prohibited conduct as defined in Section IV of this Policy or who believes that someone is engaging in said prohibited activity shall immediately report it to the Town Manager or Assistant Town Manager. Ignoring such conduct and/or failure to report such conduct in accordance with the requirements of this Policy is not acceptable and may subject the supervisor or manager to disciplinary action.
- D. Seeking Help.** The Town of Mansfield is committed to providing support to its employees who wish to stop using tobacco products. To support employees who would like to quit using tobacco products, the Town:
- Encourages employees to seek help if they are contemplating tobacco cessation.
 - Encourages employees to utilize the services of qualified professionals in the community and through the employee wellness program to identify the most appropriate resource for tobacco cessation.
 - Offers all employees and their household members assistance with tobacco cessation through the Employee Assistance Program (EAP). The EAP offers tobacco cessation through group therapy and individual counselling sessions. Employees may contact the EAP at United Services, 860-228-4480 (Columbia Office) or 860-564-6100 (Wauregan Office). When contacting the EAP employees should identify themselves as a Town of Mansfield employee or family member domiciled in the household of the employee. The EAP provides eligible persons with assessments, short-term problem resolution and referrals at no cost to the employee.

These identified services may change from time to time, and the Town may or may not make a commitment to pay for part or all of the costs associated with these services. Employees interested in these services should contact Human Resources or the Employee Wellness Coordinator to learn about the available resources and costs associated with those services.

VII. Investigating Reports of Prohibited Conduct

The Town takes all reports of prohibited conduct under this Policy seriously. All reports will be investigated promptly, impartially and discreetly. Once a report is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem. Employees have a duty and are obligated to participate in investigations when asked. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses. In all cases every effort will be made to ensure that the principles of due process of law are afforded to every respondent. In this context, depending on the circumstances, due process includes, but is not limited to, the right to sufficient notice of the claims against the respondent and the opportunity to rebut the allegations of

the complaint before an impartial decision maker. Where investigation confirms that prohibited activity has occurred, the Town will promptly take corrective action.

VIII. Consequences of Engaging in Prohibited Conduct

One of the goals of the Town's Tobacco Free Campus Policy is to encourage employees to voluntarily seek help with tobacco problems. If, however, an individual violates the Policy, the consequences are serious. If an employee violates the Policy, he or she will be subject to disciplinary action up to and including termination and/or mandatory referral to a cessation program. Any discipline issued shall be in accordance with procedures outlined in the employees' relevant collective bargaining agreements or the Town Personnel Rules as applicable. An employee required to enter a cessation program who fails to successfully complete it and/or repeatedly violates the Policy will be terminated from employment. Nothing in this Policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

DRAFT



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Curt Vincente, Director of Parks and Recreation
Date: April 25, 2016
Re: Community School for the Arts (CSA) Update

Subject Matter/Background

Following my Town Manager's report at the April 11th meeting, the Town Council flagged this item for discussion. Curt Vincente, Director of Parks and Recreation, and Dean Anne D'Alleva, of UConn's School of Fine Arts, will be present to assist the Council in its discussion of this item.

For your reference, below please find the relevant excerpt from my April 11th report:

- *UConn Community School of the Arts* – As the Town Council will recall, the Town and UCONN entered into a two year partnership agreement to run the Community School of the Arts (CSA); this agreement expires on June 30, 2016. UCONN has recently informed us that due to budgetary constraints it plans to discontinue the CSA at the end of this semester. The Town does not have any financial liability associated with its role in the partnership agreement. With UCONN cancelling its program, the Department of Parks and Recreation will look to expand its arts programming over time, as resources permit. Many will be saddened to learn this news and we thank the University and the CSA instructors and staff for the quality arts programming they provided to our community for several years.

Attachments

- 1) MOU between UCONN and Town of Mansfield

File

MEMORANDUM OF AGREEMENT
between
University of Connecticut
and
Town of Mansfield

THIS AGREEMENT (hereinafter "Agreement") is made and entered into as of the 12th day of November 2014, by and between THE UNIVERSITY OF CONNECTICUT, a constituent unit of the state system of public higher education ("UConn"), and the TOWN OF MANSFIELD, a municipal corporation ("Mansfield"). UConn and Mansfield are each sometimes referred to herein individually as a "Party" and collectively as the "Parties."

WHEREAS, UConn's School of Fine Arts currently administers the Community School of the Arts (hereinafter referred to as "CSA"), a fine arts program offering non-credit classes in musical and visual arts to students of all ages, from infants to seniors, on grounds located within the Town of Mansfield; and

WHEREAS, Mansfield currently administers its Parks and Recreation Department to provide a variety of leisure opportunities to residents of the Town of Mansfield and the surrounding communities; and

WHEREAS, Mansfield and UConn mutually wish to transition the administration of CSA from UConn to a program administered solely by Mansfield over the course of several years, the exact length of which is to be determined during the transition period; and

WHEREAS, the Parties have agreed that such transition will occur only if UConn and Mansfield can mutually develop CSA into a financially-sustainable program administered by Mansfield at the end of a transition period of several years, the exact length of which will be determined mutually by the Parties as this Agreement progresses; and

WHEREAS, the Parties wish to memorialize in this Agreement their respective contributions to the transition plan.

NOW THEREFORE, for the promises and considerations set forth herein, UConn and Mansfield do hereby agree as follows:

I. Purpose; Term and Termination.

- (a) The purpose of this Agreement is to set forth the obligations of the Parties hereto.
- (b) The term of this Agreement shall commence on the date upon which this Agreement is approved as to form by the Office of the Attorney General and

run through June 30, 2016. Thereafter, this Agreement shall be subject to annual renewal as specified in Section 6 of this Agreement.

- (c) Either Party may terminate this Agreement at any time. However, any such termination shall not become effective until June 30 of the then current Fiscal Year. The Parties agree that for purposes of this Agreement a fiscal year runs from July 1 through June 30. Both Parties agree that in the event either Party terminates this Agreement, each Party's respective rights and responsibilities do not cease until June 30 of the Fiscal Year in which the notice to terminate was given.

2. UConn Agrees To:

From the date this Agreement commences through June 30, 2016, UConn agrees, at its sole expense to:

- (a) Continue to provide the current space at UConn's campus in Storrs, Connecticut to operate CSA classes and programs, or equivalent space as mutually agreed to by the Parties;
- (b) Continue to maintain the facilities used by CSA on UConn's campus, including structural maintenance, provision of all utilities, insurance and inclement weather measures;
- (c) Continue to provide teachers and instructional staff for all CSA classes and programs;
- (d) Order and pay for all supplies for CSA classes and programs;
- (e) Continue to market through direct mail seasonal program brochure and include Mansfield Parks and Recreation Department logo and website link for cross promotion;
- (f) Provide the payroll administration of all teachers for CSA classes and programs;
- (g) Appoint an Academic Program Coordinator to administer CSA;
- (h) Appoint the Academic Program Coordinator as a UConn employee and pay the employee's salary and associated benefits;
- (i) Provide office space to the Academic Program Coordinator;
- (j) In conjunction with Mansfield, jointly supervise the Academic Program Coordinator;

- (k) Cover all costs, including wages, of student labor associated with CSA;
- (l) In the event that class fees collected and reimbursed by Mansfield as outlined in Section 3(c) and 3(d) of this Agreement are not sufficient to cover the costs of CSA classes and programs, absorb the burden of the financial loss to CSA;
- (m) Review this Agreement with Mansfield annually in accordance with Section 6 of this Agreement; and
- (n) At the conclusion of this or a future Agreement, provided that, to the reasonable satisfaction of Mansfield, CSA has been successfully transitioned into a financially-sustainable program capable of being administered solely by Mansfield; release to Mansfield the full administration of CSA, pursuant to an amendment to this agreement or another written agreement negotiated and executed before said date of release.

3. Mansfield Agrees To:

From the date of commencement of this Agreement through June 30, 2016, Mansfield agrees to:

- (a) Conduct all student registration for CSA classes and programs;
- (b) Include all CSA classes and programs in the seasonal activities brochure published by Mansfield's Parks and Recreation Department with website link for cross promotion;
- (c) Collect all class fees from student participants;
- (d) Provide all fees collected from student participants to UConn as reimbursement for the costs of teacher and administrator salaries and operational costs for all CSA classes and programs, less any expenses incurred by Mansfield through publishing and registration of CSA classes and programs;
- (e) In conjunction with UConn, jointly supervise the Academic Program Coordinator;
- (f) Review this Agreement with UConn annually in accordance with Section 6 of this Agreement; and
- (g) At the conclusion of this Agreement, provided that to the reasonable satisfaction of Mansfield, CSA has been successfully transitioned into a financially-sustainable program capable of being administered solely by Mansfield, assume from UConn the full administration of CSA, pursuant to an

amendment to this Agreement or another written agreement negotiated and executed before said date of release.

4. Both Parties Agree To:

From the date of commencement of this Agreement through June 30, 2016, the Parties agree to:

- (a) Review this Agreement in April 2015 to determine the desired continuation and terms of this Agreement for CSA for the 2015-2016 Fiscal Year, including, but not limited to:
 - i. The source of funding for the Academic Program Coordinator salary and fringe rate for the upcoming Fiscal Year;
 - ii. The administration of CSA teacher and support staff hiring and salaries;
 - iii. The delegation of administrative support for CSA;
 - iv. The space in which CSA classes and programs will be conducted;
 - v. Future transition plans, needs and anticipated timelines; and
 - vi. Any other issues that require discussion during the course of administering CSA through its transition during the first year of this Agreement.
- (b) Share equally in a 50%-50% split between UConn and Mansfield any profits generated from CSA, less any expenses incurred by the parties;
- (c) Share open accounting of CSA expenses and revenues;
- (d) In accordance with UConn's current practice with regard to CSA, cancel any scheduled CSA classes or programs with enrollment that is evidently below a threshold sufficient to cover the costs of the teacher salaries and operational costs.

5. CSA Academic Program Coordinator and Curriculum.

- (a) As stated in Section 2(g), UConn agrees to appoint the Academic Program Coordinator as a UConn employee on a one-year contract and pay the employee's salary and associated benefits.
- (b) For the Fall 2014 academic semester, the current CSA curriculum of classes and programs will continue as now in place.
- (c) One of the main duties of the Academic Program Coordinator will be to review and possibly revise the curriculum of CSA, with anticipated changes commencing as early as the Spring 2015 academic semester. The curriculum

will be revised with the ultimate goal of transitioning CSA into a financially-sustainable program administered by Mansfield.

6. **Annual Review.** The Parties agree to review this Agreement and their obligations under it in April 2015 and then annually thereafter during the month of April of each year this Agreement is in effect. Annual renewals of this agreement will be entered into by May 1 of each subsequent year. In the event that either Party wishes to modify or amend this Agreement, that Party must deliver to the other Party a written notice of the terms proposed to be modified or amended by May 1 of each year. This Agreement may only be modified or amended by the execution of a written instrument, signed by both Parties and approved as to form by the Office of the Attorney General.
7. **Delays.** The Parties' respective obligations hereunder (other than the payment of money) are subject to reasonable delays for force majeure.
8. **Default.** If at any time either Party shall default in the performance or observance of any of the terms, covenants, conditions or agreements of this Agreement and such default shall not be cured within thirty (30) days after delivery of notice thereof from any non-defaulting Party to the defaulting Party (or if such default is capable of cure but not reasonably capable of cure within such thirty (30) day period, if the defaulting Party fails to commence a cure within such thirty (30) day period and diligently and continuously prosecute such cure to completion within a reasonable time period), then the non-defaulting Party shall be entitled to (i) terminate this Agreement upon written notice to the other Party, and/or (ii) pursue such other remedy as may be available at law or in equity; provided, however, that if such default involves an emergency (i.e., the possibility of risk of injury to person or property), or performance of such obligation is necessary to prevent or relieve an emergency, then the notice required to be given hereunder need only be such reasonable notice, if any, as is warranted by the nature of the specific condition involved. Notwithstanding anything to the contrary contained herein, each Party hereby waives consequential damages, punitive damages, treble or other multiple damages, and damages for lost opportunity or lost profits for claims, disputes, or other matters arising out of or relating to this Agreement.
9. **Compliance with Laws.** To the extent applicable to this Agreement, Mansfield acknowledges and agrees that it shall comply with and be subject to the laws, rules, regulations and executive orders set forth in Exhibit A attached hereto, which Exhibit A is incorporated herein by reference and made an integral part of this Agreement.
10. **Cooperative Effort.** The Parties agree to work cooperatively to accomplish the objectives described in this Agreement.
11. **Mediation.** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to seeking other recourse. Mansfield and UConn shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the Parties mutually agree otherwise, shall take place in the Town of Mansfield, Connecticut and shall be

administered by a mutually agreeable mediator in accordance with the Commercial Mediation Procedures of the American Arbitration Association ("AAA") in effect on the date of this Agreement; provided, that such mediation is not required to be conducted under the auspices of the AAA unless required by either Party. A request for mediation shall be made in writing, delivered to the other Party to the Agreement. The submission of any claim, dispute or other matter to mediation shall not constitute a waiver of any rights of either Party under applicable law.

12. Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Connecticut, without regard to its principles of conflicts of laws.
13. Entire Agreement. This Agreement, together with the exhibits hereto, constitutes the entire Agreement and understanding between the Parties relating to the subject matter hereof and supersedes all prior discussions and agreements, oral or written, express or implied, relating to the subject matter hereof. Any amendments to this Agreement must be in writing and executed by authorized representatives of the Parties and approved by the Office of the Attorney General. The performance by any Party of its obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by the other Party.
14. Execution. This Agreement may be executed in one or more counterparts each of which shall constitute an original but which together shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by telecopier, facsimile, portable document format ("PDF") or other electronic means shall be as effective as delivery of a manually executed counterpart of this Agreement. The signature of any Party on this Agreement by telecopier, facsimile, PDF or other electronic means is to be considered as an original signature, and the document transmitted is to be considered to have the same binding effect as an original signature on an original document. At the request of any Party, any telecopier, facsimile or other electronic signature will be re-executed in original form by the Party which executed the telecopier, facsimile, PDF or other electronic signature. No Party may raise the use of a telecopier, facsimile machine, PDF or other electronic means, or the fact that any signature was transmitted through the use of a telecopier, facsimile machine, PDF or other electronic means, as a defense to the enforcement of this Agreement.
15. Benefit, Binding. This Agreement shall inure to the benefit of, and shall be binding upon UConn, but may not be assigned by UConn; any such assignment shall be null and void. This Agreement shall inure to the benefit of, and shall be binding upon Mansfield, its successors and assigns, including, without limitation, any corporation or other business organization with which Mansfield may merge or consolidate or to which it may transfer substantially all of its assets or otherwise enter into an acquisition or reorganization transaction.
16. Approval of the Office of Attorney General. This Agreement shall not be binding on either party unless and until approved as to form by the Office of the Attorney General.

17. Notices. All notices and other communications shall be deemed to have been duly given and received, whether or not actually received, on (a) the date of receipt if delivered personally, (b) two (2) calendar days after the date of posting if transmitted by certified mail, return receipt requested, or (c) one (1) business day after pick-up if transmitted by nationally recognized overnight courier service, whichever shall first occur, in each case to the address of the Party set forth below. A notice or other communication not given as herein provided shall be deemed given if and when such notice or communication and any specified copies are actually received in writing by the party and all other persons to whom they are required to be given. Any Party hereto may change its address for purposes hereof by notice given to the other Party in accordance with the provisions of this Section 16.

If to Mansfield:

Town of Mansfield
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, Connecticut 06268
Attention: Town Manager

If to UConn:

University of Connecticut
352 Mansfield Road, Unit 1086
Storrs, CT 06269-1086
Attention: Office of the Provost

[remainder of page intentionally left blank; signature page follows]

[Signature Page to Memorandum of Understanding]

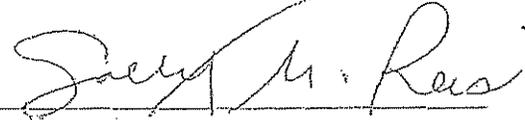
IN WITNESS WHEREOF, the Parties have executed this AGREEMENT as of the date first above written.

THE TOWN OF MANSFIELD

By: 
Matthew W. Hart
Town Manager

Date: 07/02/2014

THE UNIVERSITY OF CONNECTICUT

By: 
Vice Provost for Academic Affairs

Date: 7/6/2014

APPROVED AS TO FORM:


Associate/Assistant Attorney General

Date: 11/12/14

EXHIBIT A

1. Claims Against the State. Mansfield agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut or UConn arising from or in connection with this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and Mansfield further agrees not to initiate any legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.

2. State Executive Orders. This Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Agreement as if they had been fully set forth in it. At Mansfield's request, UConn shall provide a copy of these orders to Mansfield. This Agreement may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

4. Sovereign Immunity. The Parties acknowledge and agree that nothing in this Agreement shall be construed as a waiver by the State of Connecticut or UConn of any rights or defenses of sovereign immunity, which it may have had, now has, or will have with respect to all matters arising out of this Agreement.

5. Statutory Authority. Connecticut General Statutes §§ 4a-52a, 10a-104, 10a-108, 10a-109d (a)(5) and/or 10a-151b, provide UConn with authority to enter into contracts in the pursuit of its mission.

6. Insurance. Mansfield agrees that while performing all services specified in this Agreement, its contractors will carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable cause whatsoever. If requested, certificates of such insurance will be filed with University prior to the performance of such services.



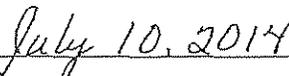
TOWN OF MANSFIELD
Certified Resolution

I, Mary Stanton of the Town of Mansfield, a Connecticut municipality, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Town Council of the Town of Mansfield duly held and convened on October 10, 2006, at which meeting a duly constituted quorum of the Town Council was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

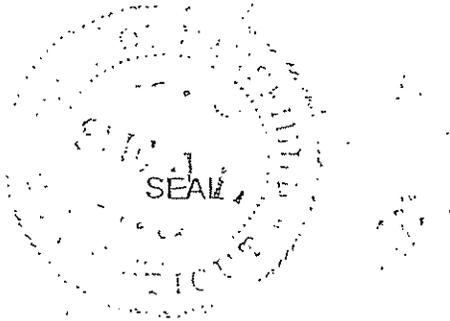
RESOLVED, This is to certify that pursuant to Section C502 of the Charter of the Town of Mansfield, Matthew W Hart, the Town Manager of the Town of Mansfield, shall sign and make all contracts and agreements in the name of the Corporation from this day forward.



Mary Stanton
Town Clerk



Date



UConn - School of Fine Arts
Community School of the Arts
 Income Statement Summary FY14 - FY16

	FY14 - Actual	FY15 - Projection	FY16 - Projection
Total Enrollment	<u>1182</u>	<u>968</u>	<u>961</u>
- Individual Lessons	846	560	530
- Group Lessons	336	408	431
 Programmatic P&L:			
- Income	450,347	291,843	329,722
- Total Expense	450,347	291,844	291,000
- Expense (Direct)	227,619	150,348	168,121
- Expense (Indirect - Administrative Related)	133,226	104,820	86,693
- Expense (Overhead - Fringe Benefit /General Office Costs/Other Adj.) ⁽¹⁾	89,503	36,676	36,186
 Total Direct + Indirect + Overhead Profit/(Loss)	<u>(0)</u>	<u>(1)</u>	<u>38,722</u>
<i>Direct Cost % of Total Revenue</i>	51%	52%	51%
 UConn Subsidy Received to Contain Deficit ⁽¹⁾	<u>(73,166)</u>	<u>(67,566)</u>	
FY13 Fund Balance (prior year profit) ⁽¹⁾	<u>(27,960)</u>		

Summary Total



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant Town Manager; Cherie Trahan, Director of Finance; Amy Meriwether, Accounting Manager
Date: April 25, 2016
Re: WPCA, FY 2015/16 Willimantic Sewer Budget

Subject Matter/Background

Attached please find the proposed Willimantic Sewer Budget for FY 2015/16. Mansfield contracts with the Town of Windham for sewer service for those Mansfield residents connected to the Windham Water Pollution Control Facility (WPCF). In addition to customary sewer charges, Mansfield would make payments averaging \$25,106 per quarter to Windham for Mansfield's flow proportionate share of the WPCF plant upgrade. Mansfield bills Mansfield customers a fee that is appropriate to fund the budget.

Financial Impact

The proposed budget anticipates a 6.8% increase in revenue to fund customary charges and the quarterly payments Mansfield pays to Windham for the Mansfield share of the plant upgrade. Based on the proposed budget, we estimate that on June 30, 2016 retained earnings would remain \$358,437.

Recommendation

If the Town Council acting as the Water Pollution Control Authority (WPCA) approves the budget as proposed, the following motion would be in order:

Move, effective April 25, 2016, to adopt the FY 2015/16 Willimantic Sewer Budget as prepared by town staff.

Attachments

- 1) Willimantic Sewer Enterprise Fund Estimated Budget
- 2) Willimantic Sewer Billing

TOWN OF MANSFIELD
WILLIMANTIC SEWER ENTERPRISE FUND ESTIMATED BUDGET

	<u>2014/15</u> Actual	<u>2015/16</u> Proposed *
OPERATING REVENUES:		
Sewer Charges	\$216,583	\$231,270
Other Revenues	<u>1,967</u>	<u>2,500</u>
Total Operating Revenues	<u>218,550</u>	<u>233,770</u>
 OPERATING EXPENSES:		
Sewer Billings	101,148	116,580
Purchased Services & Supplies	4,038	2,500
Windham Sewage Treatment Plant Upgrade	53,705	100,420
Depreciation	<u>14,273</u>	<u>14,270</u>
Total Operating Expenses	<u>173,165</u>	<u>233,770</u>
Operating Income/(Deficit)	45,385	-
Retained Earnings, July 1	<u>313,052</u>	<u>358,437</u>
Retained Earnings, June 30	<u><u>\$358,437</u></u>	<u><u>\$358,437</u></u>

* Note: Reflects a 12.9% increase in the contractual usage charge per gallon of flow from Windham WPCF.

Willimantic Sewer Billing

Period	Contractual Usage (53216)			(53233)	(53233)	New	Total Payment
	Gals. (M)	Cost per M	Cost	Construction Charge	Design Charge	Construction Charge	
Jul/Aug/Sept 2012	13.83	2359.2	\$ 32,627.74	\$ 21,046.12	\$ 924.28		\$ 54,598.14
Oct/Nov/Dec 2012	13.39	2359.2	31,589.69	18,707.67	821.58		51,118.94
Jan/Feb/Mar 2013	14.92	2359.2	35,199.26	16,369.21	718.88		52,287.35
Apr/May/Jun 2013	14.52	2359.2	34,255.58	16,369.21	718.88		51,343.67
FY 2012/13	56.66		133,672.27	72,492.21	3,183.62		209,348.10
Jul/Aug/Sept 2013 *	12.42	2861.66	\$ 35,541.82	\$ 18,707.67	\$ 821.58		\$ 55,071.06
Oct/Nov/Dec 2013 *	12.23	2861.66	34,998.10	18,707.67	821.58		57,401.24
Jan/Feb/Mar 2014	14.93	2861.66	42,724.58	18,707.67	821.58		65,130.42
Apr/May/Jun 2014	16.46	2860.45	47,083.01	16,369.21	718.88		67,048.01
FY 2013/14	56.04		160,347.51	72,492.21	3,183.62		236,079.38
* Usage adjusted							
Jul/Aug/Sept 2014	9.28	2649.24	\$ 24,584.95	\$ 16,369.21	\$ 718.88		\$ 41,673.04
Oct/Nov/Dec 2014	8.89	2649.24	23,551.74	11,692.29	513.49		38,415.65
Jan/Feb/Mar 2015	9.83	2649.24	26,042.03	11,692.29	513.49		40,906.88
Apr/May/Jun 2015	10.18	2649.24	26,969.26	11,692.29	513.49		41,834.46
FY 2014/15	38.18		101,147.98	51,446.08	2,259.35		154,891.59
Jul/Aug/Sept 2015	8.72	2991.68	\$ 26,077.88	\$ 11,692.29	\$ 513.49	\$ 12,900.00	\$ 51,183.66
Oct/Nov/Dec 2015	7.83	2991.68	23,424.85	11,692.29	513.49	12,900.00	48,530.63
Jan/Feb/Mar 2016	11.42	2991.68	34,164.99	11,692.29	513.49	12,900.00	59,270.77
Apr/May/Jun 2016	11.00	2991.68	32,908.48	11,692.29	513.49	12,900.00	58,014.26
FY 2015/16	38.97		116,576.20	46,769.16	2,053.96	51,600.00	216,999.32

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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; Cherie Trahan, Director of Finance; Amy Meriwether, Accounting Manager
Date: April 25, 2016
Re: WPCA, FY 2015/16 UConn Water and Sewer Budget

Subject Matter/Background

Attached please find the proposed UConn water and sewer budget for FY 2015/16. The budget is based on actual water/sewer billings from New England Water Utility Services (NEWUS) for the period July 7, 2015 – January 7, 2016, as adjusted for prior year estimates.

The Town Council discussed this item at their budget workshop on April 14, 2016.

Financial Impact

The proposed budget reflects a decrease of 3% from FY 2014/15.

Recommendation

If the Town Council acting as the Water Pollution Control Authority (WPCA) approves the budget as proposed, the following motion would be in order:

Move, effective April 25, 2016, to adopt the FY 2015/16 UConn Water and Sewer budget as prepared by town staff.

Attachments

- 1) UConn Water and Sewer Enterprise Fund Estimated Budget
- 2) UConn Water and Sewer Enterprise Fund Comparison of Proposed Billing by Customer

TOWN OF MANSFIELD
UCONN WATER/SEWER ENTERPRISE FUND ESTIMATED BUDGETS

	<u>2014/15</u> Actual	<u>2015/16</u> Proposed
OPERATING REVENUES:		
Interest and Lien Fees	\$ 593	\$ -
Water/Sewer Charges	<u>141,550</u>	<u>168,700</u>
Total Operating Revenues	142,143	168,700
OPERATING EXPENSES:		
Pump Station Maintenance	23,309	26,290
Water/Sewer Billings	90,913	103,940
Purchased Services & Supplies	3,217	4,800
Depreciation	<u>10,083</u>	<u>14,520</u>
Total Operating Expenses	<u>127,522</u>	<u>149,550</u>
Operating Income/(Deficit)	14,621	19,150
Retained Earnings, July 1	<u>317,994</u>	<u>332,615</u>
Retained Earnings, June 30	<u>\$ 332,615</u>	<u>\$ 351,765</u>

**UCONN WATER/SEWER FUND
COMPARISON OF PROPOSED WATER/SEWER BILLING
BY CUSTOMER 15/16 VERSUS ACTUAL 14/15**

Account	FY 14/15 ¹ Budget	FY 15/16 ² Preliminary Budget	Budget Increase/ (Decrease)	%	FY 14/15 Adjustment	FY 2015/16 ³ Proposed Budget
Wrights A - Sewer Only	\$ 4,872	\$ 5,456	\$ 584	12.0%	\$ 66	\$ 5,522
Wrights B - Sewer Only	1,341	1,430	89	6.6%	(6)	1,424
Holinko - Sewer Only	13,151	12,805	(346)	(2.6%)	(564)	12,241
Senior Center - Water and Sewer	1,682	1,464	(218)	(13.0%)	23	1,487
Total Town of Mansfield	21,046	21,154	108	0.5%	(481)	20,673
Wrights A - Water Only	4,827	2,990	(1,837)	(38.1%)	62	3,052
Wrights B - Water Only	1,438	858	(580)	(40.3%)	(5)	853
Holinko - Water Only	13,322	7,170	(6,152)	(46.2%)	(537)	6,633
Total Mansfield Housing Authority	19,587	11,018	(8,569)	(43.8%)	(480)	10,538
Mansfield Retirement Comm (Juniper Hill)						
Water and Sewer	29,523	25,422	(4,101)	(13.9%)	53	25,475
Mansfield Retirement Co-op (Glen Ridge)						
Water and Sewer	19,764	14,641	(5,123)	(25.9%)	108	14,749
Center for Rehabilitation and Nursing						
Water and Sewer	30,925	28,852	(2,073)	(6.7%)	621	29,473
Courtyard Condos	16,233	7,348	(8,885)	(54.7%)	(3,240)	4,108
Post Office	966	800	(166)	(17.2%)	(44)	756
University Plaza ⁴	297	12,700	12,403	4176.1%	4,279	16,979
Weeks Trailer Park	3,208	2,582	(626)	(19.5%)	(108)	2,474
Community Center	14,142	19,372	5,230	37.0%		19,372
Day Care	3,076	4,335	1,259	40.9%		4,335
Intermodal Center	496	571	75	15.1%		571
Town Square	1,336	1,371	35	2.6%		1,371
Town Hall	1,270	1,865	595	46.9%		1,865
E.O. Smith	11,262	15,958	4,696	41.7%		15,958
Total All Accounts	\$ 173,131	\$ 167,989	\$ (5,142)	(3.0%)	\$ 708	\$ 168,697

¹ Includes adjustment for prior year

² Prior to the adjustment for FY 14/15

³ Proposed budget including adjustment for FY 14/15

⁴ Reflects addition of a new business

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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; Linda Painter, Director of Planning and Development; Curt Vincente, Director of Parks and Recreation; Jessie Richard, Community Development Assistant;
Date: April 12, 2016
Re: Neighborhood Assistance Act Programs

Subject Matter/Background

The Connecticut Department of Revenue Services has issued a solicitation for program applications for the 2016 Neighborhood Assistance Act Program. This program provides funding for community programs conducted by either a municipal government or tax exempt agency through a corporation tax credit to businesses that make cash contributions to the town. The community program must be approved by both the municipal agency and the Department of Revenue Services. Businesses can receive a Connecticut Tax Credit for their contributions to municipal programs that are approved by the Department of Revenue Services. The amount of the tax credit is determined by the type of project in which the business invests. The minimum investment required is \$250; the maximum investment for a business in any calendar year is \$150,000.

Eligible Programs

The following types of projects and community programs would be eligible for funding through the Neighborhood Assistance Act:

- *Energy Conservation Projects* (Tax Credit of 100% of cash invested) including projects to promote energy conservation that are directed toward properties occupied by low-income persons or properties owned or occupied by charitable organizations, foundations, trusts or other entities.
- *Community Programs* (Tax Credit of 60% of cash invested) including programs that provide community-based alcoholism prevention or treatment programs; neighborhood assistance; job training; education; community services; crime prevention; construction or rehabilitation of dwelling units for families of low and moderate income in the state; funding for open space acquisitions; child day care facilities (must be primarily for children of employees of the sponsoring business); and any other program that serves persons at least 75% of whom are at an income level not exceeding 150% of the poverty level for the preceding year.

In 2012, the Town received partial funding for energy efficiency improvements through the Town's housing rehabilitation program, and in 2012, 2013, 2014 and 2015 the Town received funding for a water harvesting project at the Mansfield Community Center.

Pursuant to program guidelines, we are required to hold a public hearing regarding proposed program applications. Additional projects could be identified through the public hearing by members of the community as well as local non-profit organizations. A solicitation was sent out to local non-profits on March 28th, asking for submission of proposed projects by May 13, 2016 for consideration at a May 24, 2016 public hearing. The Town Council must vote to approve the programs prior to application, including those submitted by non-profit organizations.

Timeline

Applications for municipal programs must be submitted to the Department of Revenue Services by July 1, 2016. The Department will issue a list of approved programs by September 1, 2016. Businesses interested in funding any of the approved programs must submit a Neighborhood Assistance Business Act Application to the Department of Revenue Services between September 15 and October 1, 2016.

Financial Impact

The financial impact would depend on the program. At the public hearing, staff will present draft project applications including budgets identifying funding sources and expenses for each project.

Recommendation

Staff recommends that the Council schedule a public hearing for May 23, 2016 to receive public comment regarding potential program applications for the Neighborhood Assistance Program.

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

Move, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on May 23, 2016, to solicit public comment regarding potential program applications to the Neighborhood Assistance Program.

Attachments

- 1) Neighborhood Assistance Act Information Sheet



25 Sigourney Street
Hartford CT 06106-5032

INFORMATIONAL PUBLICATION

The Connecticut Neighborhood Assistance Act Tax Credit Program

Purpose: This Informational Publication explains the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

Effective Date: Upon issuance.

Statutory Authority: Conn. Gen. Stat. §12-630aa et. seq.

Definitions: For purposes of the NAA tax credit program:

Business firm means any business entity authorized to do business in Connecticut and subject to any of the following taxes:

- Insurance Companies and Health Care Centers (Chapter 207);
- Corporation Business (Chapter 208);
- Air Carriers (Chapter 209);
- Railroad Companies (Chapter 210);
- Certified Competitive Video Service Companies (Chapter 211);
- Community Antenna Television System Companies (Chapter 211);
- Satellite Companies (Chapter 211);
- Utility Companies (Chapter 212); **or**
- Business Entity (Chapter 213a). For purposes of a business entity subject to the Business Entity Tax, the credit may only be used by the members or partners of the entity that are subject to the Corporation Business Tax.

Donation of money to an open space acquisition fund means money contributed to an open space acquisition fund of any political subdivision of the state or any nonprofit land conservation organization.

The money must be used for the purchase of land, interest in land, or permanent conservation restriction on land to be permanently preserved as protected open space.

Energy conservation projects means programs to promote energy conservation that are directed toward properties where at least 75% of occupants are at an income level not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted or at properties owned or occupied

by charitable corporations, foundations, trusts, or other entities. Such projects include, but are not limited to:

- Energy conserving modification or replacement of windows and doors;
- Caulking and weather-stripping;
- Insulation;
- Automatic energy control systems;
- Hot water systems;
- Equipment required to operate variable steam, hydraulic, and ventilating systems;
- Replacement of burners, furnaces, or boilers;
- Electrical or mechanical furnace ignition systems; **or**
- Replacement or modification of lighting fixtures.

The Connecticut Neighborhood Assistance Act Tax Credit Program: The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies.

The credit may be applied against the following taxes:

- Insurance Companies and Health Care Centers (Chapter 207);
- Corporation Business (Chapter 208);
- Air Carriers (Chapter 209);
- Railroad Companies (Chapter 210);
- Certified Competitive Video Service Companies (Chapter 211);
- Community Antenna Television System Companies (Chapter 211);
- Satellite Companies (Chapter 211); **and**
- Utility Companies (Chapter 212).

The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS).

Community Programs That Qualify for the NAA Tax Credit Program: Listed below are examples of the types of programs that qualify for the NAA tax credit and the amount of the available credit.

A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects.

A tax credit equal to 60% of the cash invested is available to business firms that invest in programs that provide:

- Neighborhood assistance;
- Job training;
- Education;
- Community services;
- Crime prevention;
- Construction or rehabilitation of dwelling units for families of low and moderate income in the state;
- Donation of money to an open space acquisition fund;
- Child day care facilities;
- Child care services;
- Employment and training programs directed at handicapped persons;
- Employment and training programs for unemployed workers who are 50 years of age or older;
- Education and employment training programs for recipients in the temporary family assistance program;
- Community-based alcoholism prevention or treatment; or
- Any other program which serves a group of individuals where at least 75% of the individuals are at an income not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted.

Obtaining Approval for the NAA Tax Credit Program:

Tax exempt entities and municipal agencies desiring to obtain benefits under the NAA must complete **Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal**, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Form NAA-01, Part IV and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality to DRS with the approved program proposals.

Limits on the Amount of Contributions That May Be Made or on the Amount of Tax Credit Available: The NAA Tax Credit Program has several statutory limits which must be observed, including the following:

- A business firm is limited to receiving \$150,000 in tax credits annually; however, the amount of tax credit allowed any business firm for investments in child day care facilities for any income year may not exceed \$50,000.

- The minimum contribution on which a tax credit can be granted is \$250.
- Any organization conducting a program or programs eligible for funding under the NAA is limited to receiving an aggregate of \$150,000 of funding for any program or programs for any fiscal year.
- The total amount of all tax credits allowed in any fiscal year is \$5 million, which, if exceeded, results in prorating the approved tax credits among the approved organizations.

Business Applications Deadlines: Each business firm requesting a tax credit under the NAA Tax Credit Program must complete a separate **Form NAA-02, Connecticut Neighborhood Assistance Act (NAA) Business Application**, for **each** program it wishes to sponsor. Form NAA-02 must be submitted to DRS on or after September 15 but not later than October 1 of each year. Business firms may electronically submit their application by emailing a signed Form NAA-02 to **NAAProgram@ct.gov**. Any application that is not electronically submitted may be mailed or hand-delivered to DRS.

Claiming the Tax Credit: DRS issues an NAA program approval letter to business firms that make cash investments in qualified community programs. The letter indicates the tax credit amount that may be claimed on the applicable business tax return. The tax credit amount must also be entered on **Form CT-1120K, Business Tax Credit Summary**, and/or **Form CT-207K, Insurance/Health Care Tax Credit Schedule**.

Carry Back Provisions: The amount of tax credit that is not taken on the tax return of a business firm for the income year beginning during the calendar year in which the program proposal was approved may be carried back to the two immediately preceding income years (beginning with the earlier of the years). No carry forward is allowed.

Obtaining Additional Information: Direct inquiries to:

Department of Revenue Services
Research Unit
25 Sigourney St Ste 2
Hartford CT 06106

Call: 860-297-5687

Email: DRS.TaxResearch@po.state.ct.us

Effect on Other Documents: Informational Publication 2013(9), The Connecticut Neighborhood Assistance Act Tax Credit Program, is superseded and may not be relied upon after the date of issuance of this Publication.

Effect of This Document: An Informational Publication issued by DRS addresses frequently asked questions about a current position, policy, or practice, usually in a less technical question and answer format.

Related Forms and Publications: Request the most recent edition of the following forms: **Form NAA-01**, *Neighborhood Assistance Act Program Proposal*, and **Form NAA-02**, *Neighborhood Assistance Act Business Application*.

For Further Information: Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); or
- **860-297-5962** (from anywhere).

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

Forms and Publications: Visit the DRS website at www.ct.gov/DRS to download and print Connecticut tax forms and publications.

Paperless Filing/Payment Methods (fast, easy, free, and confidential): Business and individual taxpayers can use the **Taxpayer Service Center (TSC)** at www.ct.gov/TSC to file a variety of tax returns, update account information, and make payments online.

File Electronically: You can choose first-time filer information and filing assistance or log directly into the **TSC** to file returns and pay taxes.

Pay Electronically: You can pay taxes for tax returns that cannot be filed through the **TSC**. Log in and select the *Make Payment Only* option. Designate a payment date up to the due date of the tax and mail a paper return to complete the filing process.

DRS E-Alerts Service: Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. **DRS E-Alerts** provide information for employer's withholding tax, News – Press Releases, and Top 100 Delinquency List. Visit the DRS website at www.ct.gov/DRS and select *Sign up for e-alerts* under *How Do I?* on the gold navigation bar.

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Office of the President
Michael Kirk
Deputy Chief of Staff

April 6, 2016

Item #8

Ms. Rebecca Shafer; Mr. William Roe, Jr.
RShafer@MansfieldNeighborhoodPreservation.org
BRoe@MansfieldNeighborhoodPreservation.org

Dear Ms. Shafer and Mr. Roe,

We received a copy of your letter, dated March 14, to the Mansfield Town Council. This was the same day that several UConn staff members appeared before the council to discuss a number of issues you mention in your letter, which you also read before the council that evening.

Thank you for accepting our invitation to meet with us on campus on Thursday, April 7, 2016 at 1:00 p.m. to further discuss the concerns you raise and answer questions that you and others have.

April 19, 2016

MNP (Mansfield Neighborhood Preservation Group) Reply to Mr. Kirk: Thank you for the opportunity to meet on April 7 and to respond to your reply below. The neighborhood preservation group, on behalf of 250+ neighbors, appreciates the opportunity to engage with the University about this issue.

As we noted to the council, because of persistent budget problems, the state funding that would have allowed our enrollment in Storrs to grow by 5,000 students by 2024 under the Next Generation Connecticut initiative, will likely not be forthcoming. Though this program will continue to be successful, we believe that our enrollment growth will be significantly lower.

MNP: What are the exact enrollment figures?

UConn shares your concerns regarding single family homes in residential neighborhoods being purchased for use as rental properties, including by student renters.

Some Mansfield residents who live near single family homes being rented to students have objected to student behavior, especially with respect to noise. When this occurs, UConn and its Office of Off-Campus Student Services works closely with the students, their neighbors, the town of Mansfield, the police, landlords and, if need be, UConn's Office of Community Standards, to help resolve these issues.

MNP: Although the Off Campus Student Services team works with all parties to resolve the issues, those measures resolve the behavior issues only temporarily, and there is a revolving door of new tenants for our neighbors to educate each year. Each house rented to transient tenants is "lost" to the neighborhood.

MNP: Please note, many residents do not call the various services because they are uncertain who they should call (university, town, or state). Furthermore, many residents feel that calling the police would be a costly and inappropriate use of limited emergency services. Additionally, many residents do not call because past calls have not resulted in effective or lasting resolution of the problem. Also, residents do not call because many

infractions occur on the weekends when most UConn and Town staff is unavailable. Lastly, some do not call because they fear retribution from their student neighbors, and this DOES happen. In our view, it would be helpful to increase resident awareness of the appropriate contact information – we would suggest that the office of Off Campus Student Services mail to every Town resident the correct number to call in magnet form for the refrigerator.

Other Mansfield residents have stated that nearby students are good neighbors, but the residents object to the presence of rental properties in their neighborhoods, even if the students themselves present no problems. There are also concerns about code enforcement.

MNP: Virtually no Mansfield resident would choose to have a student rental next to their home. Student behavior issues aside, rental properties in our neighborhoods devalue the property of permanent residents. We met with realtors last week, and all indicated that no family wants to purchase a home next to a student rental. The homes are frequently poorly maintained, over-occupied, noisy (with partying, music, bass), have much traffic (and car doors slamming) driving faster than normal on small roads, and are, in general, an incompatible mix of demographic.

MNP: Many of our concerns are related to the fact that the neighborhood quality of life is deteriorating and owner-occupancy rates are declining. Additionally, the host community and the neighborhood issues do not seem to be a University priority. For these reasons, we would like to have the University add a position of "Director of Community Enhancement & Engagement" or "Local Government & Community Relations Director" similar to the position at several other universities. This senior level person would focus on helping the University's hometown become an even stronger place to live and work, and would actively facilitate other town/gown initiatives to enhance the experience and vitality of those who live in Mansfield.

Your letter includes a number of statements and assumptions that we would like to address. We believe that providing additional information and context to you could be useful in our ongoing discussions.

For the sake of clarity, I've divided each subject by heading, roughly corresponding to the order in which the issues were presented in your letter to the council.

Fraternity and Sorority Housing

You wrote that "the university houses only 30% of its fraternities and sororities" on campus, with the remainder being located off campus. You ask that UConn move off-campus fraternity and sorority houses to campus.

MNP: Please provide the exact figures of how many and what percentage of fraternities and sororities the University houses.

Greek letter organizations with housing on campus are recognized student organizations living in dedicated UConn housing for fraternities and sororities, and they are living on campus by choice. Students who choose to live in off-campus housing and promote that dwelling as being a fraternity or sorority house, for example, are making that designation themselves. The off-campus houses are not "official" fraternity or sorority houses recognized by the university or, in many cases, even the chapters' national headquarters.

In some cases, UConn has revoked its recognition of some of these organizations. The university does not have authority over where these students live and cannot control how they designate their home.

MNP: Greek organization activities (recognized by UConn or not) are not allowed in residential zones in Mansfield; however they are pushed into our neighborhoods because they are not allowed on campus. They are incompatible with our family neighborhoods. Most fraternities or sororities have 2, 3, or more "houses" in our neighborhoods in which their members live. These houses are used for parties and, in some cases, illegal activities (such as the consumption of alcohol by minors, the sale of alcohol, and the use of illegal drugs). This does not represent the University's values and harms UConn's reputation.

Local Addresses

Your letter asked that "off campus students be required to provide their local addresses to the university and the town."

UConn uses a student information management system called PeopleSoft, as do many other institutions. This is the sole centralized software system UConn uses to track all student information, including addresses.

The system prompts all students who are not living on campus to enter a home address and a current local address. They are required to enter and confirm this information every semester. All address information is self-reported, so it is up to the student to enter these addresses. While address entry is required, there is no mechanism in the PeopleSoft system that would allow it to differentiate between address type; the system only knows that an address has been entered, as required. This means there are students who do provide both a local address and a home address, and others who provide only one or the other, twice.

For its own purposes, the university would also prefer that it have a record of local student addresses, in addition to their home address. We are exploring ways to accomplish this within the PeopleSoft system.

MNP: Excellent. Several of the International Town Gown Association (ITGA) members at the regional meeting were also attempting to improve their database on local student addresses. University of Vermont (UVM) – which also uses PeopleSoft -- has achieved an 83% capture rate by clearing the address field each year, then having a pop up box appear every time a student changes a class or gets a report card. When the field was not cleared their field capture rate was only around 50%, but by completely clearing the field their success rate improved by over 30%. They also have address/zip code confirmation. We would be happy to contact the Oracle Application Team to identify the appropriate options to collect this information.

MNP: Since the UConn Housing Department is able to identify every student who lives *on* campus, they must also, therefore, be able to deduce by name every student living *off* campus; this precise identification would create an opportunity for UConn to directly request their off-campus address.

However, even if that were accomplished, the university would not be able to provide you or the town with a list of students living off-campus or a list of student off-campus addresses, as that information is, in this case, protected under the Family Educational Rights and Privacy Act, known as "FERPA," which is a federal student privacy law.

If your goal is to gain an understanding of UConn's off-campus commuting student population, and where they live, the university is generally able to estimate this, mainly through our work with students and the owners or managers of approximately 20 area high-density apartment complexes.

The Office of Off-Campus Student Services is also aware of students living in single family homes when they are either in a "legacy house" where students have historically lived or when that information is brought to UConn's attention for whatever reason, including code violations or complaints made to the police.

UConn is able to pinpoint the exact number of students who live *somewhere* off campus, and can, for example, determine how many students have listed a mailing address in a given town, including Mansfield. This would provide a minimum count of UConn students living in town, but would not capture the total number. It would also count students whose parents' home is in Mansfield.

MNP: For safety, enforcement of town ordinances and national security purposes, from our perspective, UCONN should use all available resources to determine where every one of their over 25,653 students resides. The university has brought approximately 13,000 off campus students into our community as members of their student body, and many residents feel that UConn needs to take some degree of responsibility for the effects that these students have on our neighborhoods. Other universities have proven this can be accomplished to a great extent. Not having this information is an impediment to enforcement of Off Campus Housing Dept. student rules.

MNP: An important ancillary issue is that it would appear that John Armstrong is responsible for over 13,000 off campus students in our community. This seems an impossible task and we would suggest that he be given additional staffing resources. Could 1-2 full-time professionals be added to Off Campus Housing Director's staff?

Limiting Enrollment to Housing Capacity

Your letter asks that UConn's enrollment be limited to only as many undergraduate students as "can be housed on campus." UConn currently houses approximately 70% of its students on campus, which is more than any other top 50 public university in the nation, except William and Mary in Virginia. I'm including a chart with this letter that illustrates this.

MNP: The *US News and World Reports* data which states that UConn provides housing on campus for 71% of its students is, in the view of many town residents, misleading. That data ignores the fact that in general, large universities are located in large towns/cities where the off campus students can be more easily accommodated and therefore have a lower impact on the community. When off campus enrollment figures are extracted from total enrollment then the calculation is based on size of town population, UConn is in the **lowest quartile of all state universities**. When compared with other state universities located in towns with populations of less than 50,000, UConn is in the median impact ratio which is 54.9. With nearly 13,000 off campus undergraduate and graduate students, the small rural town of Mansfield cannot absorb the overflow of students UConn brings to Town – but does not house. It would be irresponsible for the Town to ignore the social and environmental impact this is causing in our neighborhoods.

This section of your letter makes a number of assumptions: that there may be a housing shortage on campus, leading students to move to off-campus housing, including single-family homes; that more students would live on-campus if more housing was available; and that UConn is able to house 100% of its students on campus, or could reduce enrollment only to those students who were willing to live on campus.

However, data and our experience don't support these assumptions. UConn knows exactly what student demand for on-campus housing is, because all students have to apply to move into or return to UConn housing each year. If demand were exceeding capacity, the university would know that because UConn would be receiving housing applications that exceeded our available space. That is not happening. As student demand for on-campus housing has gone up in the last 10 years, as our enrollment has grown, UConn has added 1,205 more on-campus beds to

meet demand. But currently, applications to live in on-campus housing almost exactly match the space available and there are vacancies every spring semester.

MNP: Mike, please confirm that on campus housing is GUARANTEED for all students who request it. Also, would you please provide for us a list of all on campus living spaces, including spaces that have been reconfigured for more people than were originally intended?

MNP Question: Could we four bed space and on campus housing stock? See **Attachment A**.

MNP: Is it possible that the combination of reconfigured living spaces which accommodate more students than they were originally designed for, and un-rehabilitated housing stock, may be depressive factors in student desire to live on campus? Inflexible and compressed timing of the housing selection process may also be factors in driving students off campus.

MNP: We also note that, at least anecdotally, graduate students, and particularly graduate students with families, do not feel that the University is providing them with adequate housing support.

In March 2014 Kent Holsinger Vice Provost for Graduate Education and Dean of the Graduate School, announced that the 150 beds that were available for graduate students and post-docs will no longer be available once the current leases expire - this includes Northwood apartments. The 150 beds were converted into undergraduate housing. The lack of graduate student housing is, as we understand, an impediment to the creation of a vibrant research and commercialization ecosystem in Storrs.

This is because there will always be a percentage of students who prefer to live off campus, no matter what the on-campus options are. That will be true regardless of whether enrollment grows or contracts. So students are not being forced to live off campus due to a lack of space or options, they are choosing to live off campus based on what the local private housing market is offering and their own personal preference.

MNP: Students "prefer" many things that the University does not allow. Those activities are thus prohibited. UConn spends thousands of dollars annually to provide RA's on every dorm floor; this is done to supervise and provide oversight to a group of 18-21 year olds who need guidance of many types including social, psychological, safety, etc. It would seem self-evident to many residents in town, and students have told us, that one of the main reasons students move off campus is because they want to live in a more permissive environment than the dorms.

MNP: In our view, our town's residents' preference to maintain the quiet enjoyment of their homes in family neighborhoods should take precedence over student preferences to move into these neighborhoods.

Even if UConn built enough on-campus housing for 100% of our students, we know from our housing application rates –and our experience –that student preference would leave this housing with a vacancy rate of approximately 30%, which is the number of students who choose to live off-campus currently.

MNP: This would not occur to the extent that UConn required students to remain on campus. According to the 2105 ITGA Survey, in fact, most students prefer to live on campus in a setting with their cohorts. Thus universities are creating programs to respond to student needs on campus which have been identified by student surveys. For example, UVM has a new Wellness Program Dorm (<https://www.uvm.edu/~wellenv/>) and theme housing (Redstone Lofts). And, if UConn is unwilling or unable to compel students to live on campus, we look forward to hearing about UConn's plans to continue to encourage and incent students to live on campus. We would also be interested in learning more about the efficacy of these programs in the past and what the goals to continue to

encourage students to live on campus are, in particular, the target for on campus housing requests for the next few years.

This would also be financially unwise for the university, as UConn would have to repay the funds used to build the buildings without the necessary revenue to do so because of the high vacancy rate. Even if state bond funds paid for this construction and the state was responsible for paying the debt service, it would be irresponsible to construct residence halls that the university knew it would not be able to fully utilize. This is why no school of UConn's size and type would build housing for most or all of its students at a given moment in time, or expect that all students will live on campus.

MNP: There is a trend in many colleges to provide a "full college experience" by providing more on campus housing and implementing practices to "draw" students back on campus. This is also done to create more of a bond with the university for endowment purposes. We look forward to supporting UConn's efforts to increase student demand for University housing.

Again, student demand for on-campus housing almost exactly matches our existing housing stock and there is no indication that an increase in our on-campus housing supply would result in an increase in demand on the part of students for that housing.

MNP: We hope that UConn now recognizes our position that student demand for on-campus housing is driven in part by innate student preferences and in part by UConn policy and on-campus offerings.

Freshmen and Sophomores

Your letter asks that all freshmen and sophomores be required to live on campus. However, the vast majority of freshmen and sophomores already choose to live in on-campus housing. Currently, a combined total of 91% of freshmen and sophomores live on campus. And a percentage of those who do not are commuting from their parents' home.

MNP: Other public universities do this. For example, UVM requires all freshmen and sophomores to live on campus, a change that was made due to community requests

MNP: Upon review of the numbers, we would request that UConn consider having juniors live on campus too, otherwise we still have an overflow of students in the neighborhoods. This year for example we have 3,588 sophomores (the freshman from last year) and 3,774 freshmen (from Fall 2015). That makes 7,362 freshmen and sophomores off campus PLUS over 4,300 graduate students living off campus. With over 400 single family homes converted to rentals, primarily to students, the time has come to rein in the practice of allowing so many students to reside off campus.

If more students reside on campus you will not need programs such as "Off-campus Community Leaders Program" to make students living in the neighborhoods feel more connected to campus.

<http://offcampus.uconn.edu/off-campus-student-employees/off-campus-community-leaders-program-frequently-asked-questions/>

Student Apartments Off Campus

Your letter asks that "any necessary student apartments or dormitories be built on campus, rather than in the community."

MNP: We would like be clear that we are opposed to the construction of more student apartment complexes IN Mansfield's neighborhoods, particularly in the already overburdened Hunting Lodge Road area. The problem of family houses being converted to student rentals was a consequence of the construction of student apartments on Hunting Lodge Road. **To be clear, student apartment complexes did not resolve the conversion of family homes to student rentals but rather created it.** The concentration of so many 18-22 years olds in one area off-campus created behavior, safety, traffic, and property destruction problems so intense that families had to flee their homes in this area. The only people who would purchase these homes because of their proximity to the off campus student apartments were landlord investors who immediately began renting the houses to students and thus created the student ghetto that exist there today.

UConn is completing construction of a new residence hall on campus that will house 727 students, opening this summer.

MNP: Excellent that this dorm is being built ON CAMPUS and will go come on line this summer.

UConn cannot control where private companies or individuals build housing off-campus in Mansfield (or in any community). However, building more high-density housing in Mansfield or other area towns would increase the options that students have when deciding where to live off- campus, possibly drawing some away from single family homes, if that is the focus of your concern.

MNP: We would question your assertion that UConn cannot control where private companies or individuals build housing off-campus in Mansfield. There are examples, including Storrs Downtown, where the University has collaborated with and enabled the Town to find locations where private developers could build. Many other universities have provided land for private development of student housing under long-term leases or other arrangements. UConn has the land on which to find suitable locations. And, as you know, UConn is in a position to provide parking, wastewater treatment, and water services to private developers on and adjacent to UConn land. We would encourage you to proactively work with private developers to encourage the construction of dorms and apartment complexes that are NOT located in family neighborhoods, but are located ON campus.

Importantly, UConn tracks 20 different apartment complexes in Mansfield, Willington and Tolland. There are 6756 beds in these complexes, and, working with the property managers, UConn estimates that approximately 90% of these beds are filled with UConn students. This helps to demonstrate that there is very high student interest in this kind of housing.

MNP: YES, that is why UConn should provide land and let someone build more apartment complexes ON or adjacent to campus in areas that do not affect the family character of Mansfield's neighborhoods.

MNP: In our view, it is critical to put housing in locations that have less environmental impact than in some locations that are currently being considered. Deforestation of 45 acres of wet-lands off Hunting Lodge Rd. which contains a wildlife hatchery (vernal pool) and sits in the watershed of two streams which are tributaries of the Willimantic River makes little sense in place of building the South Campus Dorm that would use only 210,000 square feet of land. Obviously, this has a town planning and zoning component, but our understanding is that the so-called "Ponde Place" development is in large part dependent on UConn-provided water and sewer service. In

our view, these UConn resources would be better served going to dorms built on campus or apartment complexes built in areas that do not affect the town's family neighborhoods. With the neighborhoods, so goes the community.

Related numbers also serve to contradict the belief that UConn's expanding enrollment is responsible for greater numbers of single family homes becoming rental properties: in the last 10 years, UConn's undergraduate enrollment will have increased by 2,894 students as of this fall. In that time, our on-campus bed count has grown by 1,205 beds in existing housing. Further, off-campus student-preferred bed space in the 20 high-density developments we track has grown by 1,570 beds. This means that the total growth in both on-campus and student-preferred beds off campus in high-density developments in Mansfield, Willington and Tolland *alone* has been 2,775 over that same 10 year period. Or approximately what UConn's increase in enrollment has been during that time.

This does not represent all area high-density housing, only those that we track. There are other high-density complexes stretching from Manchester to Willimantic where many students live, both undergraduate and graduate, which we do not track. It is also worth noting that of UConn's 5,900 undergrad Storrs-based commuters (as of this fall) it is estimated that approximately 1,500 will live with a parent or parents, commute to Storrs, and not participate in the local housing market.

MNP: As an initial matter, we are troubled that UConn appears to be questioning the reality in our neighborhoods that an increasing number of single-family homes are being converted into student rentals. It appears that UConn's internal data may have led UConn to believe that its enrollment figures were not having this effect. If this is the case, we are glad that a dialogue has begun so that we can assure UConn that, indeed, an increasing number of single-family homes are being converted into student rentals.

Please also note that a substantial number of our graduate students are part-time and commute to Storrs (and other campuses) from around the state, as they are often working professionals seeking a degree and also do not participate in the local housing market.

MNP: Our workforce housing in apron areas of campus is perfect for this demographic to purchase homes to become permanent residents, which should be encouraged.

Finally, there are approximately 70 vacancies in the private, high-density housing complexes we track, and 576 vacancies in UConn's on-campus housing, as of today.

MNP: It would appear, then, that a town rental moratorium would be to UConn's benefit so as to increase the probability that these vacancies can be filled.

Anecdotally, there are students who simply prefer to live in houses, rather than in apartment complexes or UConn's on-campus offerings.

MNP: Again, we hope you would share our view that student preferences are, to a degree, shaped by UConn's policies and on-campus "offerings" that students weigh against the off-campus housing option.

Cars

Your letter asks that UConn limit the number of cars that can be brought to the area. UConn already prohibits students with fewer than 54 credit hours from parking on campus. UConn does not have any authority to prevent students living off-campus from having vehicles.

MNP: As of a few years ago, freshmen were not allowed to bring cars to campus. If the university cannot prevent students living off campus from having cars, this is another excellent reason to require freshmen and sophomores (and possibly juniors) to live ON campus. In our view, Mansfield's infrastructure cannot handle the current traffic load of all the off campus students. We should check with UConn attorney and with other universities at ITGA to see how this CAN be done.

MNP: In addition to traffic on our small back roads as students and others now need to take "shortcuts" to avoid congestion in the new Downtown, there are issues with students living off campus using a service called "Sober Express" and other such services, to deliver students to parties in our neighborhoods. On a single night with deliveries and pickups there can be upwards of HUNDREDS of trips into our neighborhoods nightly. The fraternities now rotate where their parties are held so they don't get nuisance violations too often at any one house. In addition to the hazards associated with increasing volumes of traffic on Mansfield's narrow, tree-lined, winding, and dark roads, there are issues with car doors slamming, honking of horns, and disposing of beer cans and red cups which are thrown out the windows when leaving the parties. Permanent residents are forced to listen to heart-stopping loud bass late into the night. This activity lasts throughout the night in many neighborhoods.

MNP: I believe UConn DOES have the authority to prohibit students living off campus from parking on campus, thus limiting the car traffic on our now congested small roads. There are also a growing number of reports of students parking on roadsides adjacent to campus. There are also cases where off campus students offer the yard of the rental they live in as parking space for other off campus students.

MNP: We must take a "CAN DO" approach to figure out the best solution for this issue because the impact of 13,000 students with vehicles and party-delivery services in town must be horrible for the environment; having students live on campus would be a much smaller carbon footprint.

Increasing Enrollment at Regional Campuses, Decreasing at Storrs

You ask that UConn increase regional campus enrollment and decrease enrollment in Storrs. Enrollment is guided by student demand and UConn's ability to meet the needs of its student population, especially with respect to teaching and student services. Each campus has its own unique demand, and its own capacity to meet that demand. Enrollment decisions are always based on these factors, as well as the state's expectations of its only public research university.

UConn is responsible for providing a service-higher education-on behalf of the entire state and its 3.5 million residents and is accountable to the entire state and state government when it comes to the quality of the education it provides and the population of students it serves.

Storrs has been-and will continue to be-UConn's flagship campus and home to the vast majority of its students and academic programs in order to best serve those students and the state of Connecticut.

MNP: Having Storrs as the flagship campus does not mean it is required to be the largest campus or grow disproportionately to its host town. We must take a "CAN DO" approach to develop mutually agreeable solutions to the crisis now being experienced in our neighborhoods. Regional campus enrollment can be utilized to absorb some of the impact now being felt by Mansfield. It would seem that some programs could selectively be offered at other campuses such as the nursing school being adjacent to the medical school, or other such changes to location.

Moving Academic Departments Out of Mansfield

Your letter asks that UConn move entire schools, colleges and departments to other Connecticut locations. The location of our academic units in Storrs is essential to running a successful university and academic enterprise, and the notion that they should or could be moved is not practical or beneficial for our mission as a university, our students, or the state of Connecticut.

MNP: While complex, we could sit down to discuss options like this that are perhaps "out of the box." Theoretically, to move the School of Nursing and Allied Health next to the School of Medicine seems quite logical and could be beneficial to provide easily accessible nursing internships, as well as, free labor for the UConn Health Center. We look forward to working with you in a positive and creative, way.

Buying Back Homes

Your letter asks that UConn work with the town to buy homes owned by private parties and return them to family ownership. This assumes their owners are willing to sell them and that families are willing to buy them. Also, even if both assumptions are true, UConn does not currently have the resources to do this. However, we believe that it may be beneficial for the town and the university to explore related ideas going forward.

MNP: We appreciate your openness to exploring this. Other universities have helped their host communities do this once the off campus growth became excessive. This has been done at University of Minneapolis and Cornell University (Cornell, Ithaca, and Thompkins County Consortium). With planning, we may be able to do great things for our community.

Again, the university agrees with the root of your concern with respect to single family homes becoming rental properties in residential neighborhoods, which are often then rented to students. It is clear that private individuals and companies are purchasing these homes with the intention of turning them into rental properties. However, UConn cannot control what the private market does.

We do not disagree about the effect the growth in rental properties may have, but rather on how that problem can be effectively addressed and what role UConn can play in support of the town.

This issue is clearly a complex one. Some other questions to consider include: Is some amount of the Mansfield housing stock more attractive as rental property versus being owner-occupied because of its age or condition, or both? And: Are realtors in the area actively marketing properties as investment opportunities and not as owner-occupied properties?

MNP: We are discussing this with realtors, as well as, the Town. We have met with the realtors about their marketing practices, and will have more such discussions. The housing stock in the apron areas of campus including South & North Eagleville Rd, Separatist Rd, Meadowood Rd, Hunting Lodge Rd, Hillydale, Lynwood Rd, Farmstead Rd., Hillside Circle, Eastwood Rd., Westwood Rd., Flaherty, Storrs Heights, Birchwood Heights, Storrs Rd., Hanks Hill Rd., Moulton Rd, Stafford Rd. and others is no different than the housing stock in West Hartford by Trout Brook Drive, which is very marketable. The difference between the Storrs housing stock and that in West Hartford is that people will not risk their life savings to buy in an area which is or could become student rentals. When houses are purchased as student rentals they are often maintained poorly and no one except an investor wants to purchase a house in such a neighborhood. Sometimes these houses are purchased by parents of students without adequate on-campus housing then kept as investments or sold to another investor because, again, families will not buy near student rentals.

MNP: Land Grant Properties: One critical factor that IS 100% within UConn's control is that the houses on the land grant parcels including Eastwood Rd., Westwood Rd., Hillside Circle, Willowbrook Rd., and others, are all properties in which UConn has a deeded right of first refusal. We would like to discuss further whether, as those houses come on the market for sale, it would be possible to exercise the options and put them into a Mansfield/UConn Incentive Buyer Program to increase owner-occupancy rates in these areas and incentivize more faculty and staff to live close to the university. This would, hopefully, be the start of a similar program in other neighborhoods impacted by off campus student housing, and would be done in conjunction with the University.

Please know that we take your concerns very seriously. The university, as the primary employer in Mansfield and surrounding towns, has a strong interest in seeing more owner-occupied housing in close proximity to the university, first, because it is important to the town. In addition, it is also helpful to the university when recruiting faculty and staff.

We will have ongoing conversations with the town of Mansfield regarding ways this issue can be addressed, and what role UConn can play.

MNP: Looking at the "big picture," UConn and the Town have choices to make. The University has the choice to make changes to its housing policies so their host town community neighborhoods can thrive. The Town has the choice of letting its family neighborhoods further deteriorate thereby reducing the quality of life for its permanent residents, which will ultimately serve to detract from the University's image.

MNP: We look forward to working together to make **positive** changes and appreciate your concern.

We look forward to speaking with you in person.

Michael Kirk
Deputy Chief of Staff to the President
University of Connecticut

Sincerely,



CC:
State Senator Mae Flexer
State Representative Gregg Haddad
Chairman Lawrence McHugh
Trustee Shari Cantor
Mansfield Town Council
Mansfield Planning & Zoning Commission
Town Manager Matthew Hart

Sincerely,

Rebecca A. Shafer, Attorney
William Roe, Jr.
Mansfield Neighborhood Preservation

ATTACHMENT A HOUSING COSTS

What are the current costs for room and board for on-campus housing? Might the high cost for on-campus housing be a factor in students choosing to live off campus? What are the approximate comparative costs for off campus housing options? With tuition increasing, might there be more students for whom the cost of on campus room and board will become unaffordable? Does UCONN make a profit on its on campus housing costs or does the price exactly reflect the cost to the university to run the dining and living facilities? Can the price of on campus housing be lowered? What percent of undergraduates receive scholarships or stipends that can be used to offset the cost of on campus or off campus housing?

What is the expected undergraduate enrollment at UCONN for fall 2016?

Even if freshman enrollment for fall 2016 and 2017 does not increase over the enrollment for fall 2015, the total undergraduate enrollment for 2016 and 2017 will necessarily increase due to the smaller size of the current junior and senior class (who will be graduating over the next two years). By how many students will the total enrollment increase in the fall of 2016 and 2017 over the total enrollment in the fall of 2015?

What percent of the 2016 freshman class is expected to be out of state?

What percent of total undergraduate enrollment will be out of state in 2016?

What percent of the 2016 freshman class is expected to be from overseas?

What percent of the total undergraduate enrollment will be from overseas in 2016?

What percent of students living on campus are need based scholarship students?

What percent of the students living off campus are need based scholarship students?

Is there any category of scholarship students who are required to live on campus?

What percent of in-state students live on campus?

What percent of out of state students live on campus?

By class standing breakdown, what percent of in state and what percent of out of state students live on campus?

Manny Rodrigues
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April 12, 2016

Mr. Matthew W. Hart
Town Manager
Audrey P Beck Municipal Building
4 S. Eagleville Road
Mansfield, CT 06268

Regarding: Speaking at the Coventry Memorial Day Parade

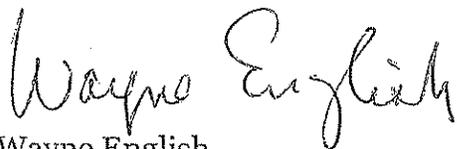
Dear Tom,

The Coventry American Legion would love to have you speak at the Memorial Day Parade, on Monday, May 30, 2016. The parade is a remembrance of the brave patriots who died in service to our great nation, and celebrates our country and community.

I speak for the entire post when I say that we would be so very pleased to have you participate. Should you have any questions, give me a call or e-mail me. My contact information is at the top of this letter.

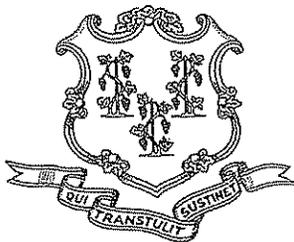
I look forward to your reply. Thank you.

Sincerely,



Wayne English
Media Coordinator
Web Content Rx, LLC
WebContentRx.biz
info@WebContentRx.biz
(860) 502-7735

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Accredited Since 1988

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

Lt. Scott A. Smith
Commanding Officer

M/Sgt. Donna Tadiello
Executive Officer

April 12, 2016

Mr. Matthew Hart
Town Manager
4 S. Eagleville Rd.
Mansfield, CT 06268

Dear Mr. Hart,

I have been reassigned as the new Commanding Officer of Research Development and Planning at CSP Headquarters in Middletown. It has been a pleasure to work together with you since September of 2014. Lt. Alexander Rios will take over as the new Commanding Officer of Troop C effective Monday, April 11, 2016. Thank you for a cooperative and collaborative relationship between your town and the Connecticut State Police during my tenure at the Troop C barracks. If I can be of any assistance to you in the future, you are always welcomed to contact me.

Very truly yours,

Lt. Scott A. Smith

Lieutenant Scott A. Smith #055
Commanding Officer, Troop C
Office: (860) 896-3221
E-mail: scott.smith@ct.gov

Phone: (860) 896-3200 FAX: (860) 318-7633
1320 Tolland Stage Road Tolland, CT 06084-3111
An Equal Opportunity Employer

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From: alison.jackman@eversource.com
Sent: Thursday, April 21, 2016 12:44 PM
To: Matthew W. Hart; Town Mngr
Cc: stoddardl@easternct.edu
Subject: Celebrate Mansfield Success on Earth Day
Attachments: Mansfield Brief.pdf

Happy Earth Day Mansfield!

Did you know that the first Earth Day was way back in 1970? In the spirit of the Earth Day, we want to share a flyer to remind our Clean Energy Communities of the value of energy efficiency and also to highlight the great progress you made in your community last year.

We encourage you to share this information with others in your community and to keep on making smart energy choices every day!

Alison Jackman | Clean Energy Communities – Energy Efficiency | Eversource
107 Selden Street | Berlin, CT 06037 | ☎ : 860-665-4758 | ✉ : alison.jackman@eversource.com

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ENERGY EFFICIENCY DELIVERS VALUE

Energy efficiency is an economic development engine for the state and it makes Connecticut a better place to live and work. In fact, Energy Efficiency Fund programs generated more than **9,200 Connecticut "green" jobs** in 2015 and nearly **\$1 billion in lifetime energy cost savings**. Those savings are being reinvested into Connecticut's economy, making our families stronger and our businesses more competitive.

In 2015, Mansfield saved energy, money and reduced carbon emissions.

Throughout Connecticut

Every \$1 of investment in energy efficiency programs in CT offsets \$2.80 of new generation and other energy costs that consumers would otherwise have to pay for.

In 2015

Residential energy efficiency resulted in approximately \$481 million saved over the lifetime of the installed measures.

Nearly 39,000 homes weatherized including critical services provided to more than 20,000 low-income households.

FINANCIAL SAVINGS

 Annual Savings	Lifetime Savings
\$302,047	\$4,014,162

ELECTRICITY SAVED (KWH)

 Annual Savings	Lifetime Savings
1,491,818	18,649,115

NATURAL GAS SAVED (CCF)

 Annual Savings	Lifetime Savings
8,026	128,413

FUEL OIL & PROPANE SAVED (GALLONS)

 Annual Savings	Lifetime Savings
11,632	245,559

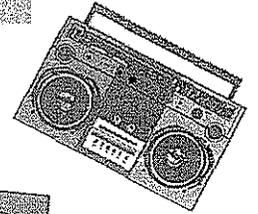
CO₂ SAVED (TONS)

 Annual Savings
920



Empowering you to make smart energy choices





VOLUNTEER RECOGNITION

Awards!



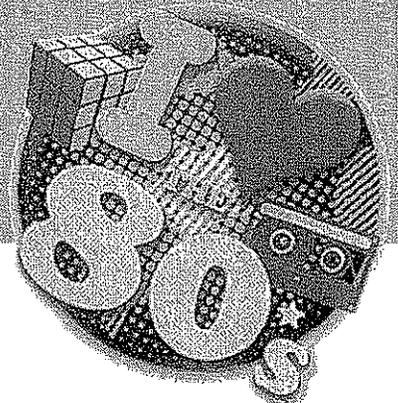
T-shirts!

Dinner!



Tuesday,
April 26th
5:30-7:00pm
Mansfield Senior Center
303 Maple Road
Pat: 860-429-3319
Sarah: 860-487-9875

Please join us for
Mansfield Youth Services
Volunteer Recognition- a night to
celebrate all your hard work and
dedication this year!



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Town of Mansfield

Memorial Day Parade & Ceremony

9:00 AM

Monday, May 30th, 2016

Parade will travel from the intersection of Route 195 and Bassetts Bridge Road in Mansfield Center down Cemetery Road to the ceremony site at the new Mansfield Center Cemetery.

In the event of inclement weather, an abbreviated ceremony will be held in the Mansfield Middle School Gymnasium.

On Memorial Day we pay our respect to those who died protecting and preserving the freedoms we enjoy.

Please join our community in honoring our fallen.

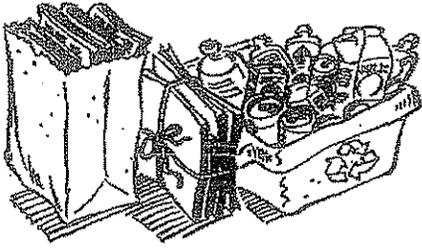
Veterans and active duty personnel are invited to march at the head of the parade.

We are honored to have our veterans and service personnel join us on Bassetts Bridge Road/RT 195 at 8:30 AM on Memorial Day.

Call 860-429-3336, ext. 5 for more information.

Please remember to thank those who have served our country.

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Trash & Recycling Updates, etc...

APRIL THROUGH JUNE 2016

860-429-3333

www.mansfieldct.gov/trash

- E-MAIL NOTIFICATION** Please sign-up for e-mail notification to stay informed of trash service changes due to storms or other emergencies. Go to www.mansfieldct.gov. To the right, click on the e-mail notification tab. After typing in your e-mail address, select the "Trash Service" box.
- TRASH & RECYCLING COLLECTION SERVICE** The week of **Memorial Day** - all trash & recycling collection will be one day later. You will find the 2016 holiday calendar by going to www.mansfieldct.gov/trash.
- REPAIR CAFÉ
APRIL 9, 2016** Come to the Repair Café on Saturday, April 9, 2016, from 10 am to 2 pm at the First Congregational Church's Arnold Auditorium, 199 Valley Street, Willimantic. Skilled volunteers will be on hand to repair and teach repair skills to people bringing in books, bicycles, electronics, electrical and mechanical items, clothing and small wooden furniture that need to be fixed. At 10:30 a volunteer will be teaching basic sewing skills.
- ORGANIC LAWNS WORKSHOP
APRIL 23, 2016** Join us on April 23, 2016 from 10 am to 11:30 am in the Town Hall Council Chamber to learn how to create a lush, healthy yard without the use of pesticides, herbicides and synthetic fertilizers from accredited organic land care professional Rick Brosseau of Milrick Lawn Service. Pre-register by April 21, 2016 by calling 860-429-333 or e-mailing waltonvd@mansfieldct.org.
- ADOPT A ROAD** Is there a particularly littered section of road in your neighborhood? Join the 70 residents or organizations that have committed to keep Mansfield clean by Adopting A Road. Those who adopt a portion of a Mansfield road pick up litter at their convenience during the course of a year. By participating, the litter will not be subject to a charge at the transfer station or limited with trash collection service. Contact the Public Works Department at 860-429-3333 or go to www.mansfieldct.gov/trash - select the litter tab to sign up.
- RID LITTER DAY,
APRIL 30, 2016** Get out and clean up your road, nearby stretch of woods, or a local park on Saturday, April 30, 2016. Bags of roadside litter can either be placed out with curbside collection the following week (no limit restriction) or taken to the transfer station at no cost.
- BACKYARD COMPOSTING WORKSHOP
MAY 7, 2016** Join us on May 7, 2016 from 10 am to 11 am in the Town Hall Council Chamber to learn about the inner workings of a compost pile and how it is an integral part of organic land care. This workshop will help you get started or improve what you already have going. Presented by Virginia Walton, Mansfield Recycling Coordinator. Pre-register by May 5, 2016 by calling 860-429-333 or e-mailing waltonvd@mansfieldct.org.
- DISCOUNTED COMPOST BINS FOR SALE** In 2015, the Town received a recycling reward of \$14,490 from Connecticut Department of Energy and Environmental Protection for its recycling, composting and waste prevention efforts. The money is earmarked to further support the Town's waste reduction efforts. Some of the grant money has been used to purchase compost bins. Beginning May 1 residents can purchase a discounted compost bin for \$25. One discounted bin per household and first come, first served. To purchase a compost bin, contact Virginia Walton at 860-429-333 or waltonvd@mansfieldct.org.

CONTRIBUTE YOUR ORTS (FOOD SCRAPS)

It is estimated that 15% to 30% of a household's waste can be composted. Since September, 40 Mansfield households and one church have been participating in a transfer station pilot project to demonstrate the importance of local, small scale food scrap (also known as orts) composting operations. Over a 5 month period, 2,500 pounds of food scraps have been mixed with the transfer station leaves. We would like more participants. Participating households receive a collection container as well as guidance on what is accepted. Participants bring their food scraps to the transfer station on an as needed basis. If you do not already compost, this is a great way to get started. To participate contact Virginia Walton, Recycling Coordinator at 860-429-3333 or waltonvd@mansfieldct.org.

HOUSEHOLD HAZARDOUS WASTE FACILITY

The Regional Chemical Waste Drop-Off Facility, located at 57 Hancock Road in Willington, will be open the following Saturdays in 2016 from 9 am to 2 pm for residential hazardous waste disposal:

April 16	August 6
May 7	August 20
May 21	September 17
June 4	October 1
June 18	October 15
July 16	November 5

Small businesses may use the facility by contacting 860-684-3163 to arrange an appointment. For more information call 860-429-3333 or go to www.mansfieldct.gov/trash.

**RAIN GARDENS/
RAIN HARVESTING
WORKSHOP
MAY 14, 2016**

Join us on May 14, 2016 from 10 am to 11 am in the Town Hall Council Chamber to explore the water resources on your property and learn interesting ways to use them. Participants will learn about the benefits of rain barrels and how to create a landscaped rain garden from Judy Rondeau, Natural Resource Specialist with the Eastern Connecticut Conservation District. Pre-register by May 12, 2016 by calling 860-429-3333 or e-mailing waltonvd@mansfieldct.org.

**PAPER SHREDDING
AT THE TRANSFER
STATION
JUNE 4, 2016**

The Town will be hosting a paper shredding event on Saturday, June 4, 2016 from 9 am to 12 pm at the Mansfield transfer station, 221 Warrenville Road, Mansfield Center. The cost will be \$3.00 per banker's box. Bring in one box and get a second one shredded for free.

**FINISHED COMPOST
AVAILABLE**

Finished compost is available to residents at no cost at the transfer station. Come prepared to load it up in your own containers/vehicle. The transfer station hours are Tuesday and Saturday, 8:30 am to 4:00 pm and Thursday 12:00 pm to 4:00 pm.

**PLASTIC BAG/FILM
RECYCLING**

Plastic bags are no longer being taken for recycling at the transfer station due to contamination issues. Bags and film must be clean—free of food, dirt, receipts, etc - in order to be recycled. Big Y and Price Chopper do accept **CLEAN** plastic bags and film.

**FISHING LINE
RECYCLING**

Littered monofilament fishing line can be deadly to marine mammals, turtles, fish and birds. Mansfield has placed fishing line recycling tubes (made out of PVC pipe) at several local fishing holes. Be kind to wildlife. Retrieve all snagged fishing line.

**PLANT POT &
TRAY REUSE**

Undamaged plant pots (1 gallon and smaller) and trays of all sizes can be reused at Tri-County Greenhouse on the corner of Bone Mill Road and Route 44. They are a non-profit organization dedicated to serving adults with disabilities.

Connecticut Departments of Transportation and Energy & Environmental Protection
and
The Town of Windham
with
The Willimantic Whitewater Partnership
The Last Green Valley
Willimantic River Alliance

Invite You to Celebrate as part of the Willimantic Riverfest

Making Connections: All Trails Lead to Willimantic

The Air Line and Hop River State Park Trails
The Willimantic River National Recreation Trail

Saturday, May 14, 2016

- 11:30 a.m. Ribbon Cutting for newly constructed connection between Connecticut's Air Line and Hop River State Park Trails.
- 12:30 p.m. Ribbon cutting for new Canoe/Kayak Landing and a new section of the Willimantic River National Recreation Trail.

Location: Air Line State Park Trail Bridge over the Willimantic River
Parking: 55 Bridge St, Willimantic, CT follow signs to large lot at trail head



RSVP to:

Leslie Placzek
Office of Communications
Connecticut Department of Energy and Environmental Protection
79 Elm Street, Hartford, CT 06106-5127
P: 860.424.3898 | F: 860.424.4053 | E: Leslie.Placzek@ct.gov



Connecticut Department of
**ENERGY &
ENVIRONMENTAL
PROTECTION**

www.ct.gov/deep

*Conserving, improving and protecting our natural resources and environment;
Ensuring a clean, affordable, reliable, and sustainable energy supply.*