



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
Monday, December 12, 2016  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:00 p.m.  
AGENDA**

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**ADJOURNMENT**

REGULAR MEETING – MANSFIELD TOWN COUNCIL  
November 28, 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: Kochenburger, Marcellino, Moran, Raymond, Ryan, Sargent, Shaiken, Shapiro  
Excused: Keane

II. APPROVAL OF MINUTES

Mr. Shaiken moved and Mr. Sargent seconded to approve the minutes of the November 14, 2016 meeting as presented. The motion passed with all in favor except Ms. Raymond who abstained.

III. PUBLIC HEARINGS

1. Proposed Amendments to Ordinance Concerning Property Tax Relief for Certain Elderly Homeowners

Mayor Paul Shapiro called the public hearing to order, the Town Clerk read the legal notice, and Town Manager Matt Hart summarized the changes to the ordinance. Quentin Kessel, Codfish Falls Road, spoke in favor of an additional amendment which would raise the income eligibility guidelines for seniors participating in the program. (Supporting materials will be included in the December 12, 2016 packet) The Mayor closed the hearing.

2. Proposed Amendments to Motor Vehicle and Traffic and Parking Ordinance

Mayor Paul Shapiro called the public hearing to order, the Town Clerk read the legal notice, and Town Manager Matt Hart summarized the changes to the ordinance. No public comments were offered. The Mayor closed the hearing.

3. Proposed Amendments to Building Construction Ordinance

Mayor Paul Shapiro called the public hearing to order, the Town Clerk read the legal notice, and Director of Building and Housing Mike Nintean summarized the changes to the ordinance. No public comments were offered. The Mayor closed the hearing.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Jane Helen Fried, Olsen Drive, commented on the development of the parcel on 17 Olsen Drive. (Statement attached and accompanying materials will be added as correspondence in the December 12, 2016 packet.)

Ben Wiles, Browns Road, commented that the new administration has indicated they would revoke the deferred action taken by the Obama administration which was extended to undocumented immigrants brought here as children and asked the Council to consider

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a sanctuary city type ordinance to send the appropriate message to all residents of Mansfield.

Veronica Herrera, Browns Road, commented one of the reasons she and her family moved to Mansfield was that the Town is international and values diversity. Ms. Herrera asked the Council to consider a sanctuary city ordinance which would embrace and defend the Town's values which might be under attack by the new administration.

Greg Miller, Sawmill Brook Road, noted that the Town is enriched by diversity and is one of reasons he and his family moved here. Mr. Miller supports an ordinance which would prevent town officials from providing information to federal immigration authorities.

Noga Shemer, Lynwood Road, asked the Council, given the current political climate, to support an ordinance designating Mansfield as a sanctuary city thereby sending a strong and immediate message that Mansfield is an inclusive haven.

Jennifer Stone, Chaffeeville Road, spoke in support of an ordinance declaring Mansfield a sanctuary city noting that such an action would show the Town continues to be supportive of families and welcoming of diversity.

Stephanie Marquez, Willimantic resident and former UConn student, stated that it is important for all residents to feel safe and expressed support for an ordinance making Mansfield a safe place.

Katherine Villeda, UConn student living on campus, stated that she knows of at least 100 undocumented students on campus and asked the Council to send a message showing all are valued and wanted.

Nyden Gramedios, Liberty Drive and a Mexican immigrant, expressed her love for the Town because of the openness and diversity. Ms. Gramedios teaches undocumented students and she worries about their safety.

Adrian Garcia-Sierra, Liberty Drive, spoke in support of an ordinance would ban city employees and police from inquiring about a person's immigration status.

Holly Rawson, Chaffeeville Road, stated it is important that the community establish that we are a community that values diversity and inclusiveness. (Statement attached)

Eleanor Ouimet, Mulberry Road, asked the Council to adopt a sanctuary city type ordinance and to be on the moral side of history. Ms. Ouimet noted that Mansfield schools do a wonderful job of celebrating the commonality and differences in diversity.

Jiff Martin, Dog Lane, spoke in support of an ordinance which would prohibit town law enforcement from functioning as federal immigration deputies. This action would help protect the gains made in helping protecting children of undocumented immigrants who have grown up in the US. Ms. Martin stated that the threats of the incoming administration are already triggering mental health issue and fears in these young adults.

Stephanie Barefield, Chaffeeville Road and a teacher, spoke in support of the Town becoming a sanctuary city. Ms. Barefield has taught many undocumented students and commented that her students in Mansfield feel safe and supported but that there is a growing fear that this will change.

Glenn Mitoma, Storrs Road resident and grandson of two men who were American citizens interned in the Topaz Camp during WWII, commented that given recent comments citing the internment of Japanese American citizens as a policy precedent for the incoming administration it is imperative that the Town take action to reaffirm its

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commitments to fundamental human rights without regard to race, nationality, religion or immigration status. Mr. Mitoma is in support of a sanctuary city ordinance.

Dorothea Anagnostopoulos, Ellise Road, stated that her family, like many, came here as immigrants for a better life. Enacting a sanctuary city ordinance would send a message to the incoming administration that citizens will not accept policies that divide us from our neighbors or break up our families. Ms. Anagnostopoulos, as a teacher, has worked with undocumented students and although they are afraid they will not go back into the shadows.

Farzana Zubair, a UConn student, spoke in support of an ordinance delegating Mansfield as a sanctuary city and feels the community needs to take a stand against discrimination whether it be towards people of color, Muslims or immigrants.

Renato Muguerza Calle, a UConn student and Peruvian American immigrant, spoke to the need to create a safe space for undocumented students and residents of Mansfield.

UConn students have shown, in a few ways, their support for making Mansfield a safe space for undocumented students and residents and it would mean a lot if the Town of Mansfield stood with them.

Michael Limberg, Constitution Square, spoke in support of a sanctuary city ordinance as a way to show the Town values diversity and inclusiveness. As an American History professor, Mr. Limberg noted that immigration status is a complicated issue and it is time to move toward a better system. Establishing a sanctuary city status would offer protection while we move in that direction.

Mark Kohan, Dog Lane, stated that given the recent increase in hateful incidents across the country many targeting immigrants or perceived immigrants, as chronicled by the Southern Poverty Institute, and the promises made to revoke the deferred action for childhood arrival program, he hopes and expects that Mansfield will enact a sanctuary city ordinance to protect these vulnerable populations.

Bob Pirrie, Chaffeeville Road, spoke in favor of an ordinance to protect immigrants. Mr. Pirrie emphasized that this year will be a major chapter in the history of our country, making the decision of the Council even more important.

Varun Khattar, UConn student and South Windsor resident, expressed concern about the safety of Town residents given the recent increase in hateful and violent acts against immigrants. Mr. Katar urged the Council to designate Mansfield as a sanctuary city thereby reaffirming the Town's commitment to civil and human rights.

Stephanie Sponzo, UConn student, spoke in favor of the ordinance and commented that people will look back to see what people did during this historical time. Ms. Sponzo asked the Council to show what the Town stands for.

#### V. REPORT OF THE TOWN MANAGER

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

- The Mayor and Town Manager are meeting with the Director and Chair of the Mansfield Housing Authority on Friday to discuss the recent settlement agreement on a Section 8 Housing complaint.
- Mr. Shaiken complimented the efforts of Zoning Enforcement Officer Janell Mullen regarding her work on issues surrounding 17 Olsen Drive and stated that he would like to see this resolved.

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VI. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Shapiro commented that he, Councilor Moran, and the Town Manager attended the CCM conference which he found to be beneficial. Mr. Shapiro, as an individual, also attended the Interfaith Ministry Service at which members of all different faiths gathered. Mr. Shaiken reported that he and Councilor Keane attended the opening of the new Perception House in Storrs Center and welcomed the group to Mansfield.

VII. OLD BUSINESS

Mr. Kochenburger moved and Ms. Moran seconded a motion to become the Water Pollution Control Authority for the Town of Mansfield.

The motion passed unanimously.

4. WPCA, Proposed Sewer Service Agreement between Town of Mansfield and University of Connecticut

Attorney Jim Welch, Public Works Director John Carrington and Assistant Town Engineer Derek Dilaj were on hand to answer questions.

Mr. Ryan moved and Mr. Marcellino seconded to approve the following resolution: RESOLVED, to authorize the Town Manager to execute the Sewer Service Agreement, draft dated November 21, 2016; between the Town of Mansfield and the University of Connecticut.

Council members discussed the changes made to the agreement in response to Council and Four Corners Water and Sewer Committee concerns. Ms. Raymond requested that the word "covey" be changed to "convey" in the third "Whereas" of the agreement.

Mayor Shapiro moved and Mr. Shaiken seconded to amend the motion to state that the Town Manager, prior to signing the agreement, shall determine that language similar to the following be included under Section 4(a)(ii)(2) of the Sewer Service Agreement:

"Nothing herein shall diminish the authority of the land use agencies of the Town of Mansfield"

The motion to amend passed unanimously.

The motion, as amended, passed unanimously.

Ms. Moran moved and Mr. Shaiken seconded to recess as the Water Pollution Control Authority and to resume as the Town Council.

The motion passed unanimously.

5. Proposed Amendments to Ordinance Concerning Property Tax Relief for Certain Elderly Homeowners

Mr. Marcellino moved and Mr. Ryan seconded to suspend Rule 6d of the Council Rules of Procedure and proceed with immediate action on the proposed amendments to Ordinance Concerning Property Tax Relief for Certain Elderly Homeowners. The motion passed with all in favor except Mr. Sargent who voted nay.

Mr. Ryan moved and Mr. Shaiken seconded, effective November 28, 2016, to approve the proposed amendments to the Ordinance Concerning Property Tax Relief

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for Certain Elderly Homeowners, which amendments shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield. The motion passed with all in favor except Mr. Sargent who abstained.

6. Proposed Amendments to Motor Vehicle and Traffic and Parking Ordinance  
Mr. Marcellino moved and Mr. Ryan seconded to suspend Rule 6d of the Council Rules of Procedure and proceed with immediate action on the proposed amendments to Motor Vehicle and Traffic and Parking Ordinance. The motion passed with all in favor except Mr. Sargent who voted nay.  
Mr. Shaiken moved and Mr. Ryan seconded, effective November 28, 2016, to approve the proposed amendments to the Motor Vehicle Traffic and Parking Ordinance and Regulation, which amendments shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield. The motion passed unanimously.
7. Proposed Ordinance to Building Construction Ordinance  
Mr. Marcellino moved and Mr. Moran seconded to suspend Rule 6d of the Council Rules of Procedure and proceed with immediate action on the proposed amendments to Ordinance to Building Construction Ordinance. The motion passed with all in favor except Mr. Sargent who voted nay.  
Move, effective November 28, 2016, to approve the proposed amendments to the Building Construction Ordinance, which amendments shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield. The motion passed unanimously.
8. Financial Statement Dated September 30, 2016  
Mr. Ryan, Chair of the Finance Committee moved, effective November 28, 2016, to accept the Financial Statements dated September 30, 2016.  
The motion passed unanimously.
9. Transfer of Uncollected Taxes to Property Tax Suspense Book  
Mr. Ryan, Chair of the Finance Committee moved, effective November 28, 2016, to transfer \$94,986.45 in uncollected property taxes to the Mansfield Property Tax Suspense Book, as recommended by the Collector of Revenue.  
Motion passed unanimously.
10. Refund Balance Write-Off Request  
Mr. Ryan, Chair of the Finance Committee moved, effective November 28, 2016, to write-off \$1,792.18 in un-refunded property taxes as recommended by the Collector of Revenue.  
The motion passed unanimously.

#### VIII. NEW BUSINESS

11. Town Attorney Opinion re Regulation Political Speech at Transfer Station Property  
Town Attorney Kevin Deneen spoke to his opinion noting that based on case law the Council could adopt a policy based on public safety.

November 28, 2016

Councilors discussed whether or not a policy is warranted.  
No action was proposed.

IX. REPORTS OF COUNCIL COMMITTEES

Mr. Ryan reported that in addition to the items previously discussed the Finance Committee also completed the policies and procedures manual and the fraud risk assessment plan. Mayor Shapiro thanked Councilors Ryan, Raymond and Marcellino for their work.

Mr. Kochenburger, Chair of the Committee on Committees, recommended the appointment of Jeremy Jelliffe to the Agriculture Committee. The Committee met with Mr. Jelliffe and agreed that he is an impressive candidate.  
The motion to approve passed unanimously.

X. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

XI. PETITIONS, REQUESTS AND COMMUNICATIONS

12. A. Kashwani (11/14/16) 127

13. CRCOG re: Crumbling Foundations – Mr. Hart, who serves as a member of the CCM subcommittee dealing with this issue, reported that they are concerned that some of the proposed remedies might put the burden on the towns.

XII. FUTURE AGENDAS

Council members agreed to add the subject of Mansfield becoming a sanctuary city, raised during public comment, to the December 12, 2016 agenda. At that meeting options regarding how to best approach the issue will be discussed.

XIII. ADJOURNMENT

Mr. Shaiken moved and Mr. Ryan seconded a motion to adjourn the meeting at 9:52 pm.  
The motion passed unanimously.

Paul Shapiro, Mayor

Mary Stanton, Town Clerk

November 28, 2016

Good evening, my name is Helen Jane Fried I live at 39 Olsen Drive, here in Mansfield and have lived here for over 40 years.

I am here again at this Town Council session, as I was at the last session, to talk about the development of the parcel of Adam Lambert's on 17 Olsen Drive.

To obtain more information about the permits Mr. Lambert has obtained since the Town granted him a special permit to build a two-bedroom efficiency on June 15, 2015, I have been in contact with Ms. Janell Mullen, Assistant Planner/Zoning Enforcement Officer and have ask that my attorney, through a Freedom of Information Act request, obtain, and let me quote here, "all permits to Adam Lambert and all documentation regarding the 17 Olsen Drive, Mansfield Center, CT 06250 parcel, in the Town of Mansfield's possession since June 15, 2015, that have not been provided to me,(him), by the town to date." I have attached the FOIA documents provided by the Town Clerk, Mary Stanton, to this statement.

As you know Mayor Shapiro, as a named defendant, five neighbors on the Olsen Drive neighborhood initiated a law suit in the summer Of 2015. You, Mayor Shapiro, have been aware of it since its filing. Now this case is in the New Haven Federal Court, it alleges that the special permit and the PZC process that granted that permit violated the Fair Housing Act by failing to consider the disparate impact, harm, of commercial development on the elderly with disabilities living there.

And this is what is most alarming to me, the callous indifference, a pattern of behavior by the town and the separate entity of the Planning and Zoning Commission ("PZC"), both working together and working alone, to the concerns raised by the elderly with disabilities in our neighborhood.

And in reviewing the documents I now have, I have come to believe that the Town, through its agents, both through issuing building permits for continued commercial development of the Lambert property and failing to ensure that our neighboring properties are protected, and remedied from, the permit less activities on that property, is retaliating against us for the legal actions the neighbors have taken.

From documents in my possession and knowledge from conversations from those involved, I know 10 facts that alarm me:

- (1) Mr. Lambert did not have a zoning permit to move more than 100 cubic yards of soil when he did so;
- (2) Mr. Lambert did not have a zoning permit to build a new shed larger than a 10 x 10 foot shed when he did so;
- (3) Mr. Lambert did not have a building permit when he began the construction of a 10 x 20 foot shed;
- (4) In moving 200 cubic yards of soil or more, and digging a pit large enough to accommodate boulders for steel beam support the larger shed, without a permit, and without retaining walls, the flow of water has been changed off of that property;
- (5) Mr. Lambert working outside of the special permit application granted on June 15, 2015, added and additional drive way that enters on to the Olsen Drive circle;
- (6) Mr. Lambert was issued a STOP ALL WORK "in conjunction with Zoning Permit #16-6-10" letter by the Town of Mansfield on November 7, 2016 and Mr. Lambert thereafter continued to, either

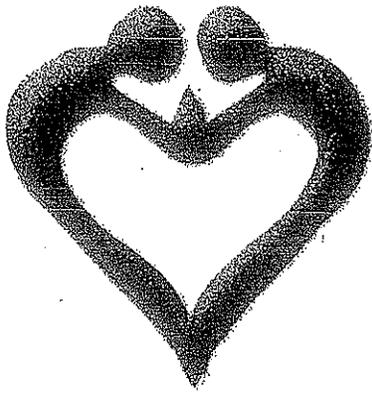
himself or through his agents, move soil, change the grade, and plant seed all without any study of the new topography, soil conditions and water flow patterns.

- (7) The existing grade as represented in Mr. Lamberts revised Zoning Permit Application signed on 11/8/2016 did not and does not reflect the depth, circumference, or diameter of the pit dug for his 10 x 20 structure, already in existence at the time the revised permit application was submitted;
- (8) Mr. Lambert represented that the new structure would use be storing land moving equipment;
- (9) It is unknown whether diesel fuel tanks will be stored on that parcel for the land moving equipment; and
- (10) The Town of Mansfield did not provide all email correspondence in its possession pursuant to the FIOA request of November 9, 2016, by ~~my~~ attorney (denial of access to town documents has been an on-going problem here), and the Town continues to allow for further development of that parcel while a lawsuit is pending alleging harm from that parcels commercial development on the disabled elderly in that neighborhood.

As a long-term resident of Mansfield, I am alarmed and dismayed at the current state of affairs, "business as usual" in our Town government that can be so cavalier in its disregard for weakest of our citizenry.

and most  
vulnerable

Good night.



Holly Rawson, LPC  
667 Chaffeeville Road  
Storrs, CT 06268  
860-429-7945  
[hollyandbrian@gmail.com](mailto:hollyandbrian@gmail.com)

To: Mansfield Town Council  
Re: Comments on Proposal for Mansfield as a Sanctuary City

11/28/2016

My name is Holly Rawson and I live at 667 Chaffeeville Road.

In these uncertain times, I think it is important to establish effective boundaries that clearly set the tone that we are a community that values diversity and inclusiveness. The proposal of an ordinance declaring Mansfield as a Sanctuary City is a worthy strategy to establish these boundaries. The Sanctuary City concept is growing in momentum, making now the perfect time to contribute to this momentum, building a powerful foundation for an uncertain future.

I would like to share a variation of the famous poem by Martin Niemoller, written during the horrific Nazi years. It is my deepest wish that these dramatic words never manifest again:

First they came for the Socialists, and I did not speak out—  
Because I was not a Socialist.

Then they came for the Trade Unionists, and I did not speak out—  
Because I was not a Trade Unionist.

Then they came for the Jews, and I did not speak out—  
Because I was not a Jew.

Then they came for me—and there was no one left to speak for me. -Martin Niemoller

Thank you.

PAGE  
BREAK



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager  
**Date:** December 12, 2016  
**Re:** Council Consideration of Sanctuary City Issues

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**Subject Matter/Background**

As requested by Council, the Mayor and I have included this item on Monday's agenda to initiate your discussion of this topic.

As described by the literature, the term "Sanctuary City" is a name given to a municipal government in the United States that follows certain procedures to shelter undocumented immigrants. These procedures can be established by law or by policy. The term is most commonly used for municipalities that do not permit municipal funds or resources to be applied in furtherance of the enforcement of federal immigration laws. These municipalities normally do not permit police or municipal employees to inquire about an individual's immigration status.

I have attached a communication from the Mayor stating his recommended approach to the topic, as well as related background material.

At the Mayor's request, I have also commenced a survey of the organization to determine to what extent, if any, the Town requires people to show proof of US citizenship or legal residency as a condition of receiving municipal services or to participate in one of our municipal programs. While I have not completed my research, it appears that the inquiry is relevant in two areas – eligibility to vote and eligibility for employment. The voter registration card states that the applicant must be a US citizen but accepts the person's signature as proof of citizenship. With respect to employment matters, the Town's employment application states that "proof of citizenship or authorization to work in the United States will be required upon hire." By federal law the Town is required to have all new hires complete the federal I-9 verification of employment eligibility verification form within their first three days of work. Two forms of ID (options listed at this link) are required to be presented when completing the form <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

Municipal law enforcement agencies are usually a focus of a Sanctuary City or "Welcoming City" ordinance or policy. As the Council is well aware, Mansfield does not

have a standalone police department and utilizes the services of the Connecticut State Police by contract.

**Attachments**

- 1) Mayor Shapiro re Council Consideration of Sanctuary City Proposals
- 2) CT Public Act No. 13-155, An Act Concerning Civil Immigration Detainers
- 3) Evanston, IL Welcoming City Ordinance
- 4) Hartford, CT Sanctuary City Ordinance
- 5) New Haven, CT Police General Order
- 6) UCONN Statement regarding Support of Undocumented Students

To: Town Council

From: Paul M. Shapiro

Date: December 12, 2016

Re: Council Consideration of Sanctuary City Proposals

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I have given a great deal of thought as to how the Council should address the suggestions by a significant number of citizens that Mansfield become a Sanctuary City. My recommendations follow:

First, I support consideration of this issue by the full Council and do not support the establishment of an ad hoc committee. This was my tentative position at our last meeting and I believe that it is the right one for an issue of this magnitude. I believe that residents should be able to attend meetings discussing this issue and that every citizen should have access to our deliberations on cable television or via computer. That would not necessarily be the case if we met in smaller spaces or in venues without recording capacity. I also believe that if an ad hoc committee was created, all nine of us would want to be on it, and those not selected would attend and participate without a vote. In my opinion, that would be unwieldy and unworkable.

Council members may disagree with me and under Council Rule 9(b), the Council may create a committee by resolution. Such a resolution would be in order at our December 12 meeting, should any Council member wish to propose it. In the absence of an ad hoc committee, the Sanctuary Cities issue will be a recurring item of old business until it is resolved.

Second, I reiterate what I said at the last meeting: Any resolution or ordinance on Sanctuary Cities should come from Council members, not from staff. Staff has already been asked to provide support for us by providing us with sample municipal ordinances from other communities and I expect that the Town Attorney will be asked to provide a legal analysis of the issues presented by the Sanctuary City proposals. I expect that staff will continue to be a resource throughout our deliberations but the language of any potential action item will need to come from the Council.

Third, the Council will need to make a decision as to whether its final action, if any, will be a policy statement or an ordinance. If there is a proposal for the latter, then the provisions of Sections C307 and C308 of the Town Charter apply. A proposed ordinance must be in writing and at least one public hearing is required.

I look forward to a civil discussion of the Sanctuary City issue.



***Substitute House Bill No. 6659***

***Public Act No. 13-155***

***AN ACT CONCERNING CIVIL IMMIGRATION DETAINERS.***

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective January 1, 2014*) (a) For the purposes of this section:

(1) "Civil immigration detainer" means a detainer request issued pursuant to 8 CFR 287.7;

(2) "Convicted of a felony" means that a person has been convicted of a felony, as defined in section 53a-25 of the general statutes, pursuant to a final judgment of guilt entered by a court in this state or in a court of competent jurisdiction within the United States upon a plea of guilty, a plea of nolo contendere or a finding of guilty by a jury or the court notwithstanding any pending appeal or habeas corpus proceeding arising from such judgment;

(3) "Federal immigration authority" means any officer, employee or other person otherwise paid by or acting as an agent of United States Immigration and Customs Enforcement or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security who is charged with enforcement of the civil provisions of the Immigration and Nationality Act; and

(4) "Law enforcement officer" means:

(A) Each officer, employee or other person otherwise paid by or acting as an agent of the Department of Correction;

(B) Each officer, employee or other person otherwise paid by or acting as an agent of a municipal police department;

(C) Each officer, employee or other person otherwise paid by or acting as an agent of the Division of State Police within the Department of Emergency Services and Public Protection; and

(D) Each judicial marshal and state marshal.

(b) No law enforcement officer who receives a civil immigration detainer with respect to an individual who is in the custody of the law enforcement officer shall detain such individual pursuant to such civil immigration detainer unless the law enforcement official determines that the individual:

(1) Has been convicted of a felony;

(2) Is subject to pending criminal charges in this state where bond has not been posted;

(3) Has an outstanding arrest warrant in this state;

(4) Is identified as a known gang member in the database of the National Crime Information Center or any similar database or is designated as a Security Risk Group member or a Security Risk Group Safety Threat member by the Department of Correction;

(5) Is identified as a possible match in the federal Terrorist Screening Database or similar database;

(6) Is subject to a final order of deportation or removal issued by a federal immigration authority; or

(7) Presents an unacceptable risk to public safety, as determined by the law enforcement officer.

(c) Upon determination by the law enforcement officer that such individual is to be detained or released, the law enforcement officer shall immediately notify United States Immigration and Customs Enforcement. If the individual is to be detained, the law enforcement officer shall inform United States Immigration and Customs Enforcement that the individual will be held for a maximum of forty-eight hours, excluding Saturdays, Sundays and federal holidays. If United States Immigration and Customs Enforcement fails to take custody of the individual within such forty-eight-hour period, the law enforcement officer shall release the individual. In no event shall an individual be detained for longer than such forty-eight-hour period solely on the basis of a civil immigration detainer.

Approved June 25, 2013

**156-O-16**

**AN ORDINANCE**

**Amending Title 1 of the Evanston City Code to Add Chapter 21 to  
Codify Evanston as a "Welcoming City"**

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
EVANSTON, COOK COUNTY, ILLINOIS THAT:**

**SECTION 1: Legislative Statement.**

The City of Evanston welcomes diversity and believes that all individuals living in or visiting the City of Evanston should be treated fairly and with respect and dignity. The City Council wishes to further enhance the City's relationship with immigrant communities and make the City of Evanston an immigrant-friendly City. This Ordinance discourages unlawful discrimination and strongly supports the equal treatment of all individuals regardless of national origin.

The City Council finds that achieving and maintaining a community that treats documented and undocumented immigrants with respect and dignity is in line with the public policy of the City and the principles upon which the United States was founded. This Ordinance will promote the general welfare of City of Evanston residents and visitors alike.

Article VII, Section (6)a of the Illinois Constitution of 1970, states that the "powers and functions of home rule units shall be construed liberally," and written "with the intention that home rule units be given the broadest powers possible" (*Scadron v. City of Des Plaines*, 153 Ill.2d 164). Pursuant to 65 ILCS 5/1-2-1, the City may make all rules

and regulations to carry out powers granted to the City, which are broad complementing the City's home rule powers. At meetings held in compliance with the provisions of the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*), the City Council considered this Ordinance, heard public comment, and made findings. It is well-settled law in Illinois that the legislative judgment of the City Council must be considered presumptively valid (*see Glenview State Bank v. Village of Deerfield*, 213 Ill.App.3d 747(1991)) and is not subject to courtroom fact-finding (*see National Paint & Coating Ass'n v. City of Chicago*, 45 F.3d 1124 (1995)).

**SECTION 2:** Title 1 of the Evanston City Code of 2012, is hereby amended to add Chapter 21, *Welcoming City Ordinance*, which shall read as follows:

#### **CHAPTER 21 – WELCOMING CITY ORDINANCE**

##### **1-21-1: SHORT TITLE.**

This Chapter shall be known and may be cited as the EVANSTON WELCOMING CITY ORDINANCE.

##### **1-21-2: PURPOSE.**

The vitality of the City of Evanston (the "City"), as an ethnically, racially and religiously diverse city in the State of Illinois, is built, in part, on the strength of its immigrant communities in the City. The City Council finds that the cooperation of all persons, both documented citizens and those without documentation status, is essential to achieve the City's goals of protecting life and property, preventing crime and resolving problems. Furthermore, immigrant community members, whether documented citizens or not, should be treated with respect and dignity by all City employees and should not be subjected to physical abuse, threats, or intimidation. One of the City's most important goals is to enhance the City's relationship with the immigrant communities.

Due to the City's limited resources; the complexity of immigration laws; the clear need to foster the trust of and cooperation from the public, including members of the immigrant communities; and to effectuate the City's goals, the City Council finds that there is a need to clarify the communications and enforcement relationship between the City and the federal government and to clarify what specific conduct by City employees is prohibited because such conduct significantly harms the City's relationship with immigrant communities. The purpose of this Chapter is to establish the City's

procedures concerning immigration status and enforcement of federal civil immigration laws and to identify the conduct that City employees may not engage in when interacting with community members.

**1-21-3: CONSTRUCTION.**

This Chapter shall be construed according to the fair import of its terms and shall be liberally construed to further the purposes and policy stated in this Section and the special purpose of the particular provision involved.

**1-21-4: SEVERABILITY.**

If any provision of this Chapter or the application thereof to any person or circumstances is held invalid, the remainder of this Chapter and the application of the provision to other persons not similarly situated or to other circumstances shall not be affected thereby.

**1-21-5: DEFINITIONS.**

For the purposes of this Chapter, the following terms shall have the following meanings:

ADMINISTRATIVE WARRANT	Any document issued by ICE that can form the basis for an individual's arrest or detention for a civil immigration enforcement purpose. This definition does not include any criminal warrant issued upon a judicial determination of probably cause, and in compliance with the requirements of the Fourth Amendment to the U.S. Constitution and Article I, Section 6 of the Illinois Constitution.
AGENCY	Every City department, division, council, committee, board, or other body established by authority of an ordinance, or City Council resolution.
AGENT	Any person employed by or acting on behalf of the City of Evanston.
CITIZENSHIP OR IMMIGRATION STATUS	All matters regarding questions of citizenship of the United States or any other country, the authority to reside in or otherwise be present in the United States.
COERCION	The use of improper or unlawful force or threats, express or implied, in order to compel a person to act against his or her will. Coercion also includes compelling a person to make statements.

ICE	The United States Immigration and Customs Enforcement Agency and shall include any successor agency charged with enforcement of civil immigration laws.
IMMIGRATION DETAINER	A request by ICE to a federal, state or local law enforcement agency to provide notice of release or maintain custody of an individual based on an alleged violation of a civil immigration law.
VERBAL ABUSE	The use of oral or written remarks that are overtly insulting, mocking, or belittling, directed at a person based upon the actual or perceived race, immigration status, color, ancestry, or national origin.

**1-21-6: REQUESTING INFORMATION PROHIBITED.**

No agent or agency shall request information about or otherwise investigate or assist in the investigation of the citizenship or immigration status of any person unless such inquiry or investigation is required by Illinois State Statute, federal regulation, or court decision. Notwithstanding this provision, the Corporation Counsel may investigate and inquire about immigration status when relevant to potential or actual litigation or an administrative proceeding in which the City is or may be a party.

**1-21-7: THREATS BASED ON CITIZENSHIP OR IMMIGRATION STATUS PROHIBITED.**

No agent or agency will coerce, including improper or unlawful threats of deportation, or engage in verbal abuse of any person based upon the person's or the person's family members' actual or perceived citizenship or immigration status.

For purposes of this Section, "family member" means a person's:

1. Mother, father, spouse, brother or sister (including blood, step or half), son or daughter (including blood, step or half), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent or grandchild; or
2. Court-appointed legal guardian; or
3. Domestic partner or the domestic partner's mother, father, brother, sister (including blood, step, or half), son or daughter (including blood, step or half).

**1-21-8: DISCLOSING INFORMATION PROHIBITED.**

Except as otherwise provided under applicable federal law, no agent or agency shall disclose information regarding the citizenship or immigration status of any person

unless required to do so by legal process or such disclosure has been authorized in writing by the individual to whom such information pertains, or if such individual is a minor or is otherwise not legally competent, by such individual's parent or guardian.

**1-21-9: CONDITIONING BENEFITS, SERVICES, OR OPPORTUNITIES ON IMMIGRATION STATUS PROHIBITED.**

- (A) No agent or agency shall condition the provision of City of Evanston benefits, opportunities, or services on matters related to citizenship or immigration status unless required to do so by statute, federal regulation, or court decision.
- (B) Where presentation of an Illinois driver's license or identification card is accepted as adequate evidence of identity, presentation of a photo identity document issued by the person's nation of origin, such as a driver's license, passport, or consulate-issued document, shall be accepted and shall not subject the person to a higher level of scrutiny or different treatment than if the person had provided an Illinois driver's license or identification card except that this subsection (B) shall not apply to the completion of the federally mandated I-9 forms.

**1-21-10: CIVIL IMMIGRATION ENFORCEMENT ACTIONS – FEDERAL RESPONSIBILITY**

- (A) Except for such reasonable time as is necessary to conduct the investigation specified in Subsection (D) of this Section, no agency or agent shall:
  1. Arrest, detain or continue to detain a person solely on the belief that the person is not present legally in the United States, or that the person has committed a civil immigration violation;
  2. Arrest, detain, or continue to detain a person based on an administrative warrant entered into the Federal Bureau of Investigation's National Crime Information Center database, or successor or similar database maintained by the United States, when the administrative warrant is based solely on a violation of a civil immigration law; or
  3. Detain, or continue to detain, a person based upon an immigration detainer, when such immigration detainer is based solely on a violation of a civil immigration law.
- (B) Unless an agency or agent is acting pursuant to a legitimate law enforcement purpose that is unrelated to the enforcement of a civil immigration law, no agency or agent shall:
  1. Permit ICE agents access to a person being detained by, or in the custody of, the agency or agent;
  2. Permit ICE agents use of agency facilities for investigative interviews or other investigative purpose; or

3. While on duty, expend their time responding to ICE inquiries or communicating with ICE regarding a person's custody status or release date.
- (C) An agency or agent is authorized to communicate with ICE in order to determine whether any matter involves enforcement based solely on a violation of a civil immigration law.
- (D) This Section shall not apply when an investigation conducted by the agency or agent indicates that the subject of the investigation:
1. Has an outstanding criminal warrant;
  2. Has been convicted of a felony in any court of competent jurisdiction;
  3. Is a defendant in a criminal case in any court of competent jurisdiction where a judgment has not been entered and a felony charge is pending; or
  4. Has been identified as a known gang member either in a law enforcement agency's database or by his or her own admission.

**1-21-11: NO PRIVATE CAUSE OF ACTION.**

This Chapter does not create or form a basis for liability on the part of the City, its agents, or agencies. The exclusive remedy for violation of this Chapter shall be through the City's disciplinary procedures for officers and employees under regulations including but not limited to this City personnel rules, Code of Ethics, union contracts, or any other City rules and/or regulations. If a complaint is received for a possible violation of this Chapter by a member of the Evanston Police Department, the City Manager shall transmit it to the Evanston Police Department, Office of Professional Standards, for processing and review.

**1-21-12: EXCHANGING FILE INFORMATION.**

All applications, questionnaires, and interview forms used in relation to City of Evanston benefits, opportunities, or services shall be promptly reviewed by the pertinent agencies and any questions regarding citizenship or immigration status, other than those required by statute, ordinance, federal regulation or court decision, shall be deleted within ninety (90) days of the passage of this Ordinance.

**SECTION 3:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 4:** If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect

without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 5:** The findings and recitals herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

**SECTION 6:** Ordinance 156-O-16 shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced: \_\_\_\_\_, 2016

Approved:

Adopted: \_\_\_\_\_, 2016

\_\_\_\_\_, 2016

\_\_\_\_\_  
Elizabeth B. Tisdahl, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Rodney Greene, City Clerk

\_\_\_\_\_  
W. Grant Farrar, Corporation Counsel

**Hartford, CT**

**ARTICLE XXI. - CITY SERVICES RELATING TO IMMIGRATION STATUS**

**Sec. 2-925. - Purpose.**

The purpose of this article is to codify the policy of the City of Hartford regarding its residents and usage of city services as it relates to their immigration status. Policies set forth in this article make Hartford officially a *Sanctuary City*.

(Ord. No. 20-08, 8-11-08; Ord. No. 03-16, 3-14-16)

**Sec. 2-926. - Definitions.**

Administrative warrant means a noncriminal, civil warrant that is created by an administrative agency of the United States.

Confidential information means any information obtained and maintained by a city agency relating to an individual's sexual orientation, status as a victim of domestic violence, status as a victim of sexual assault, status as a crime witness, receipt of public assistance, or immigration status, and shall include all information contained in any individual's income tax records.

Criminal activity means participation in an activity that violates federal or state criminal law, or Hartford Municipal Code.

Immigration status means a person's classification as determined by the sections of the United States Code covered by the Immigration and Nationality Act (Public Law No. 82-414) and its amendments.

National crime information center means the computerized index of criminal justice information maintained by the Federal Bureau of Investigation of the United States Department of Justice.

Resident means any person whose primary place of habitation falls within the geographic boundaries of the City of Hartford, as defined by Chapter 1, § 2 of the Charter of the City of Hartford.

United States Bureau of Immigration and Customs Enforcement (ICE) refers to said branch of the Department of Homeland Security as defined in Title 6, Chapter 1, Subchapter XII, Part A, § 542 of the U.S. Code.

(Ord. No. 20-08, 8-11-08)

**Sec. 2-927. - Usage of city services—Generally.**

(a) Any service provided by a City of Hartford department shall be made available to residents, regardless of immigration status.

(b) Referrals to medical or social service agencies will be made in the same manner for all residents, without regard to immigration status.

(c) Nothing in this section shall be construed to prohibit any employee of the City of Hartford from cooperating with federal immigration authorities as required by law.

(Ord. No. 20-08, 8-11-08)

**Sec. 2-928. - Usage of city services—Police matters specifically.**

(a) Hartford police officers shall not inquire about a person's immigration status unless such an inquiry is necessary to an investigation involving criminal activity as defined in section 2-926 above.

(b) Hartford police shall not inquire about the immigration status of crime victims, witnesses, or others who call, approach or are interviewed the Hartford Police Department.

(c) The Hartford Police will not arrest or detain a person based solely on their immigration status unless there is a criminal warrant.

(d) Hartford police officers shall not make arrests or detain individuals based on administrative warrants for removal entered by ICE into the National Crime Information Center database.

(e) The Hartford Police Department shall conduct necessary training and education to ensure that its officers are knowledgeable about provisions set forth in this article.

(f) Nothing in this section shall be construed to prohibit any Hartford police officer from cooperating with federal immigration authorities as required by law.

(Ord. No. 20-08, 8-11-08)

**Sec. 2-929. - Privacy.**

No employee of the City of Hartford shall inquire about or disclose confidential information as defined in section 2-926 or other personal or private attributes except when either required by law or when this information is necessary to the provision of the city service in question.

(Ord. No. 20-08, 8-11-08)

**New Haven, CT Police General Oder**

**(12/14/2006)**

John DeStefano, Jr. City Of New Haven

Mayor PUBLIC INFORMATION OFFICE

FOR IMMEDIATE RELEASE:

Thursday Dec. 14, 2006

-NEWS RELEASE-

**NEW HAVEN POLICE ISSUE EXECUTIVE ORDER - NO RESIDENT SHOULD BE AFRAID OF REPORTING CRIME**

**FORMAL POLICY WILL BE DISTRIBUTED TO POLICE OFFICERS AND SUPERVISORS THURSDAY DEC. 14TH AND WILL TAKE EFFECT ONE WEEK LATER**

New Haven: New Haven Police Chief Francisco Ortiz has signed General Order 06-2 establishing his department's policy and procedures concerning citizenship status, enforcement of federal immigration laws and the disclosure of confidential information. The formal policy, which sets in writing practices which the New Haven Police Department has already been following, will be distributed to police officers and supervisors Thursday Dec. 14th and will take effect one week later, Dec. 21st. During that week the New Haven Police Department and the City of New Haven will work with members of the city's faith based community and advocacy groups to educate members of the public about the general order.

The formal policy is meant to encourage all residents, regardless of immigration status, to feel comfortable reporting crime and talking with the police. "If victims aren't comfortable talking to police, we can't ensure and maintain civil neighborhoods," said Mayor John DeStefano. "This is a smart extension of community policing that will make all residents safer."

General Order 06-2 formalizes six procedures that New Haven Police officers are to follow:

- Police officers shall not inquire about a person's immigration status unless investigating criminal activity.
- It shall be the policy of the department not to inquire about the immigration status of crime victims, witnesses, or others who call or approach the police seeking assistance.
- Officers and other members of the New Haven Police Department shall continue to cooperate with federal authorities in investigating and apprehending illegal immigrants suspected of criminal activity.
- No person shall be detained solely on the belief that he or she is not present legally in the United States, or that he or she has committed a civil immigration violation. There is no general obligation for a police officer to contact U.S. Immigration and Customs Enforcement (ICE) regarding any person, unless that person is arrested on a criminal charge.
- Officers shall not make arrests based on administrative warrants for arrest or removal entered by ICE into the FBI's National Crime Information Center (NCIC) database, including administrative immigration warrants for persons with outstanding removal, deportation or exclusion orders. Enforcement of the civil provisions of U.S. immigration law is the responsibility of federal immigration officials.

• The New Haven Police Department shall conduct all necessary training and education to ensure that its officers are knowledgeable about all provisions contained in this General Order. Referrals to medical or social service agencies will be made to undocumented immigrants in the same manner they are made to all other community members.

Nothing in this general order shall be construed to prohibit any officer or employee from cooperating with federal immigration authorities as required by law.

"A significant part of New Haven's population is afraid to talk with police, this includes victims of street crime and domestic abuse," said Assistant Chief Stephanie Redding. "We want them to come to us, to get help, and hopefully this general order will encourage them to do so."

Sandra Koorejian, Executive Director of the Domestic Violence Services of Greater New Haven, says, "We think it's very forward thinking of the New Haven Police Department to address the safety needs of all residents the same, regardless of immigration status. There are many victims of domestic violence who are threatened by their partner that they will be deported if they call the police."

Pastor Hector Rivera, Secretary of the Association of Ministers of New Haven, says, "This general order by the police department is a good thing because it will empower many residents to come forward and report crime. I see too many people who are victimized solely based on their ethnicity and immigration status because the offender knows the crime will go unreported."

New Haven's general order is unique among municipalities in Connecticut but there are dozens of municipal and state governments in the U.S. which have adopted similar procedures. In total, sixty eight municipal and state governmental entities have enacted policies, resolutions or ordinances rejecting the expansion of local law enforcement duties to include civil immigration enforcement, and stating that all residents will be treated the same by local police – regardless of immigration status.

"This general order is going to have a tremendous impact in New Haven.," said Kica Matos, Director of Junta for Progressive Action – the oldest Latino, community based non-profit organization in New Haven. "Not only will immigrants feel safer, but the community at large will also benefit. This is an example of community policing at its best."

[END]

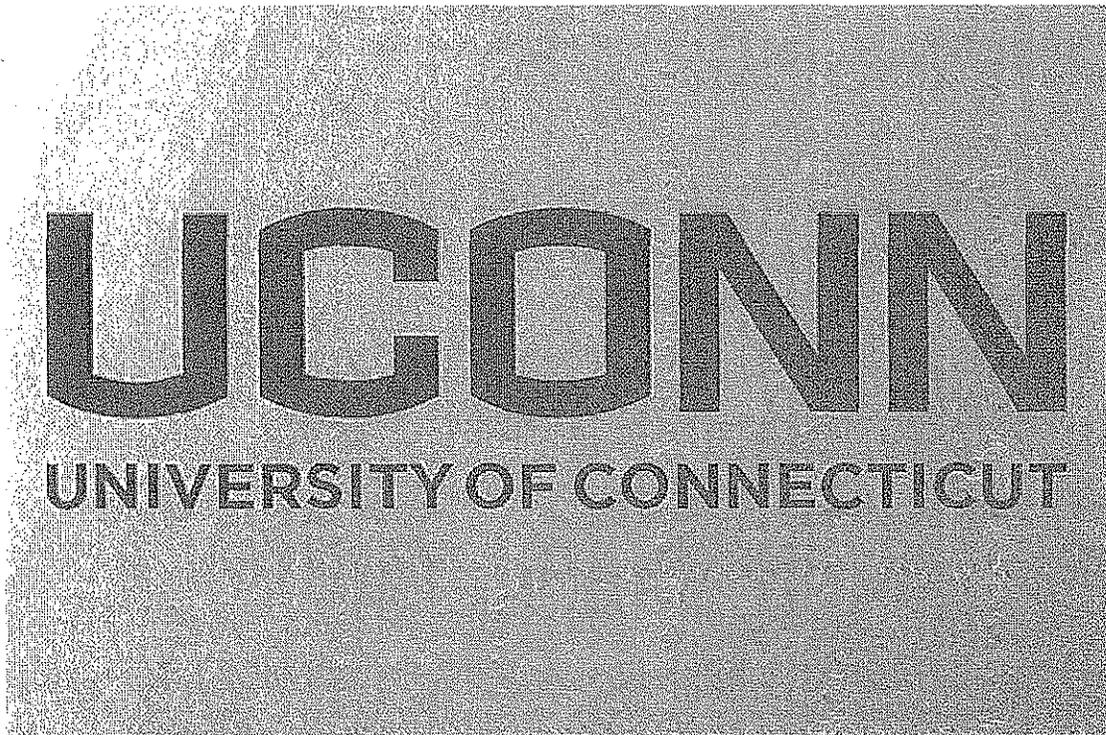
**Contact Name:** Derek Slap

**Contact Email:** [dslap@newhavenct.net](mailto:dslap@newhavenct.net)

**Contact Phone:** 203-947-7660

# Supporting Undocumented Students at UConn

December 6, 2016 - President Susan Herbst



President Herbst responds to concerns expressed since the election about potential changes in federal policy that could affect undocumented students.

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## SHARELINES

 UConn president Susan Herbst issues statement regarding support of undocumented students #D...

 UConn president Susan Herbst has issued a statement to the UConn community regarding the Un...

*President Susan Herbst sent the following message to the University community Dec. 6.*

To the UConn Community,

The University of Connecticut is committed to being an inclusive environment in which all members of our diverse community can freely and securely engage in UConn's research, teaching, and public service missions.

In recent weeks, many students, faculty, and staff have expressed concerns and raised questions regarding potential changes in federal policy that could adversely impact members of our community on the basis of their citizenship or immigration status, specifically those students who are undocumented.

The information provided below is both a response to these questions and a public affirmation of UConn's values.

## **UConn Police**

- On Dec. 2, 2016, UConn Police Chief Hans Rhyhart adopted a formal policy and released an order to all UConn officers that affirms longstanding department practice with respect to issues related to immigration enforcement. The policy, which applies to all UConn campuses and police officers, states that:

1. UConn Police will not inquire about individuals' immigration status during the course of their work, including crime victims, witnesses, and anyone who seeks assistance from the police;
2. No one will be detained by UConn Police based solely on the belief that they are not in the U.S. legally or on the basis of a civil immigration violation;
3. UConn Police will not make arrests based on administrative warrants issued by Immigration & Customs Enforcement (ICE) or other agencies for arrest or removal of an individual, including administrative immigration warrants and deportation orders.
4. Information regarding a person's immigration status contained within the records of the UConn Police Department will not be disclosed unless such disclosure is compelled by law.

Again, this is longstanding departmental practice that has now been adopted into the department's Standard Operating Procedures. A similar policy was adopted by the City of New Haven Police Department.

## **Student Information, Access, and Services**

- UConn does not collect or retain information on undocumented students' immigration status. The University does not have a list of undocumented students. UConn will not create such a registry or document. UConn could not and would not provide that information to others.
- UConn will continue its practice of admitting academically qualified students regardless of their immigration status. The University will also continue to classify undocumented students as in-state students for tuition purposes when they meet the Connecticut statutory criteria for in-state tuition. This is in keeping with both our values and Connecticut state law.
- Student Health Services and UConn Health will continue to treat all patients without regard to race, religion, national origin, citizenship, or other protected characteristics. Patient privacy laws and policies will continue to be stringently enforced.
- UConn students and their privacy are protected by the Family Educational Rights and Privacy Act (FERPA), regardless of their immigration status. Under those protections, students' addresses, class schedules, information on their family members, and similar information generally cannot be publicly disclosed without a judicial warrant, subpoena, court order, or the student's permission. In the absence of that, the University will continue to rely on FERPA in denying requests for such information if it is sought in any context, including for purposes of identifying or locating an undocumented student.
- UConn students are provided access to all campus services regardless of immigration status, including:
  1. The issuance of a One Card for photographic identification purposes;
  2. Participation in programs at the Cultural Centers and other units;
  3. Confidential counseling through Counseling & Mental Health Services;
  4. Academic support through the Center for Excellence in Teaching and Learning and our regional campus Academic Centers;
  5. And all other University programs and services.

- In the unfortunate event that a UConn student were subject to removal from the U.S., UConn would take all reasonable steps within its authority to ease the student's transition. These may include assistance in placing the student with a foreign institution, including one of UConn's global partner institutions; guiding them in continuing their studies through distance learning; and expedited readmission if they return to UConn, as appropriate for each individual circumstance and each individual student.
- Impacted students are encouraged to reach out to Joelle Murchison, our associate vice president and chief diversity officer, as a first-level contact to assist in navigating individual student questions and circumstances. She and Michael Gilbert, our vice president for student affairs, will convene a meeting with campus colleagues, members of Undergraduate Student Government, and other interested students this week.

Further, I recently joined more than 500 other college and university presidents in expressing support for DACA (Deferred Action for Childhood Arrivals), which allows undocumented students to enroll in U.S. institutions if they came to the U.S. when they were children.

In the event that DACA status were to be revoked or phased out, which in turn could cause this population to lose employment authorization, it would become even more important for this population to be able to access financial aid to fund their education.

Connecticut public institutions of higher education cannot award institutionally-funded financial aid to students who are undocumented unless changes are made to state law. For the past two years, UConn has testified in support of making the changes necessary to allow this aid to become available to undocumented students. We will continue to do so.

### **Sanctuary Campus**

There have been calls for universities to designate themselves as "sanctuary" campuses or cities. Though the term has been defined and interpreted in many different ways, as a state agency, UConn does not have the authority to unilaterally apply this designation to

itself. The University must adhere to state and federal law. Because of the limits on the University's authority, designating our campuses as "sanctuaries" may be misleading to the very students we are seeking to support.

However, the policies we adhere to are more important than the label we apply; UConn's policies and practices described above speak directly to the fundamental aspects of being a "sanctuary" location. UConn is doing those things which are the essential elements of the sanctuary policies that have been adopted in several large U.S. cities. Those elements include: law enforcement policies that do not question the immigration status of those who seek police assistance, law enforcement not detaining individuals based on civil immigration holds, confidentiality of records that include immigration status, and the issuance of photographic identification to facilitate access to services.

### Going Forward

We will soon post additional information on this subject on UConn's website so it can be accessed by students, faculty and staff.

UConn will continue to vigorously enforce state laws and university policies against hate crimes, discrimination, harassment, bias, and any other form of mistreatment that contradicts our values as an institution.

These are UConn's principles and commitments. UConn will do everything lawfully within our authority to provide an environment in which all students can feel secure as they pursue their education on our campuses.

Sincerely,

Susan Herbst  
University President

PAGE  
BREAK



**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  
**Date:** December 12, 2016  
**Re:** Operating Agreement with Mansfield Discovery Depot

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**Subject Matter/Background**

The attached operating agreement between the Town of Mansfield and the Mansfield Discovery Depot (MDD) to provide day care services was initially executed on January 2, 1997 and automatically rolls over every five years. The current five-year term will expire on January 2, 2017.

As we have reported to the Finance Committee, staff plans to negotiate a new operating agreement with the MDD to better reflect current conditions and costs, and we have issued notice to the MDD to this effect (see attached). As part of this exercise, Town staff is working with the MDD to stabilize its financial position, and to improve its budget projections and collections.

This process is going to take more time to complete. Consequently, I am seeking authorization from the Town Council to extend the terms of the current operating agreement through June 30, 2016. I anticipate that later this spring we will ask the Council to approve a new three-year operating agreement with the MDD. The proposed successor agreement will most likely phase-in additional costs for services provided to the MDD by the Town, over the lifespan of the agreement.

**Recommendation**

For the reasons stated above, I recommend that Town Council authorize me to extend the terms of the current operating agreement with the MDD through June 30, 2016.

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

*Move, effective December 12, 2016, to authorize the Town Manager to extend the terms of the current operating agreement between the Town and the Mansfield Discovery Depot, Inc. through June 30, 2016.*

**Attachments**

- 1) Operating Agreement Between the Town of Mansfield and Mansfield Discovery Depot
- 2) M. Hart re Notice to Terminate Current Contract and Negotiate Successor Contract

AGREEMENT BETWEEN TOWN OF MANSFIELD  
AND MANSFIELD DISCOVERY DEPOT

This agreement made this 2<sup>nd</sup> of Jan, 1997 by and between the Town of Mansfield (hereinafter called the Town) and the Mansfield Discovery Depot (hereinafter called MDD) witnesseth that;

Whereas the Town of Mansfield has for many years supported the concept of child daycare for all of its citizens, and;

Whereas the Town owns a building on Depot Road designed and built for the provision of daycare services, and;

Whereas the Town pursuant to C.G.S. 8-210 receives State financial assistance for the provision of daycare services, and;

Whereas the Town annually receives a grant from the University of Connecticut for the provision of daycare services for families associated with the University and;

Whereas MDD, which prior to July 1, 1992, was known as Mansfield Daycare Center, Inc. has provided child daycare services at Town owned buildings since October 1, 1973.

Now, therefore, in consideration of the promises contained herein, the Town and MDD do hereby agree as follows:

I. The Town of Mansfield agrees to:

1. Provide the building at 50 Depot Road for MDD to use as a child daycare center;
2. Apply annually for a State daycare grant. Said funds to be made available to MDD for the use in operating a child daycare center at the Town facility;
3. Apply annually to the University of Connecticut for a grant to provide child daycare services to University families. Said funds to be made available to MDD for the use in operating a child daycare center at the Town facility;
4. Annually apply for the food reimbursement program from the State Department of Education, said funds to be made available to MDD for use in operating a child daycare center at the Town facility.
5. Provide a full range of building and grounds maintenance services to MDD at costs mutually agreed upon;

6. Provide a full range of financial management services to MDD at costs mutually agreed upon. The Director of Finance shall serve as Treasurer of the MDD.
7. Pay debt service on the building at 50 Depot Road.

II. Mansfield Discovery Depot agrees to:

1. Provide licensed child daycare services in accordance with the regulations of the State Department of Health. One-third of the enrolled slots shall be available to families associated with the University of Connecticut;
2. Assure that any meals provided to children with funding from the State Department of Education are in accordance with the standards of the State Department of Education;
3. Determine its own internal policies and methods of operation, provided that it maintain compliance with all State of Connecticut child daycare regulations and all local health and safety regulations;
4. Carry and maintain the following insurances:

- a. Property insurance for all of its equipment and building contents.
- b. General liability in the amount of \$1 million each occurrence and \$2 million aggregate for the furnishing of child daycare activities.

Each year, the MDD shall provide the Town with a Certificate of Insurance stating the above coverages are in effect and the Town of Mansfield is an additionally insured party. The MDD agrees to hold the Town of Mansfield harmless.

5. Keep all assets purchased with Town funds free from any adverse lien, levy, security interest, attachment or encumbrance and in good working order. MDD agrees not to sell, transfer or dispose of any personal property with a value in excess of Five Thousand Dollars (\$5,000) without prior consent of the Town Manager.
6. Annually adopt a balanced budget wherein total revenues are anticipated to be equal to or greater than total expenditures. Supplemental appropriations in excess of Ten Thousand Dollars (\$10,000) that must be paid for by the use of fund balance must be approved by consecutive actions of the MDD Board of Directors and the Town Council.

In the event that MDD dissolves, ceases to operate, commences any proceeding under bankruptcy or insolvency laws or fails to provide child daycare services to the Town, the Town reserves the right to take title to the assets of MDD including all equipment.

MDD's Board of Directors will at all times include (as a member of the Daycare Board) up to two members appointed by the Town Council.

The term of this agreement shall commence as of the date first mentioned above, and shall terminate on the 5th anniversary of such date, provided, however, that the term of this agreement shall be automatically extended for a period of five years at each such 5th anniversary, unless either party hereto shall give written notice of its intent to terminate this agreement not less than 90 days prior to such 5th anniversary date.

In witness whereof, we have hereunto set our hand and seal this 2<sup>nd</sup> day of JAN in the year nineteen hundred and ninety ~~SIX~~ SIX.

Virginia K. Malik  
Witness

Robyn Hermes  
for the Mansfield Discovery Depot

Jeffrey H. L. #6  
Witness

Martin H. Beles  
for the Town of Mansfield



Matthew W. Hart, Town Manager

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

August 5, 2016

Mansfield Discovery Depot  
Board of Directors  
c/o Ms. Lisa Young, Executive Director  
50 Depot Road  
Mansfield Depot, CT 06251

91 7199 9991 7033 2625 3012

Re: Notice to Terminate Current Contract and Negotiate Successor Contract

Dear Ms. Young and Members of the Board:

The current contract between the Town of Mansfield and the Mansfield Discovery Depot executed on January 2, 1997 will expire this coming January 2, 2017. Please accept this letter as notice that the Town shall terminate its current agreement with the Mansfield Discovery Depot at the end of the contract duration, January 2, 2017.

However, the Town is interested in negotiating a new contract with the Mansfield Discovery Depot regarding the various responsibilities of the parties, including lease terms for the building, services that will be provided by the Town to the Discovery Depot, and fees for those services. I have asked staff to prepare a draft revised agreement for your review for discussion purposes.

Our goal is to present a tentatively agreed upon contract to the Town Council for authorization no later than November 14, 2016. If the Town and the Discovery Depot are able to come to terms on a new agreement, it would need to take effect January 3, 2017.

For your information, I have attached a copy of the current contract between our two agencies. We will be in touch soon to review the key terms of a proposed successor agreement. In the interim, please forward any questions regarding this notification to me at 860-429-3336 x5 or [townmgr@mansfieldct.org](mailto:townmgr@mansfieldct.org).

Regards,

Matthew W. Hart  
Town Manager

C: Maria Capriola, Assistant Town Manager  
Patricia Schneider, Human Services Director  
Cherie Trahan, Finance Director  
Maggie Ferron, Early Childhood Services Coordinator



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Bev Miela, Registrar; Jeanne Mogayzel, Registrar  
**Date:** December 12, 2016  
**Re:** Registrar of Voters Compensation for 2017-2018 Term

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**Subject Matter/Background**

The Town of Mansfield currently has two Registrar of Voters recently re-elected to represent the Democratic and Republican parties. Registrar of Voters are elected by the public and serve for two-year terms. The upcoming term for Mansfield's Registrars will begin January 1, 2017 and expire December 31, 2018. Mansfield also has two Deputy Registrar of Voters whom are appointed and serve at the will of the Registrars.

Registrars and Deputy Registrars work part-time and hours fluctuate based on the number of elections, primaries, referendums, etc. that are held in any given year. The current hourly rate of pay for the Registrars is \$22.32 per hour. Deputy Registrars current hourly rate of pay is \$16.74 per hour, or 75% of the hourly rate of pay of the Registrars.

A 2015 Connecticut Office of Legislative Research report (based on 2014 CCM Data) regarding registrar compensation consisted of 136 responses. Eighty-five percent of respondents (116 municipalities) utilized an annual stipend as the means to compensate Registrars. Of the towns utilizing the annual stipend method, many provide an additional stipend for each election, primary, and referendum worked. In addition to the annual stipend, most communities provide additional stipends for elections, primaries, and referendums paid at a flat rate (e.g. \$300 for election, \$300 for primary, \$300 for referendum).

CCM gathered Registrar salary data from Connecticut municipalities and is attached in the Legislative Report.

At its December 5, 2016 meeting the Personnel Committee through consensus agreed to endorse a 2.25% increase to the hourly rate of pay for the Registrars and Deputy Registrars for the 2016-2017 term. If approved by the Council, effective January 1, 2017 this would change the Registrars compensation to \$22.82 per hour and the Deputy Registrars compensation to \$17.12 per hour.

**Legal Review**

Former Town Attorney Daniel Lamont provided an opinion to former Town Manager Martin Berliner that Registrars, as elected officials, cannot receive raise(s) mid-term pursuant to the State Constitution, Article XIX. As a result, if Mansfield's Registrars are to receive a wage increase for the upcoming term, now would be an appropriate time to act on the matter.

**Financial Impact**

The estimated impact of the wage increase (including payroll taxes) for one year is \$997 or \$1,995 during the two-year term.

**Impact of 2.25% Wage Increase for Registrars and Deputy Registrars**

	Current Rate of Pay				2.25% GWI				
	Current	FICA Alt.	Medi.	Total w/ Taxes	2.25% GWI	FICA Alt.	Medi.	Total w/ Taxes	Tot. Diff Above Current
Registrars	\$22.32	\$0.45	\$0.32	\$23.09	\$22.82	\$0.46	\$0.33	\$23.61	\$0.52
Deputies	\$16.74	\$0.33	\$0.24	\$17.32	\$17.12	\$0.34	\$0.25	\$17.71	\$0.39

**Recommendation**

If the Council concurs with the Personnel Committee's recommendation, the following motion would be in order:

*Move, effective January 1, 2017, to increase the hourly pay for the Registrar of Voters and Deputy Registrar of Voters by 2.25%, setting the Registrar's compensation at \$22.82 per hour and the Deputy Registrar's compensation at \$17.12 per hour.*

**Attachments**

- 1) Registrar Compensation and Benchmarking Data
- 2) 2015 Connecticut Office of Legislative Research Report – Registrar Compensation

Registrar Compensation - Benchmarking Data

Town	Population	Hourly or Stipend	Hourly Amt.	Stipend Amt.	Avg. Hours Worked Calendar Year 2015	Notes
MANSFIELD	26,043	Hourly	\$22.32	--	599	
Avon	18,414	Stipend	--	\$21,500		Paid twice a year.
Coventry	12,438	Hourly	\$20.73	--	776.24	
Manchester	58,007	Stipend	--	\$22,967	Not tracked	calculated based on 20 hours per week, receive benefits
Newington	30,604	Stipend		\$28,324	Not tracked	
Norwich	39,899	Stipend	--	\$26,000		24 hours per week; extra hours not paid. Deputies hired as part-time temps as needed
Plainville	17,773	Stipend	--	\$10,098	Not tracked	
Windsor	29,016	Stipend	--	\$23,352	625	
Simsbury	24,348	Stipend	--	\$23,769	20 hours per week	Paid weekly as a salaried employee.

AVERAGE      28,812      --      \$20.73      \$22,287.14      701  
 MEDIAN      26,682      --      \$20.73      \$23,352.00      701

Notes:

Population estimates from DPH 2015

Data completed 11/11/14/2016

Mansfield Registrar Compensation - Historical Data

Year	Hrly Rate	Registrar 1 (R)			Registrar 2 (D)			Registrars Combined	
		Avg. Hrs/Wk	Hrs Worked	Annual Amt	Avg. Hrs/Wk	Hrs Worked	Annual Amt	Hrs Worked	Annual Amt
2008	\$20.02	19.5	1,016	\$20,335.32	26.8	1,395	\$27,922.30	2,410	\$48,257.62
2009	\$20.42	12.3	641	\$13,094.33	22.0	1,144	\$23,350.42	1,785	\$36,444.75
2010	\$20.42	14.8	770	\$15,723.40	26.3	1,370	\$27,970.32	2,140	\$43,693.72
2011	\$21.14	13.3	690	\$14,581.32	24.8	1,289	\$27,245.41	1,979	\$41,826.73
2012	\$21.14	19.4	1,010	\$21,340.83	27.1	1,410	\$29,802.15	2,419	\$51,142.98
2013	\$21.56	8.6	445	\$9,594.20	19.7	1,023	\$22,050.49	1,468	\$31,644.69
2014	\$21.56	9.9	516	\$11,135.74	17.7	919	\$19,813.64	1,435	\$30,949.38
2015	\$22.32	10.8	564	\$12,599.64	12.2	633	\$14,242.71	1,197	\$26,842.35
2016YTD	\$22.32	13.6	705	\$8,462.30	18.7	974	\$16,633.54	1,679	\$25,095.84
Average	\$21.07	13.6	706	\$14,800.60	22.1	1,148	\$24,049.68	1,854	\$38,850.28
Median	\$21.14	12.8	666	\$13,837.83	23.4	1,216	\$25,297.92	1,882	\$39,135.74

Above/Below Comparable Stipend Average (\$7,486.55) \$1,762.54  
 Above/Below Comparable Stipend Median (\$9,514.18) \$1,945.92

**Notes:**  
 2016 YTD data was through October 29nd pay date.  
 Averages and median data does not include YTD 2016 data since it is not a full year's worth of data.



## REGISTRARS OF VOTERS TERM LENGTHS AND COMPENSATION

By: Terrance Adams, Associate Analyst

### REGISTRARS OF VOTERS

Registrars of voters are responsible for several duties relating to election administration, including (1) voter registration; (2) voter registry list maintenance; (3) absentee voting administration; (4) conducting elections; (5) voting machine maintenance, transportation, storage, and preparation; and (6) appointing deputy registrars and poll workers.

### ISSUE

Provide the term length and salary for registrars of voters in each Connecticut municipality.

### SUMMARY

By law, registrars of voters serve two-year terms, except that municipalities may, by charter or ordinance, establish four-year terms (CGS §§ 9-187 and 9-189a). According to information provided by the Office of the Secretary of the State (SOTS), registrars in 88 municipalities serve four year-terms, and registrars in the other 81 municipalities serve two-year terms. Table 1 lists the term lengths for each

municipality.

With respect to compensation, the law specifies only that registrars receive (1) \$35.00 per day for attending two, two-day training conferences per year; (2) compensation for their duties associated with voter registration, when they are not on salary; and (3) compensation for their duties associated with election administration (CGS §§ 9-6, -55a, -194, -195, and -441). Registrars in some municipalities receive an annual salary or stipend, while others receive an hourly wage.

To obtain registrars' wages and salaries, we used the Connecticut Conference of Municipalities (CCM) 2014 Municipal Salary Survey. CCM received FY 14 compensation information for registrars of voters in 136 of Connecticut's 169 municipalities. Table 1 lists the registrars' compensation in the responding municipalities. We also provide this information, ordered from the highest compensation amount to the lowest, in Tables 2 and 3 (see below).

Table 1: Term Lengths and Salaries for Registrars of Voters

Municipality	Term Length	FY 14 Salary/Stipend
Andover	4	\$2,040
Ansonia	2	\$5,865
Ashford	2	\$16.38 per hour
Avon	4	\$20,000
Barkhamsted	4	\$8,230
Beacon Falls	4	\$12,000
Berlin	2	Did not answer
Bethany	4	\$17.78 per hour
Bethel	2	\$13,843
Bethlehem	4	\$20.17 per hour
Bloomfield	2	\$23,754
Bolton	4	Did not answer
Bozrah	2	Did not answer
Branford	2	\$21,536
Bridgeport	2	\$67,052-\$74,265
Bridgewater	4	\$3,000
Bristol	2	\$48,269
Brookfield	4	\$12,127
Brooklyn	2	\$4,799
Burlington	4	\$12.37 per hour
Canaan	4	\$15.12 per hour
Canterbury	2	\$4,182
Canton	4	\$7,000
Chaplin	2	\$14.50 per hour
Cheshire	2	\$21,555
Chester	4	\$3,468
Clinton	2	\$8,058
Colchester	2	\$12,375
Colebrook	2	\$1,560
Columbia	2	\$3,566
Cornwall	2	Did not answer
Coventry	4	\$19.25 per hour
Cromwell	4	\$20,604
Danbury	2	\$53,654
Darien	2	\$22,558
Deep River	2	\$4,018
Derby	4	Did not answer
Durham	4	\$14.00 per hour
East Granby	4	\$7,140
East Haddam	2	\$8,068
East Hampton	2	\$7,619
East Hartford	2	\$20,000

Table 1 (Cont.)

Municipality	Term Length	FY 14 Salary/Stipend
East Haven	2	\$10,000
East Lyme	4	Did not answer
East Windsor	4	\$13,873
Eastford	4	Did not answer
Easton	2	\$28,009
Ellington	4	\$15,924
Enfield	2	\$22,500
Essex	2	\$9,255
Fairfield	4	\$32,225
Farmington	2	\$24,700
Franklin	2	\$15.92 per hour
Glastonbury	2	\$23.08 per hour
Goshen	4	\$4,475
Granby	4	\$15.22 per hour
Greenwich	2	\$32,695
Griswold	2	\$9,108
Groton	4	\$19,080
Guilford	4	\$20,000
Haddam	4	\$15.49 per hour
Hamden	4	\$18,000
Hampton	2	\$18.54 per hour
Hartford	4	\$79,999
Hartland	4	Did not answer
Harwinton	4	\$8,492
Hebron	4	\$8,490
Kent	4	\$3,011
Killingly	4	Did not answer
Killingworth	4	\$4,500
Lebanon	4	\$1,081- \$1,108
Ledyard	2	\$10,452
Lisbon	4	\$7,585
Litchfield	4	\$9,874
Lyme	2	Did not answer
Madison	2	\$11.00 per hour
Manchester	4	\$21,965
Mansfield	2	Did not answer
Marlborough	4	Did not answer
Meriden	2	\$27,360
Middlebury	4	Did not answer
Middlefield	4	\$7,036
Middletown	2	Did not answer
Milford	4	\$31,414

Table 1 (Cont.)

Municipality	Term Length	FY 14 Salary/Stipend
Monroe	4	\$11,000
Montville	2	\$17,948
Morris	2	Did not answer
Naugatuck	2	\$4,120
New Britain	4	\$54,416
New Canaan	2	\$18,500
New Fairfield	4	Did not answer
New Hartford	4	Did not answer
New Haven	4	\$60,000
New London	2	\$26,000
New Milford	4	Did not answer
Newington	4	\$27,359
Newtown	4	\$30,236
Norfolk	4	Did not answer
North Branford	2	\$7,200
North Canaan	4	Did not answer
North Haven	2	\$21,200
North Stonington	2	\$4,838
Norwalk	2	\$53,031
Norwich	2	\$24,000
Old Lyme	4	\$7,988
Old Saybrook	4	\$8,000
Orange	2	\$14,280
Oxford	4	\$9,963
Plainfield	2	\$9,373
Plainville	4	\$9,563
Plymouth	4	Did not answer
Pomfret	4	\$4,200
Portland	4	\$4,930
Preston	2	\$6,882
Prospect	2	\$10,375
Putnam	4	\$4,445
Redding	2	Did not answer
Ridgefield	4	\$31,822
Rocky Hill	2	\$14,500
Roxbury	4	\$17.45 per hour
Salem	4	\$5,800
Salisbury	2	\$3,000
Scotland	2	\$2,318
Seymour	4	\$10,992
Sharon	4	\$16.62 per hour

Table 1 (Cont.)

Municipality	Term Length	FY 14 Salary/Stipend
Shelton	2	Did not answer
Sherman	2	\$16.25-\$16.74 per hour
Simsbury	4	Did not answer
Somers	2	Unspecified stipend
South Windsor	4	\$33,043
Southbury	4	\$18.59 per hour
Southington	4	Did not answer
Sprague	2	\$3,037
Stafford	4	\$7,000
Stamford	4	Did not answer
Sterling	2	\$3,500
Stonington	2	\$16,442
Stratford	4	\$32,406
Suffield	4	Did not answer
Thomaston	4	\$5,541
Thompson	2	Did not answer
Tolland	4	\$9,915
Torrington	2	\$5,772
Trumbull	2	\$9,298
Union	2	Did not answer
Vernon	4	\$26,999
Voluntown	2	\$2,600
Wallingford	2	\$26,528
Warren	4	\$13.09 per hour
Washington	4	\$4,186
Waterbury	2	Did not answer
Waterford	2	\$17,187
Watertown	2	\$8,383
West Hartford	2	\$30,000
West Haven	4	\$14,000
Westbrook	4	\$11,038
Weston	2	Did not answer
Westport	4	\$43,862
Wethersfield	4	\$22,000
Willington	2	\$7,666
Wilton	4	\$37,170
Winchester	2	\$4,680
Windham	2	\$10,000
Windsor	2	\$21,691
Windsor Locks	4	Unspecified stipend
Wolcott	4	Did not answer
Woodbridge	2	\$23.87 per hour
Woodbury	4	\$9,012
Woodstock	2	Did not answer

Sources: CCM 2014 Municipal Salary Survey and SOTS

## REGISTRARS' COMPENSATION

### *Salaries and Stipends*

One hundred sixteen of the municipalities that responded to CCM reported paying their registrars either an annual salary or stipend. (Two of them, Somers and Windsor Locks, did not provide the stipend amount.) Table 2 lists the municipalities that reported salary or stipend amounts, ordered from the highest compensation amount (Hartford) to the lowest (Lebanon).

Please note that, in most municipalities, the registrars of voters are part-time positions, with widely varying hours. For example, Sterling reported that its registrars work two hours per week, while Norwich reported that its registrars work 20 hours per week. Additionally, in most of the state's larger municipalities (i.e., those with 60,000 or more people), the registrars of voters are full-time positions.

The variation in hours worked explains some of the compensation differences among the state's municipalities. However, because many municipalities did not provide information about how many hours their registrars work, we are unable to convert the salary and stipend amounts in the table into full-time equivalent salaries.

Table 2: Registrars of Voters Salaries and Stipends

Municipality	FY 14 Salary/Stipend
Hartford	\$79,999
Bridgeport	\$67,052-\$74,265
New Haven	\$60,000
New Britain	\$54,416
Danbury	\$53,654
Norwalk	\$53,031
Bristol	\$48,269
Westport	\$43,862
Wilton	\$37,170
South Windsor	\$33,043
Greenwich	\$32,695
Stratford	\$32,406
Fairfield	\$32,225
Ridgefield	\$31,822
Milford	\$31,414
Newtown	\$30,236
West Hartford	\$30,000
Easton	\$28,009
Meriden	\$27,360
Newington	\$27,359

Table 2 (Cont.)

Municipality	FY 14 Salary/Stipend
Vernon	\$26,999
Wallingford	\$26,528
New London	\$26,000
Farmington	\$24,700
Norwich	\$24,000
Bloomfield	\$23,754
Darien	\$22,558
Enfield	\$22,500
Wethersfield	\$22,000
Manchester	\$21,965
Windsor	\$21,691
Cheshire	\$21,555
Branford	\$21,536
North Haven	\$21,200
Cromwell	\$20,604
Avon	\$20,000
East Hartford	\$20,000
Guilford	\$20,000
Groton	\$19,080
New Canaan	\$18,500
Hamden	\$18,000
Montville	\$17,948
Waterford	\$17,187
Stonington	\$16,442
Ellington	\$15,924
Rocky Hill	\$14,500
Orange	\$14,280
West Haven	\$14,000
East Windsor	\$13,873
Bethel	\$13,843
Colchester	\$12,375
Brookfield	\$12,127
Beacon Falls	\$12,000
Westbrook	\$11,038
Monroe	\$11,000
Seymour	\$10,992
Ledyard	\$10,452
Prospect	\$10,375
East Haven	\$10,000
Windham	\$10,000
Oxford	\$9,963
Tolland	\$9,915
Litchfield	\$9,874
Plainville	\$9,563

Table 2 (Cont.)

Municipality	FY 14 Salary/Stipend
Plainfield	\$9,373
Trumbull	\$9,298
Essex	\$9,255
Griswold	\$9,108
Woodbury	\$9,012
Harwinton	\$8,492
Hebron	\$8,490
Watertown	\$8,383
Barkhamsted	\$8,230
East Haddam	\$8,068
Clinton	\$8,058
Old Saybrook	\$8,000
Old Lyme	\$7,988
Willington	\$7,666
East Hampton	\$7,619
Lisbon	\$7,585
North Branford	\$7,200
East Granby	\$7,140
Middlefield	\$7,036
Canton	\$7,000
Stafford	\$7,000
Preston	\$6,882
Ansonia	\$5,865
Salem	\$5,800
Torrington	\$5,772
Thomaston	\$5,541
Portland	\$4,930
North Stonington	\$4,838
Brooklyn	\$4,799
Winchester	\$4,680
Killingworth	\$4,500
Goshen	\$4,475
Putnam	\$4,445
Pomfret	\$4,200
Washington	\$4,186
Canterbury	\$4,182
Naugatuck	\$4,120
Deep River	\$4,018
Columbia	\$3,566
Sterling	\$3,500
Chester	\$3,468
Sprague	\$3,037
Kent	\$3,011

Table 2 (Cont.)

Municipality	FY 14 Salary/Stipend
Bridgewater	\$3,000
Salisbury	\$3,000
Voluntown	\$2,600
Scotland	\$2,318
Andover	\$2,040
Colebrook	\$1,560
Lebanon	\$1,081- \$1,108

Source: CCM 2014 Municipal Salary Survey

### *Hourly Wages*

Twenty of the municipalities that responded to CCM reported paying their registrars an hourly wage. Table 3 lists these municipalities, ordered from the highest hourly wage (Woodbridge) to the lowest (Madison).

Table 3: Registrars of Voters Hourly Wages

Municipality	FY 14 Hourly Wage
Woodbridge	\$23.87 per hour
Glastonbury	\$23.08 per hour
Bethlehem	\$20.17 per hour
Coventry	\$19.25 per hour
Southbury	\$18.59 per hour
Hampton	\$18.54 per hour
Bethany	\$17.78 per hour
Roxbury	\$17.45 per hour
Sharon	\$16.62 per hour
Ashford	\$16.38 per hour
Sherman	\$16.25-\$16.74 per hour
Franklin	\$15.92 per hour
Haddam	\$15.49 per hour
Granby	\$15.22 per hour
Canaan	\$15.12 per hour
Chaplin	\$14.50 per hour
Durham	\$14.00 per hour
Warren	\$13.09 per hour
Burlington	\$12.37 per hour
Madison	\$11.00 per hour

Source: CCM 2014 Municipal Salary Survey

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager  
**Date:** December 12, 2016  
**Re:** FY 2016/17 Compensation and Benefit Adjustments for Nonunion Personnel

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**Subject Matter/Background**

The Town Council establishes compensation for Town employees on a fiscal year basis (July 1 through June 30). With respect to salary, the Town pays regular nonunion personnel according to the Town Administrators Pay Plan, which is organized on a pay grade and step system.

*Internal Comparison:* The Fire union received a 2% general wage increase for FY 16/17. Negotiations with the Public Works union are nearing completion. Negotiations with the professional/technical union are still underway.

*External Comparison:* Recent state-wide public sector municipal data from the Connecticut Conference of Municipalities indicates a state-wide average general wage increase of 2.33%, slightly greater than the 2.25% general wage increase recommended by management for FY 16/17.

At its December 5, 2016 meeting, the Personnel Committee unanimously voted to endorse the proposed recommendations to changes in compensation and benefits for non-union regular staff for FY 2016/17 as presented and to recommend approval to the Town Council.

**Financial Impact & Recommendation**

Based on research, analysis, and available resources, management and the Personnel Committee are making the following recommendations for changes to the compensation and benefits for regular, nonunion employees for the current fiscal year:

- **Wages.**
  - Increase the pay rates in the Town Administrators Pay Plan by 2.25% retroactive to July 1, 2016 (see attached for proposed revised salary ranges). The estimated impact (all funds) of the general wage increase is \$55,704/yr<sup>1</sup>

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<sup>1</sup> FY 16/17 has 261 work days, or 1,827 hours for a full-time 35 hour per week employee or 2,088 hours for a full-time 40 hour per week employee.

or \$65,489 /yr when benefits<sup>2</sup> costs are included. These figures also include calculations for employees eligible for merit (step) increases. Approximately 42 non-union employees would receive the general wage increase.

- Management and Council budgeted the equivalent of a 2.25% general wage increase within contingency for FY 2016/17.

- **Health Insurance.**

- *POE Plan.* Increase the employee share of the premium from 18% to 19% effective with the February 2017 premiums, or as soon as practicable following approval of the Council. Adjustments in plan design are recommended to office visit co-pays. Implement changes to plan design as soon as practicable following approval of the Council.
- *PPO Plan.* Increase the employee share of the premium from 18% to 19% effective with the February 2017 premiums, or as soon as practicable following approval of the Council. Adjustments in plan design are recommended to office visit and prescription co-pays. Implement changes to plan design as soon as practicable following approval of the Council.
  - Total estimated savings to the Town (January-June) by shifting a greater share of the premiums to employees and implementing plan design changes is \$3,223.
- *Contribution to Retiree Health Insurance.* Increase the monthly contribution for employees retiring as of July 1, 2016 from \$225/month to \$240/month.
  - This will cost the Town an additional \$180 per year per eligible retiree.
- *Retiree Payment in Lieu of Health Insurance Payment.* Increase the annual contribution for employees retiring as of July 1, 2016 (retirees who are less than 65 years old and not Medicare/Medicaid eligible) from \$2,520/year to \$2,700/year. The benefit for retirees who are 65 years old or greater or Medicaid/Medicare eligible remains at \$1,740/yr.
  - This will cost the Town an additional \$180 per year per eligible retiree. This amount is consistent with the benefit provided to professional/technical employees.

- **Tuition Reimbursement.**

- Increase by \$100, from \$1,200 to \$1,300 per fiscal year.

There are no other recommended changes to other nonunion employee benefits.

If the Town Council concurs with the Town Manager and Personnel Committee's recommendations, the following motion is in order:

*Move, to approve the Town Manager's proposed changes in wages and tuition reimbursement for non-union regular staff, effective July 1, 2016, and to approve the Town Manager's proposed changes to health insurance for nonunion staff, effective as soon as practicable following approval by the Council.*

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<sup>2</sup> Social Security, FICA Alternative, Medicare taxes, MERS costs.

**Attachments**

- 1) Positions Impacted by Changes to Nonunion Compensation
- 2) CCM Data on Wage Increases
- 3) Proposed Health Insurance Plan Design Changes

Town of Mansfield  
 Classification Plan - Non-Union  
 Fiscal Year 2016/17

Classification	Grade	FLSA	Salary Ranges - Current		Salary Ranges - Proposed	
			Minimum	Maximum	Minimum	Maximum
Revenue Clerk (PT)	6	NE	\$33,251	\$39,901	\$33,999	\$40,799
Textton (PT)	8	NE	\$36,613	\$43,884	\$37,437	\$44,871
Senior Svcs. Transportation Coordinator (PT)	9	NE	\$37,563	\$47,081	\$38,408	\$48,140
Library Assistant (PT)	10	NE	\$34,238	\$43,300	\$35,005	\$44,268
Administrative Analyst	12	NE	\$43,628	\$55,504	\$44,615	\$56,747
Housing Inspector (PT)	12	NE	\$43,628	\$55,504	\$44,615	\$56,747
Human Resources Associate (PT)	14	NE	\$48,031	\$60,035	\$49,110	\$61,388
Early Childhood Services Coordinator (PT)	15	NE	\$49,329	\$64,072	\$50,443	\$65,516
Executive Assistant to Town Manager	15	NE	\$49,329	\$64,072	\$50,443	\$65,516
Accountant	15	E	\$49,329	\$64,072	\$50,443	\$65,516
Information Specialist*	15	NE	\$56,376	\$73,226	\$57,650	\$74,876
Outreach Social Worker (PT)	15	E	\$49,329	\$64,072	\$50,443	\$65,516
Assistant Chief/Deputy Fire Marshal/Asst. Emerg. Mgmt Dir.	17	NE	\$54,353	\$70,704	\$55,577	\$72,294
Assistant Building Official	17	NE	\$54,353	\$70,704	\$55,577	\$72,294
Budget Analyst	18	E	\$57,057	\$74,194	\$58,336	\$75,857
Librarian (Childrens, Reference, Systems)	18	E	\$57,057	\$74,194	\$58,336	\$75,857
Environmental Planner/IWA Agent	18	E	\$57,057	\$74,194	\$58,336	\$75,857
Network Administrator*	18	NE	\$65,208	\$84,793	\$66,670	\$86,694
Accounting Manager-Treasurer	21	E	\$66,119	\$85,942	\$67,599	\$87,879
Assistant Director of Parks & Recreation	22	E	\$69,444	\$90,217	\$71,015	\$92,245
Public Works Operations Manager*	22	E	\$79,364	\$100,975	\$81,161	\$103,252
Town Clerk	22	E	\$69,444	\$90,217	\$71,015	\$92,245
Deputy Chief/Fire Marshal/Emerg. Mgmt. Director	23	E	\$72,879	\$94,748	\$74,523	\$96,886
Director of Facilities Management*	23	E	\$83,290	\$108,283	\$85,170	\$110,727
Director of Building and Housing Inspection	24	E	\$73,317	\$102,586	\$74,962	\$104,888
Assistant Town Manager	25	E	\$76,989	\$107,847	\$78,725	\$110,277
Director of Human Services	25	E	\$76,989	\$107,847	\$78,725	\$110,277
Library Director	25	E	\$76,989	\$107,847	\$78,725	\$110,277
Fire Chief	26	E	\$80,917	\$113,182	\$82,745	\$115,722
Director of Parks and Recreation	26	E	\$80,917	\$113,182	\$82,745	\$115,722
Director of Planning and Development	26	E	\$80,917	\$113,182	\$82,745	\$115,722
Director of Public Works/Town Engineer	29	E	\$93,524	\$130,995	\$95,626	\$133,938
Director of Finance	32	E	\$108,596	\$137,189	\$111,045	\$140,277

Notes:

\*40 Hour Week Employees, Salary Range Based on 40 hrs/wk  
 (PT) reflects part-time position; however salary ranges reflect full-time equivalent for purposes of this chart  
 FY 16/17 includes 261 work days, 1,827 hrs/yr for 35 hr/wk schedule, 2,088 hrs/yr for 40 hr/wk schedule

Other Regular Non-Union Positions:

Site Server, Police Officer

following are select summary statistics related to all arbitration awards reported to CCM from July 1, 2011. Each month the data below will be updated to reflect new settlements received by CCM.

	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17
Average	1.76%	1.87%	1.85%	2.09%	2.18%	2.23%	2.33%
Minimum	0.00%	0.00%	0.00%	0.00%	1.00%	1.25%	2.25%
Maximum	3.25%	3.50%	3.00%	3.00%	3.00%	3.00%	2.50%
Sample Size	25	26	20	20	19	11	3

General Wage Increase by Fiscal Year: Negotiated Settlements

following are select summary statistics related to all negotiated settlements reported in the Data Reporter from July 2013. Each month the data below will be updated to reflect new settlements received by CCM. For information regarding a particular municipal settlement, please contact CCM.



	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Average	2.05%	2.28%	2.35%	2.33%	2.34%	2.29%	2.38%
Minimum	0.00%	1.00%	0.00%	1.50%	1.60%	1.85%	2.25%
Maximum	3.50%	3.76%	3.50%	3.25%	3.25%	2.50%	2.50%
Mode	2.00%	2.00%	2.00%	2.50%	2.50%	2.50%	No Mode
Sample Size	275	228	169	61	29	9	2

Number of Wage Freezes Achieved: Negotiation Versus Arbitration

following are the number of wage freezes reported in the Data Reporter from July 1, 2013. It is important to note that for negotiated settlements, the number reflects only those contracts received by CCM and reported in the Data Reporter and corresponds to the sample sizes in the preceding tables. Each month the data below will be updated to reflect new settlements received by CCM. For information regarding a particular municipal settlement, please contact CCM.

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Negotiated	26	14	1	0	0	0	0
Arbitration	3	2	0	0	0	0	0

RECENT CONTRACT SETTLEMENTS

**HEALTH INSURANCE PPO and POE PLAN COMPARISON  
EFFECTIVE FEBRUARY 1, 2017**

Commented (MEC1): Or as soon as practicable following adoption by the Council

GENERAL	Century Preferred - PPO (Plan # 001)	Bluecare - BMO / POE (Plan #001)
Costshares	In-Network services subject to co-pays  Out-of-Network Services Available - Subject to deductible and coinsurance  Co-Pays: \$20 25 PCP / \$20 25 Specialist \$175 Outpat Hosp / \$350 Inpat Hosp co-pay \$50 Emergency / \$25 Urgent Care Facility Out-of-Network Deductible: \$400/\$800/\$1,000 Out-of-Network Cost Share Maximum: \$1,600/\$3,200/\$4,000 Out-of-Network "Out of Pocket" Cost: \$2,000/\$4,000/\$5,000  Lifetime Maximum In-Network & Out-Of-Network-Unlimited	In-Network services subject to co-pays  Out-of-Network NOT AVAILABLE  Co-Pays: \$15 20 PCP / \$15 20 Specialist \$100 Outpat Hosp / \$200 Inpat Hosp co-pay \$75 Emergency / \$25 Urgent Care Facility Deductible: Does not apply Cost Share Maximum: Does not apply Out of Pocket Cost: Does not apply  Lifetime Maximum In-Network -Unlimited
Preventive Care Pediatric	Covered according to age-based schedule: \$0 co-pay Birth to 1 year - 7 exams 1 year through 5 years - 7 exams 5 years through 11 years - 1 exam every year 11 years through 22 years - 1 exam every year	Covered according to age-based schedule: \$0 co-pay Birth to 1 year - 7 exams 1 year through 5 years - 7 exams 5 years through 11 years - 1 exam every year 11 years through 22 years - 1 exam every year
Adult	Covered according to age-based schedule: \$0 co-pay 22 and over one exam per year	Covered according to age-based schedule: \$0 co-pay 22 and over one exam per year
Vision	\$0 co-pay ( Frames & Lenses covered under vision rider )	\$0 co-pay ( Frames & Lenses covered under vision rider )
Hearing	\$0 Co-pay one exam every two years	\$0 Co-pay one exam every two years
Gynecological	\$0 co-pay One Routine Exam Per Member per Calendar Year	\$0 co-pay One Routine Exam Per Member per Calendar Year
Medical Services	\$20 25 office visit co-pay PCP \$20 25 office visit co-pay Specialist	\$45 20 office visit co-pay PCP \$15 20 office visit co-pay Specialist
Outpatient PT/OT/ Chiro/Speech	\$20 25 office visit co-pay 50 combined visits per member per calendar year ( subject to medical necessity )	\$15 office visit co-pay Unlimited Visits ( subject to medical necessity )
Allergy Services	\$20 25 office visit co-pay No copay for injections Unlimited injections	\$15 20 office visit co-pay No copay for injections maximum benefit - 60 visits in 2 years
Diagnostic Lab & X-ray Inpatient Medical Services	Covered	Covered
Surgery Fees	Covered	Covered
Office Surgery	Covered	Covered
Outpatient MRI	\$20 25 office visit co-pay Limited to 40 visits per calendar year	\$45 20 office visit co-pay Limited to 40 visits per calendar year
Emergency Care Emergency Room	\$50 co-pay ( waived if admitted )	\$75 co-pay ( waived if admitted )

BENEFIT	Century Preferred ~ PPO (Plan #1171)	Bluecare ~ HMO / POE (Plan #201)
Urgent Care	\$25 co-pay Participating Facilities only	\$25 co-pay Participating Facilities only
Ambulance	Covered Land & Air Ambulance	Covered Land & Air Ambulance
Hospital Care		
General/Medical/Surgical/ Maternal (Semi-Private)	Note: All hospital admissions require pre-cert \$ 350 per admission co-pay	Note: All hospital admissions require pre-cert \$ 200 per admission co-pay
Ancillary Services (Medication, Supplies)	Covered	Covered
Psychiatric	\$ 350 per admission co-pay	\$ 200 per admission co-pay
Substance Abuse/ Detox Rehabilitative	\$ 350 per admission co-pay up to 60 days per calendar year	\$ 200 per admission co-pay up to 60 days per calendar year
Skilled Nursing Facility	\$ 350 per admission co-pay up to 120 days per calendar year	\$ 200 per admission co-pay up to 90 days per calendar year
Hospice	\$ 350 per admission co-pay Unlimited days	\$ 200 per admission co-pay up to 60 days per calendar year
Outpatient Hospital Outpatient Surgery Facility Charges	\$ 175 per admission co-pay	\$ 100 per admission co-pay
Diagnostic Lab & X-ray	Covered	Covered
Pre-Admission Testing	Covered	Covered
Other Services		
Durable Medical Equip.	Unlimited Max (Limited to covered items only)	Unlimited Max (Limited to covered items only)
Prosthetics	Unlimited Max	Unlimited Max
Prescription Drugs	\$40 15 Generic / \$20 30 Brand / \$30 40 Non listed Brand 1 co-pays mail - \$ 3,000 max add'l benefits subject to ded & coin ( Oral contraceptives are covered )	\$15 Generic / \$30 Brand / \$40 Non listed Brand 2 co-pays mail - unlimited max ( Oral contraceptives are covered )
Infertility	<ul style="list-style-type: none"> <li>• A lifetime maximum of 4 cycles for ovulation induction up to age 40.</li> <li>• A lifetime maximum of 3 cycles for intrauterine insemination up to age 40.</li> <li>• A lifetime maximum of 2 cycles combines for in-vitro fertilization, GIFT, ZIFT, and Low Tubal Ovum Transfer up to age 40.</li> <li>• Services related to male infertility.</li> <li>• All related prescription drugs.</li> <li>• All covered and medically necessary medical office visits, surgical procedures, associated laboratory testing &amp; procedures.</li> <li>• All covered services will be paid at the benefit level subject to policy guidelines</li> </ul>	
Dependent Age Max	To 26 years of age	To 26 years of age

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Mansfield Department Heads  
**Date:** December 12, 2016  
**Re:** FY 2016/17 Town Manager's Goals

---

**Subject Matter/Background**

As part of my annual performance review process, the Town Council and I establish a set of goals and priorities for the upcoming review period, which coincides with the fiscal year. At the December 5, 2016 Personnel Committee meeting, the Committee made some modifications to my suggestions and unanimously approved a motion to recommend approval of the FY 2016/17 goals, as amended. The endorsed goals are attached for review and consideration by the Town Council as a whole.

Since Council's consideration of my goals follows the completion of my annual performance review, the goals are not adopted until well after the fiscal year and new rating period have commenced. Consequently, the Personnel Committee plans to implement changes to the timeline to make the adoption of the goals better coincide with the start of the rating period or fiscal year.

**Recommendation**

I have attached the recommended goals as amended by the Personnel Committee. If the Council supports the Personnel Committee's recommendation the following motion is in order:

*Move, effective December 12, 2016, to endorse the Town Manager's FY 2016/17 Goals as presented.*

**Attachments**

- 1) Town Manager's FY 2016/17 Goals



**Town of Mansfield**  
**Town Manager's Goals for FY2016/17**  
*December 12, 2016 Draft*

General Government

- 1) Prepare Proposed FY 2017/18 Operating Budget and CIP consistent with Council policy objectives
- 2) Complete negotiation of successor collective bargaining agreements with CSEA Professional & Technical, and Public Works units
- 3) Complete selection process for employee health insurance consultant/broker
- 4) Assist Finance Committee with review of Purchasing Ordinance and any necessary revisions
- 5) Complete negotiation of successor shared service agreement with boards of education
- 6) Assist Ad hoc Committee on Police Services with conducting study of police service options
- 7) Initiate update to Town's website
- 8) Issue request for qualifications (RFQ) to conduct a comprehensive classification & compensation study for all staff positions in the classified service
- 9) Prepare new operating agreement with Mansfield Discovery Depot

Economic & Community Development

- 10) In collaboration with Economic Development Commission and Mansfield Superintendent of Schools, research ways to better promote Mansfield as a great place to live, work, play, and learn; present report to Town Council
- 11) Review staffing models to provide additional staffing to implement Town's economic development strategy; include recommendation in FY 2017/18 if fiscal conditions allow

Organizational Development and Performance Management

- 12) Assess existing performance measures and create additional outcome measures where feasible
- 13) Conduct 2<sup>nd</sup> annual leadership retreat for supervisory staff, with a focus on leadership and team-building

Infrastructure

- 14) Complete state-required environmental impact evaluation process; bid and commence construction of Four Corners sanitary sewer project
- 15) Complete facility needs assessment
- 16) Complete negotiation of UCONN sewer agreement
- 17) Assist Superintendent of Schools in developing process to conduct facility needs assessment for Mansfield Public Schools

### Housing and Neighborhood Stabilization

- 18) Continue to assist Ad hoc Committee on Rental Regulations and Enforcement with review of potential changes to regulations and ordinances
- 19) In collaboration with Mansfield Housing Authority, research creation of Housing Trust to help fund a variety of housing initiatives, including a homebuyer program; present recommendations to Town Council and Housing Authority
- 20) Assist Masonicare with development of independent/assisted living facility in Mansfield

### Sustainability (environmental, economic, and social)

- 21) Continue efforts to reduce Mansfield's carbon footprint; develop report to track both energy usage, costs, and carbon emissions
- 22) Evaluate State zero emissions renewable energy credit (ZREC) program and submit application if warranted
- 23) Evaluate opportunity to submit application to State open space and farmland preservation program and submit application if warranted

### Town-University Relations

- 24) Strengthen staff collaboration through joint participation in International Town Gown Association (ITGA) activities
- 25) Prepare memorandum of understanding (MOU) between Town, UCONN, and Mansfield Downtown Partnership (MDP) re the parties' basic commitments to the MDP

### Transportation

- 26) Evaluate performance of Dial-A-Ride services in Mansfield and report back to Town Council
- 27) Evaluate performance of WRTD special fare program and report back to Town Council
- 28) Advocate for extension of CTfastrak East to Windham Region

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt H*  
**CC:** Mansfield Department Heads  
**Date:** December 12, 2016  
**Re:** Cancellation of December 27, 2016 Meeting

---

**Subject Matter/Background**

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

**Recommendation**

If the Town Council wishes to cancel the December 27<sup>th</sup> meeting, the following motion is in order:

*Move, to cancel the December 27, 2016 regular meeting of the Mansfield Town Council.*

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Submitted by Helen Jane Fried

11/28/2016

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Mary L. Stanton

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To: : (attyasmith@aol.com)  
Subject: Freedom of Information Request - Town of Mansfield

Item #7

Dear Mr. Smith,

Attached please find the Town of Mansfield's response to you Freedom of Information request.

Regards,

Mary Stanton  
Mansfield Town Clerk

25 copies  
\$12.50

87

Mary L. Stanton

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**From:** Linda M. Painter  
**Sent:** Thursday, November 10, 2016 11:49 AM  
**To:** Mary L. Stanton  
**Cc:** Janell M. Mullen; Jessie Richard; Mike E. Nintean  
**Subject:** FW: Lowe v Mansfield - FOIA Request

Will you handle providing this to Arthur? Based on his request, it also appears that he would like building permits. My office can provide the zoning permit information, but Building would have to provide the building permit documents.

---

**From:** Kevin Deneen [<mailto:kmdeneen@omalleydeneen.com>]  
**Sent:** Thursday, November 10, 2016 9:37 AM  
**To:** Linda M. Painter <[PainterLM@mansfieldct.org](mailto:PainterLM@mansfieldct.org)>; Matthew W. Hart <[Hartmw@MANSFIELDCT.ORG](mailto:Hartmw@MANSFIELDCT.ORG)>; Maria E. Capriola <[CapriolaME@mansfieldct.org](mailto:CapriolaME@mansfieldct.org)>; Mary L. Stanton <[StantonML@mansfieldct.org](mailto:StantonML@mansfieldct.org)>  
**Subject:** FW: Lowe v Mansfield - FOIA Request

Linda,

Please see Attorney Smith's FOI request below. I have spoken with Winifred, and she is going to inform him that FOI requests must be made directly to the Town rather than through her. It is unclear how the timelines under FOI would run, since she is not an agency of the Town, and under FOI I don't believe the timelines would run from her receipt.

In any case, please process the request. Please also provide the same documents to Attorney Gibbons so that she is aware of what he has received.

Kevin

Kevin M. Deneen  
O'Malley, Deneen, Leary, Messina & Oswecki  
20 Maple Avenue  
P.O. Box 504  
Windsor, CT 06095  
p. 860.688.8505  
f. 860.688.4783



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**From:** Winifred B. Gibbons [mailto:wgibbons@hl-law.com]  
**Sent:** Wednesday, November 09, 2016 4:24 PM  
**To:** Kevin Deneen <kmdeneen@omalleydeneen.com>  
**Cc:** Thomas R. Gerarde <tgerarde@HL-Law.com>  
**Subject:** FW: Lowe v Mansfield - FOIA Request

Hi Kevin,

Just received this from Arthur Smith re Adam Lambert's permits.

All the best,  
Winifred

**Winifred B. Gibbons, Esq.**  
wgibbons@hl-law.com  
HOWD & LUDORF, LLC  
Serving Southern New England Since 1979

Connecticut Office:  
65 Wethersfield Avenue  
Hartford, CT 06114-1121  
(860) 249-1361  
(860) 249-7665 (fax)

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**From:** attyasmith@aol.com [mailto:attyasmith@aol.com]  
**Sent:** Wednesday, November 9, 2016 4:21 PM  
**To:** Winifred B. Gibbons <wgibbons@hl-law.com>  
**Subject:** Re: Lowe v Mansfield - Discovery

Dear Attorney Gibbons and Attorney Gerarde:

Pursuant to the CTFOIA I am seeking all information related to the Town of Mansfield issuance of all permits to Adam Lambert and all documentation regarding the 17 Olsen Drive, Mansfield Center, CT 06250 parcel, in the Town of Mansfield's possession since June 15, 2015, that have not been provided to me, by the town to date. If your firm is not in a position to forward this request to the Town of Mansfield, please let me know at your earliest convenience. Thank you in advance for your assistance in this matter.

Sincerely,  
Arthur Smith

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## Town of Mansfield Office of the Town Clerk

**To: Town Council**

**From: Mary Stanton, Town Clerk**

**CC: Matt Hart, Town Manager, Maria Capriola, Assistant Town Manager**

**Date: November 9, 2016**

**Re: Budget Referendum**

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“SHALL THE TOWN OF MANSFIELD APPROPRIATE \$873,000 FOR THE MANSFIELD MIDDLE SCHOOL GYMNASIUM AND RELATED FACILITIES RENOVATIONS PROJECT, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION?”

Results for the referendum question on the November 8, 2016 ballot are as follows:

YES 6910

NO 2849

The number of electors on the last revised registry list is 15,010. Therefore in accordance with the Mansfield Town Charter, the ‘yes’ vote being at least 15% of the number of electors on the last registry list, the referendum question was approved.

Update:

The Head Moderator and I conducted a recanvass of the election results on November 10, 2016. The Registrars of Voters approved the votes of a number of provisional voters which were added to the totals and a correction of a data entry error into the SOTS Election Night Management System was completed making the final referendum results as follows:

YES 7041

NO 2887



TOWN OF MANSFIELD  
TOWN CLERK

MARY STANTON, TOWN CLERK

AUDREY P. BECK BUILDING  
4 SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3302

November 14, 2016

Mr. Arthur Smith  
74 Mulberry Road  
Mansfield Center, CT 06250  
*Sent via email*

Dear Mr. Smith,

This is in response to your Freedom of Information request sent to Attorneys Gibbons and Gerarde on November 9, 2016 received in my office on November 10, 2016. In this email you are requesting the following documents:

1. *All information related to the Town of Mansfield issuance of permits to Adam Lambert and all documentation regarding 17 Olsen Drive, in the Town of Mansfield's possession since June 15, 2015 that has not previously been provided to you. This material is available in my office beginning today.*

In accordance with CGS§ 1-212 and the policy of the Town of Mansfield the cost per page is fifty cents per copy.

Regards,

Mary Stanton  
Mansfield Town Clerk

Cc: Matthew Hart, Town Manager  
Linda Painter, Director of Planning and Development



**TOWN OF MANSFIELD**  
DEPARTMENT OF PLANNING AND DEVELOPMENT

Janell M. Mullen, Assistant Planner/Zoning Agent

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

November 7, 2016

17 Olsen Drive  
Mansfield, CT 06268

Subject: 17 Olsen Road

Dear Mr Lambert,

It has come to my attention that you are performing work beyond the scope of the Zoning Permit issued to you on 6/24/2016. The Statement of Use does not indicate the quantity of fill being moved within the site to alter its grading.

Additionally, based on my observations, it is apparent that you are building retention walls on your property. A building permit is required for all retaining walls greater than 3 feet.

Please update your active permit in a timely matter, STOP ALL SITE WORK, and provide me with an update to your application and site plan that indicates all work that is occurring on your property in conjunction with Zoning Permit #16-6-10. This updated application will be subject to review. Upon reading this letter, if you have any questions, you can reach me by telephone at 860.429.3341 or by email at [mullenjm@mansfieldct.org](mailto:mullenjm@mansfieldct.org).

Janell M. Mullen  
Assistant Planner/Zoning Enforcement Officer

CC: Director of Building & Housing Inspections, Director of Planning, Housing Inspector, Town Attorney

91 7199 9991 7033 2624 9220

\* AMENDED PERMIT \*

**ZONING PERMIT APPLICATION**  
**MANSFIELD PLANNING & ZONING COMMISSION**  
 (See Article XI.C of the Zoning Regulations for applicability and permit requirements)

APPLICANT/OWNER SECTION

PERMIT # 16-6-10-2

Complete this page and submit with application fee to the Zoning Agent

1. Adm Lambert / 17 Olsen Dr / 860 234 0723  
 Owners name / Mailing address / Telephone

2. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Applicants name (if different than owner) / Mailing address / Telephone

3. 17 Olsen Dr / 23 / 68 / 22 / 3.A. \_\_\_\_\_ / 3.B. RAR 90  
 Address of proposed activity / map / block / parcel / Scenic Road ??? / Zone

4. Statement of Use: fully describe the proposed construction or use, including the estimated cost of construction and the quantity of fill material to be brought onto, moved within, or removed from the property.

Move existing shed and add new shed. Add retaining walls and move less than 100 cu yds of soil to grade/landscape.

5. Plot Plan: The applicant shall submit a plot plan showing property lines, lot area, lot dimensions, location and size of existing and proposed structures, driveways, parking areas, wells and septic systems, bordering streets, inland wetlands, flood hazard areas and any other information deemed necessary by the Zoning Agent to determine compliance with the regulations. The plans shall be prepared by a licensed land surveyor unless waived by the Zoning Agent.

6. Building plans and/or other information necessary to determine compliance.

7. To demonstrate that the proposal complies with local Inland Wetlands, Health District and Public Works requirements, the following approvals are required and any conditions of approval shall be incorporated into the zoning permit.

A. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Signature of Director of Health / Date / Comments

B. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Signature of Inland Wetland Agent / Date / Comments

C. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Signature of Town Engineer / Date / Comments

8. Validity: If approved, the Zoning Permit shall be voided unless construction is commenced within six months of the date of issue and unless construction is completed within 18 months of the date of issue.

*Where a surveyors plot plan is required, no foundation for any structure or addition shall be constructed until the Zoning Agent has received a surveyors certification verifying that the foundation footings are installed per the approved plans.*

9. Certification: The applicant accepts this Zoning Permit on the condition that all ordinances and regulations of the Town of Mansfield shall be complied with. The applicant further certifies that all information supplied to the Zoning Agent is true and accurate and that the land and structures subject to this permit shall not be occupied or used until a Certificate of Compliance has been issued. The applicant's signature authorizes the Zoning Agent to enter upon the property as needed to verify compliance with the permit and until a Certificate of Compliance has been issued.

[Signature] / Adm Lambert / 11/8/2016  
 Owner / Applicants signature / Owner / Applicant (printed) / Date

**ZONING AGENT SECTION**

PERMIT # \_\_\_\_\_

In reviewing and approving any application for a Zoning Permit, the Zoning Agent shall determine that the following provisions have been met:

- \_\_\_\_ 1. The application is complete and the applicable fee has been paid. Amount of fee \_\_\_\_\_
- \_\_\_\_ 2. All applicable zoning regulations have been met or varied by the ZBA, including dimensional requirements, performance standards, permitted use provisions and san and gravel regulations.
- \_\_\_\_ 3. All applicable PZC and ZBA conditions of approval have been met, including compliance with approved plans.  
Date and nature of approval: \_\_\_\_\_ PZC file # \_\_\_\_\_
- \_\_\_\_ 4. The subject lot is an existing lot of record or an approved subdivision lot. PZC file # \_\_\_\_\_
- \_\_\_\_ 5. All known local, State and Federal permits or approvals that apply to the application have been issued, including compliance with the Scenic Road Ordinance and Historic District regulations, if applicable.

**Final Action:** Based on the applicants submissions, which are attached to or referenced on this form, the Zoning Permit has been: \_\_\_\_\_ Approved as submitted; \_\_\_\_\_ Approved with the conditions stated below; \_\_\_\_\_ Denied

The following comments, conditions of approval or reasons for denial apply: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Assistant Town Planner/Zoning Agent  
Janell.mullen@mansfieldct.org

\_\_\_\_\_  
Date

XX  
*The Town of Mansfield does not publish notice of Permit approvals. In accordance with CGS 8-3(f), the applicant may provide notice of this certification as explained on the attached sheet.*  
XX

**CERTIFICATE OF ZONING COMPLIANCE # \_\_\_\_\_**

The Zoning Agent shall determine that all structures, buildings or site improvements have been constructed in accordance with plans approved through the Zoning Permit process, and as appropriate, with plans approved by the PZC and/or ZBA.

The structure/use authorized by the Zoning Permit has been reviewed/inspected.

- \_\_\_\_ 1. The completed work meets all applicable provisions of the Mansfield Zoning Regulations and all other applicable Town regulations and permit requirements, including Health District and Public Works.
- \_\_\_\_ 2. All specified conditions of the Zoning Permit and/or PZC or ZBA have been met.
- \_\_\_\_ 3. Where required, a surveyors/engineers certification has been submitted to verify compliance with approved plans.

Based upon a final inspection of the site on \_\_\_\_\_, the Certificate of Compliance is \_\_\_\_\_ Approved as submitted; \_\_\_\_\_ Approved with conditions stated below; \_\_\_\_\_ Denied

The following comments, conditions of approval or reasons for denial apply: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

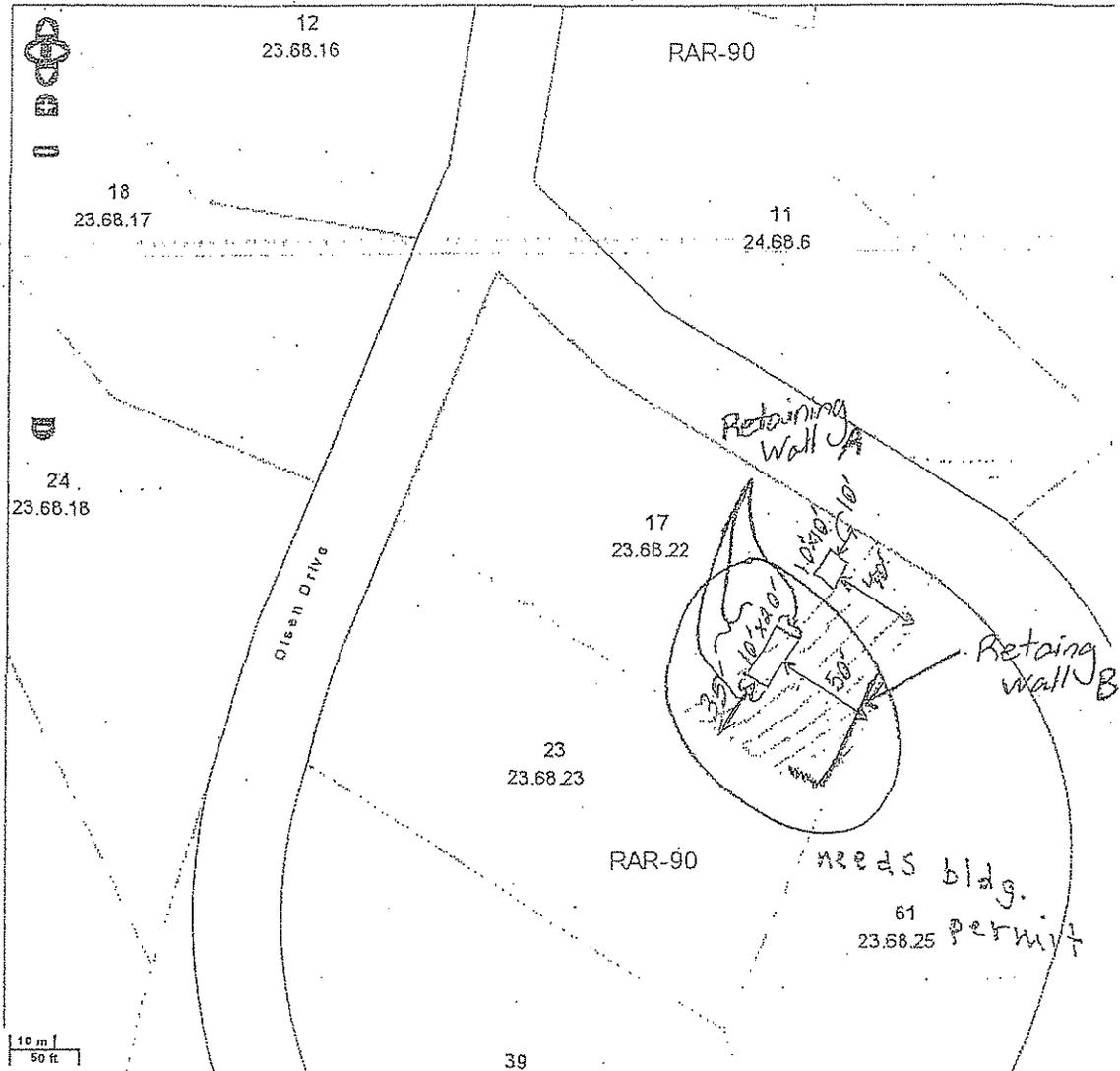
\_\_\_\_\_  
Signature of Zoning Agent

\_\_\_\_\_  
Date

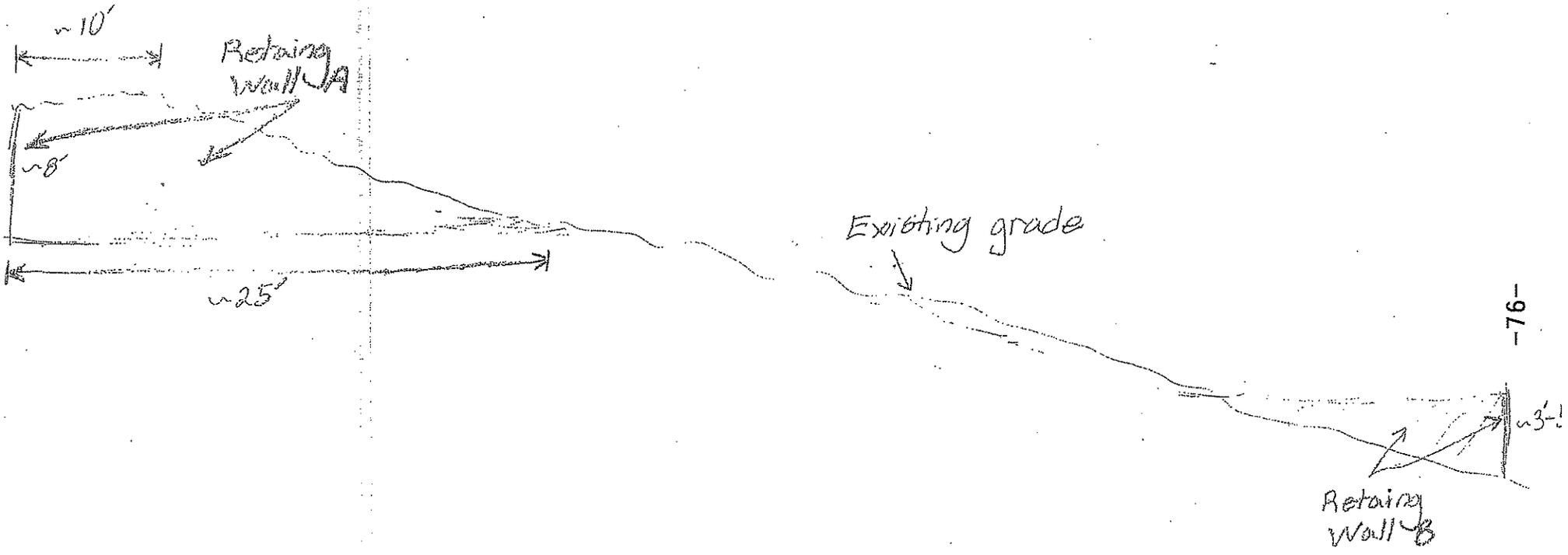
17 OLSEN DR  
23.68.22



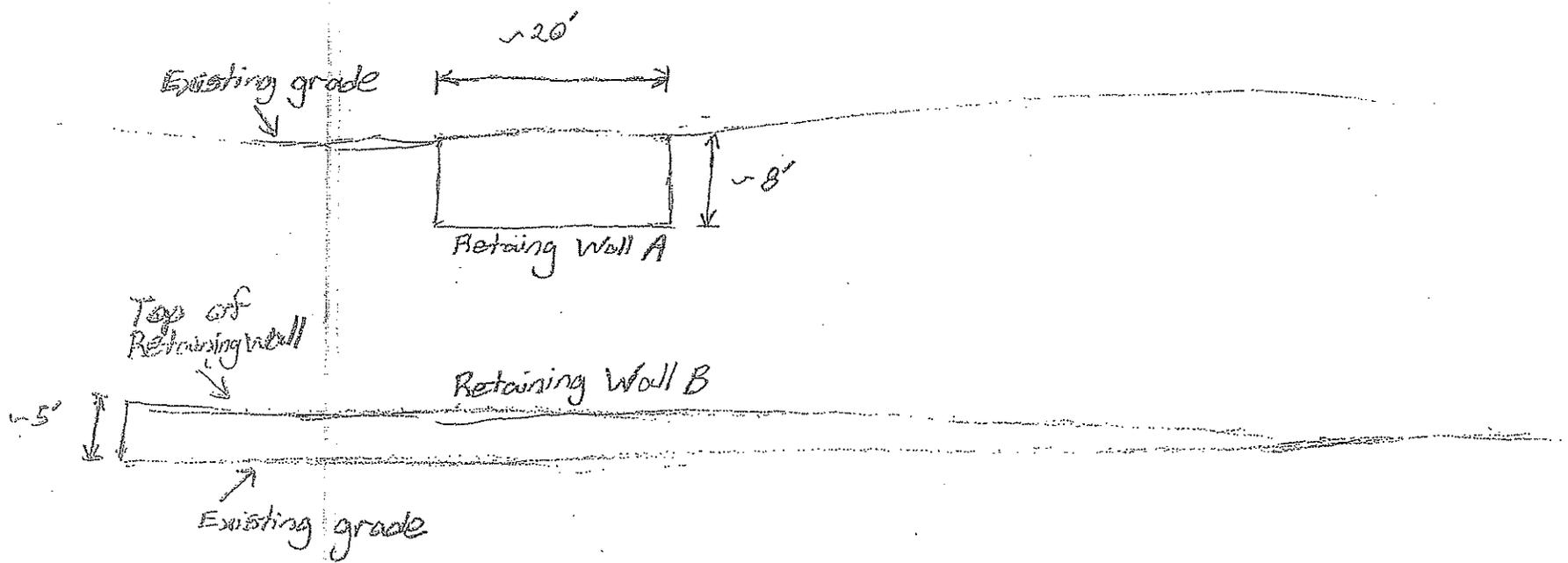
- Zoom To
- Property Data
- Aerial View
- Tax Info
- Comps / Units
- Recent Issues



NW  $\longleftrightarrow$  SE



SW ← → NE



\* PERMIT DEEMED INCOMPLETE 11/7

ZONING PERMIT APPLICATION  
MANSFIELD PLANNING & ZONING COMMISSION  
(See Article XLC of the Zoning Regulations for applicability and permit requirements)

APPLICANT/OWNER SECTION

PERMIT # 16-6-10

Complete this page and submit with application fee to the Zoning Agent

1. Adam Lambert, 17 Olsen Dr, 1860 234 0723  
Owners name Mailing address Telephone

2. Same  
Applicants name (if different than owner) Mailing address Telephone

3. 17 Olsen Dr 23 68 22 3.A. NO 3.B. Zone  
Address of proposed activity map block parcel Scenic Road ??? Zone

4. Statement of Use: fully describe the proposed construction or use, including the estimated cost of construction and the quantity of fill material to be brought onto, moved within, or removed from the property.

move existing shed and build new shed  
10x10  
on 11/7 permit deemed incomplete due to material being moved on site and retaining walls STOP WORK ISSUED 11/7

5. Plot Plan: The applicant shall submit a plot plan showing property lines, lot area, lot dimensions, location and size of existing and proposed structures, driveways, parking areas, wells and septic systems, bordering streets, inland wetlands, flood hazard areas and any other information deemed necessary by the Zoning Agent to determine compliance with the regulations. The plans shall be prepared by a licensed land surveyor unless waived by the Zoning Agent.

6. Building plans and/or other information necessary to determine compliance.

7. To demonstrate that the proposal complies with local Inland Wetlands, Health District and Public Works requirements, the following approvals are required and any conditions of approval shall be incorporated into the zoning permit.

A. Henry [Signature], 6/30/16, 200 sq. ft. (new) shed on stone  
Signature of Director of Health Date Comments relocate existing 100 sq. ft. shed on stone

B. [Signature], 7/6/2016  
Signature of Inland Wetland Agent Date Comments

C. [Signature], 7/5/16  
Signature of Town Engineer Date Comments

8. Validity: If approved, the Zoning Permit shall be voided unless construction is commenced within six months of the date of issue and unless construction is completed within 18 months of the date of issue.

Where a surveyors plot plan is required, no foundation for any structure or addition shall be constructed until the Zoning Agent has received a surveyors certification verifying that the foundation footings are installed per the approved plans.

9. Certification: The applicant accepts this Zoning Permit on the condition that all ordinances and regulations of the Town of Mansfield shall be complied with. The applicant further certifies that all information supplied to the Zoning Agent is true and accurate and that the land and structures subject to this permit shall not be occupied or used until a Certificate of Compliance has been issued. The applicant's signature authorizes the Zoning Agent to enter upon the property as needed to verify compliance with the permit and until a Certificate of Compliance has been issued.

[Signature] Adam Lambert 6/24/2016  
Owner / Applicants signature Owner / Applicant (printed) Date

ZONING AGENT SECTION

PERMIT # \_\_\_\_\_

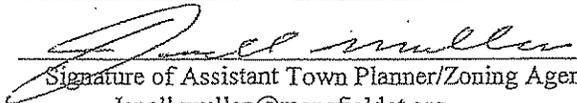
In reviewing and approving any application for a Zoning Permit, the Zoning Agent shall determine that the following provisions have been met:

- 1. The application is complete and the applicable fee has been paid. Amount of fee \$85 - ONE #
- 2. All applicable zoning regulations have been met or varied by the ZBA, including dimensional requirements, performance standards, permitted use provisions and san and gravel regulations.
- 3. All applicable PZC and ZBA conditions of approval have been met, including compliance with approved plans. Date and nature of approval: \_\_\_\_\_ PZC file # \_\_\_\_\_
- 4. The subject lot is an existing lot of record or an approved subdivision lot. PZC file # \_\_\_\_\_
- 5. All known local, State and Federal permits or approvals that apply to the application have been issued, including compliance with the Scenic Road Ordinance and Historic District regulations, if applicable.

**Final Action:** Based on the applicants submissions, which are attached to or referenced on this form, the Zoning Permit has been:  Approved as submitted; \_\_\_\_\_ Approved with the conditions stated below; \_\_\_\_\_ Denied

The following comments, conditions of approval or reasons for denial apply: BUILDING PERMIT

REQ'D FOR SUBMITTAL 3/24/16

  
Signature of Assistant Town Planner/Zoning Agent  
Janell.mullen@mansfieldct.org

7/1/2016  
Date

XX  
*The Town of Mansfield does not publish notice of Permit approvals. In accordance with CGS 8-3(f), the applicant may provide notice of this certification as explained on the attached sheet.*  
XX

**CERTIFICATE OF ZONING COMPLIANCE # \_\_\_\_\_**

The Zoning Agent shall determine that all structures, buildings or site improvements have been constructed in accordance with plans approved through the Zoning Permit process, and as appropriate, with plans approved by the PZC and/or ZBA.

The structure/use authorized by the Zoning Permit has been reviewed/inspected.

- \_\_\_ 1. The completed work meets all applicable provisions of the Mansfield Zoning Regulations and all other applicable Town regulations and permit requirements, including Health District and Public Works.
- \_\_\_ 2. All specified conditions of the Zoning Permit and/or PZC or ZBA have been met.
- \_\_\_ 3. Where required, a surveyors/engineers certification has been submitted to verify compliance with approved plans.

Based upon a final inspection of the site on \_\_\_\_\_, the Certificate of Compliance is \_\_\_\_\_ Approved as submitted; \_\_\_\_\_ Approved with conditions stated below; \_\_\_\_\_ Denied

The following comments, conditions of approval or reasons for denial apply: \_\_\_\_\_

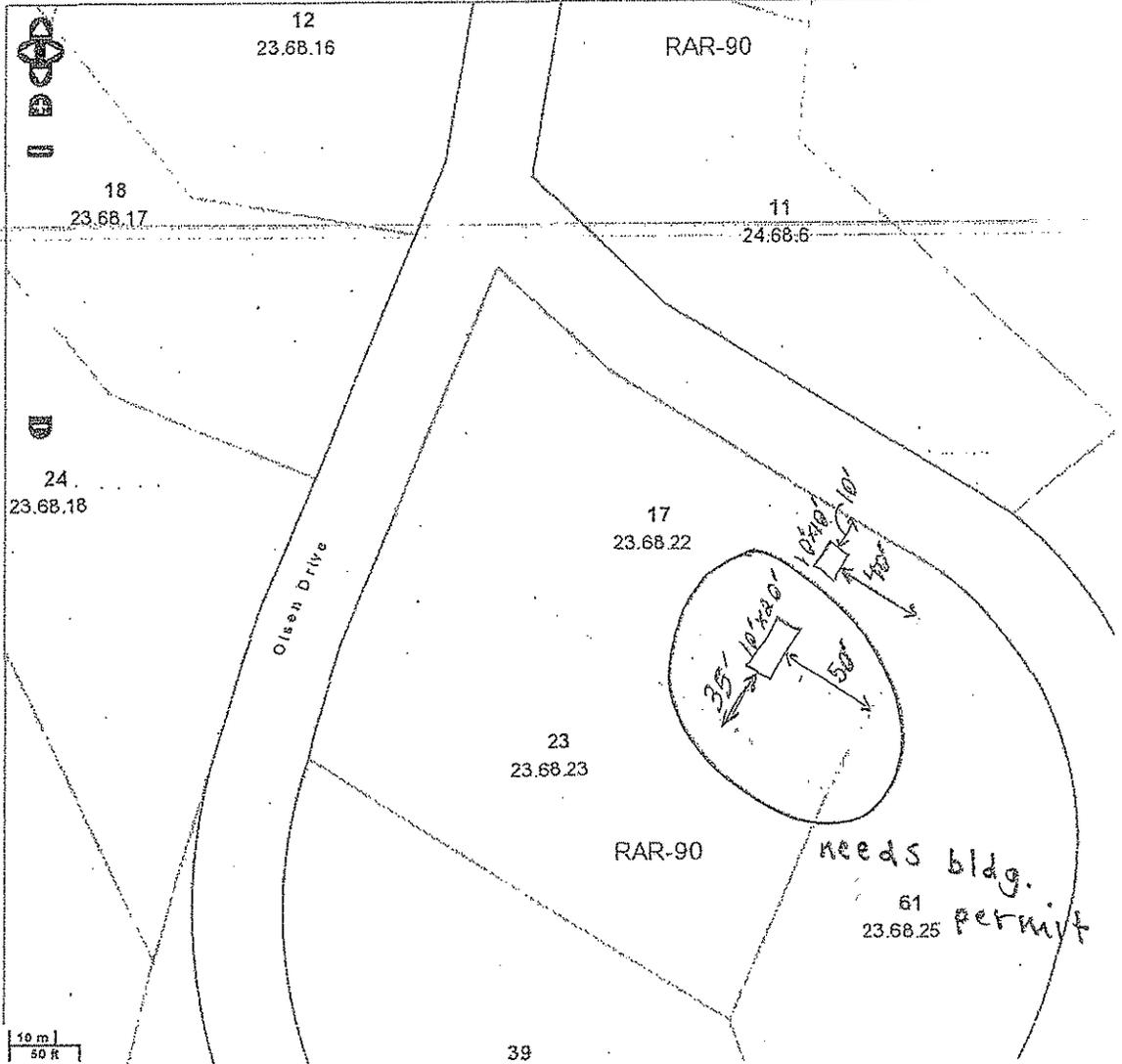
\_\_\_\_\_  
\_\_\_\_\_



17 OLSEN DR  
 23.68.22



- Zoom To
- Property Card
- Abutters List
- Tax Map
- Services / Units
- Regulation Issues







# APPLICATION FOR PERMIT

## CT STATE BUILDING CODE / CT STATE FIRE SAFETY CODE

### TOWN OF MANSFIELD

Rev. 3/1/14

<b>CONTACT INFO:</b>	<b>HOURS:</b>	<b>NOTES:</b> ORIGINAL PERMITS ACCEPTED ONLY. FAX OR EMAILED COPIES WILL NOT BE ACCEPTED. MUST CALL AT LEAST 24 HOURS IN ADVANCE FOR INSPECTIONS. PHOTOS WILL NOT BE ACCEPTED IN LIEU OF INSPECTIONS.
4 S. EAGLEVILLE ROAD MANSFIELD, CT 06268 PHONE: 860-429-3324	MON-WED: 8:15 AM - 4:30 PM THURSDAY: 8:15 AM - 6:30 PM FRIDAY: 8:00 AM - 12:00 NOON	

**FEES: Based on total cost of job rounded up to nearest \$1,000 (Except Minimum Fee)**

IF VALUE IS:	BUILDING PERMIT FEES:		IF FIRE MARSHAL FEES APPLY:	DEMOLITION:	RECEIVED
	RESIDENTIAL*	COMMERCIAL		RES & COMM	
\$0 - \$1,000	\$25.26 MIN FEE	\$25.26 MIN FEE	\$50.26 MIN FEE	\$25.00 MIN FEE	JUN 18 2015
OVER \$1,000	\$13.51 PER \$1,000	\$15.51 PER \$1,000	\$22.26 PER \$1,000	\$12.50 PER \$1,000	

**NOTES: (PLEASE CALL THE OFFICE FOR ASSISTANCE ON FEES, IF NECESSARY)**

- \*RESIDENTIAL PERMITS APPLY TO 1 & 2 FAMILY DWELLINGS & TOWNHOUSES.
- DO NOT ADD-MINIMUM FEE TO JOBS WITH VALUES OVER \$1,000.
- IF FIRE MARSHAL FEES APPLY, USE FIRE MARSHAL FEES ONLY, NOT BUILDING FEES.
- LIST OF ALL PERMIT FEES ON SCHEDULE AT WWW.MANSFIELDCT.GOV.

*Town of Mansfield*

**PLEASE PRINT OR TYPE**

**PERMIT # WILL BE ISSUED UPON APPROVAL**

**MULTIPLE UNITS REQUIRE SEPARATE PERMIT APPLICATIONS**

1516016

PROPERTY LOCATION / STREET ADDRESS <i>17 Olsen Dr</i>		LOT #	UNIT #	SEND PERMIT TO: <input type="checkbox"/> OWNER <input type="checkbox"/> APPLICANT
OWNER'S NAME (AS IT APPEARS IN THE LAND RECORDS) <i>Adam Lambert</i>		NAME OF BUSINESS WHERE WORK IS TO BE PERFORMED		
HOME PHONE # <i>860 234 0723</i>	WORK/OFFICE PHONE #	CELL # <i>860 234 0723</i>	EMAIL ADDRESS <i>adam.michael.lambert@gmail.com</i>	
APPLICANT'S NAME <i>Adam Lambert</i>		COMPANY NAME		
APPLICANT'S ADDRESS <i>17 Olsen Dr</i>		TOWN/CITY <i>Mansfield</i>	STATE <i>CT</i>	ZIP CODE <i>06250</i>
HOME PHONE # <i>860 234 0723</i>	WORK/OFFICE PHONE #	CELL # <i>860 234 0723</i>	EMAIL ADDRESS <i>adam.michael.lambert@gmail.com</i>	
CONTRACTOR/GENERAL CONTRACTOR		LICENSE OR REGISTRATION #		

<b>PERMIT TYPE &amp; COST:</b>	<b>TYPE OF PERMIT (CHECK ONE)</b> <input checked="" type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> BOTH	
	<b>IS THIS PROPERTY IN A HISTORICAL DISTRICT?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	If "YES" is checked and application is for exterior work, a Certificate of Appropriateness is required unless Zoning approval has been obtained.	
	<input checked="" type="checkbox"/> BUILDING <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> TENANT FITOUT <input checked="" type="checkbox"/> ELECTRICAL CRS# _____ <b>Code Edition:</b> <input type="checkbox"/> 2011 NEC <input type="checkbox"/> 2009 IRC <input type="checkbox"/> SOLAR PHOTOVOLTAIC <input checked="" type="checkbox"/> HVAC <input type="checkbox"/> GEOTHERMAL <input type="checkbox"/> SOLAR <input checked="" type="checkbox"/> PLUMBING <input type="checkbox"/> FIRE PROTECTION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> OTHER _____	ESTIMATED COST: <i>12,000</i>  ESTIMATED COST: <i>1,000</i>  ESTIMATED COST: _____ ESTIMATED COST: _____ ESTIMATED COST: _____ ESTIMATED COST: _____ ESTIMATED COST: _____ <b>TOTAL COST: <i>13,000</i></b>

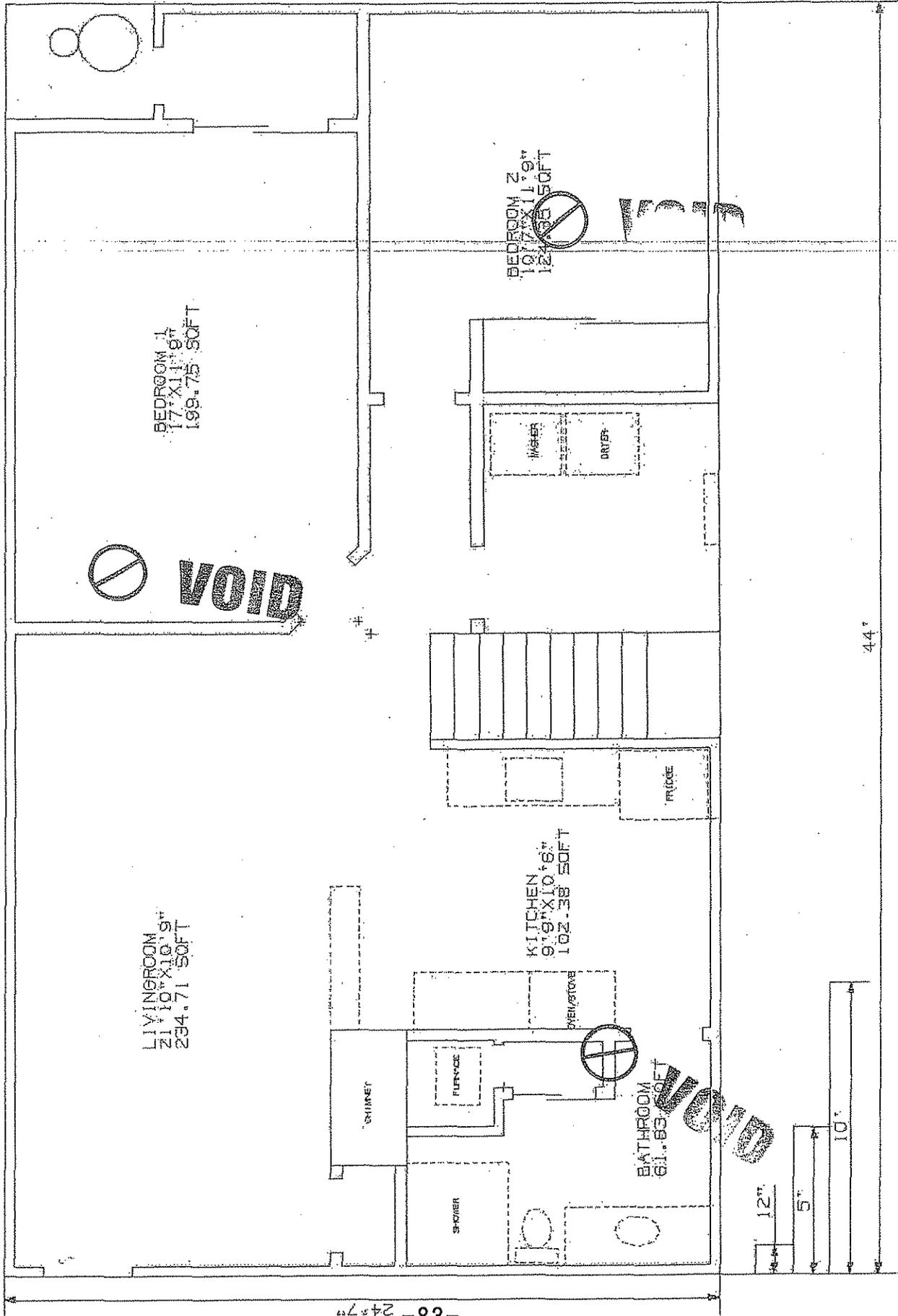
<b>PROJECT TYPE:</b>	<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> REPAIR/REPLACEMENT <input type="checkbox"/> CHANGE OF USE <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> INSPECTION ONLY <input checked="" type="checkbox"/> ALTERATION <input type="checkbox"/> RELOCATION
----------------------	--

<b>CONSTRUCTION TYPE:</b>	<input type="checkbox"/> 1A <input type="checkbox"/> 1B <input type="checkbox"/> 2A <input type="checkbox"/> 2B <input type="checkbox"/> 3A <input type="checkbox"/> 3B <input type="checkbox"/> 4 <input type="checkbox"/> 5A <input checked="" type="checkbox"/> 5B
---------------------------	---

<b>USE GROUP(S):</b>	<input type="checkbox"/> A-1 <input type="checkbox"/> B <input type="checkbox"/> F-1 <input type="checkbox"/> H-1 <input type="checkbox"/> I-1 <input type="checkbox"/> R-1 <input type="checkbox"/> S-1 <input type="checkbox"/> A-2 <input type="checkbox"/> E <input type="checkbox"/> F-2 <input type="checkbox"/> H-2 <input type="checkbox"/> I-2 <input type="checkbox"/> R-2 <input type="checkbox"/> S-2 <input type="checkbox"/> A-3 <input type="checkbox"/> M <input type="checkbox"/> H-3 <input type="checkbox"/> I-3 <input type="checkbox"/> R-3 <input type="checkbox"/> U <input type="checkbox"/> A-4 <input type="checkbox"/> H-4 <input type="checkbox"/> I-4 <input type="checkbox"/> R-4 <input type="checkbox"/> IRC <input type="checkbox"/> A-5 <input type="checkbox"/> H-5
----------------------	--

<b>MIXED USE:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SEPARATED <input checked="" type="checkbox"/> NONSEPARATED
-------------------	--

Adam Lambert  
17 Olsen Dr  
Mansfield, CT 06250



17 OLSEN

Residential Plan Review check list

1) Application complete

2) New home builders license

3) Insurance Certificate

Notarized Waiver (7B)

Plan Waiver (7A)

4) Health and Zoning status

5) Marshal and Swift

Square Feet \_\_\_\_\_ Cost per Square Ft \_\_\_\_\_

Total \$ \_\_\_\_\_

Permit Fee Due \$ \_\_\_\_\_

6) "RES Check" or Prescriptive from IRC

Total Sq. ft. of walls less windows and doors \_\_\_\_\_ R value \_\_\_\_\_

Total Square feet of ceilings \_\_\_\_\_ R value \_\_\_\_\_

Total Square feet of windows \_\_\_\_\_ U value \_\_\_\_\_

Total Square feet of doors \_\_\_\_\_ U value \_\_\_\_\_

Total Square feet of skylights \_\_\_\_\_ U value \_\_\_\_\_

Total Sq. ft. of Basement ceiling (If not heated) \_\_\_\_\_ R value \_\_\_\_\_

Total foundation insulation (exterior) \_\_\_\_\_ R value \_\_\_\_\_

Efficiency of heating appliance \_\_\_\_\_

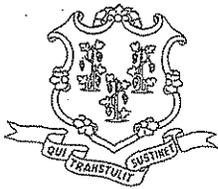
7) Egress (No Tilt's for size)

Door \_\_\_\_\_ Bedroom windows \_\_\_\_\_ Habitable basement \_\_\_\_\_

8) Safety glazing

Tubs \_\_\_\_\_ Doors \_\_\_\_\_ Height \_\_\_\_\_ (\*4) Stairs \_\_\_\_\_

~~Ceiling Height~~  
~~Door + Window location~~  
~~Stairs + CO~~  
~~COMB AIR~~  
~~INSULATION~~



State of Connecticut  
Workers' Compensation Commission

Please TYPE or PRINT IN INK

Rev. 3-17-2006

7B

Proof of Workers' Compensation Coverage when Applying  
for a Building Permit for the Sole Proprietor or Property Owner  
who WILL act as General Contractor or Principal Employer

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit

Adam Lambert

Property located at

17 Olsen Dr

In the City / Town of

Mansfield

ATTEST

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you WILL act as the general contractor or principal employer, you must provide proof of workers' compensation insurance coverage for all employees.

Complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

CHECK ONE (1) BOX ONLY, provide the appropriate information, and sign:

I am the OWNER of the above-named property. I WILL act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of OWNER Applicant

Adam Lambert

I am the SOLE PROPRIETOR of a business doing work at the above-named property. I WILL act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of SOLE PROPRIETOR Applicant

I am the OWNER of the above-named property or the SOLE PROPRIETOR of a business doing work at the above-named property. I will not personally submit proof of workers' compensation insurance coverage, but I will attest to the following:

AFFIDAVIT

I hereby swear and attest that I will require proof of workers' compensation insurance for every contractor, subcontractor, or other worker before he or she does work on the site of the construction project at the above-named property in accordance with Section 31-286b of the Workers' Compensation Act.

Signature of OWNER or SOLE PROPRIETOR Applicant

Adam Lambert

Name of Business—if applicable

Federal Employer ID# (FEIN)—if applicable

Subscribed and sworn to before me this

18<sup>th</sup>

day of

June

200

2005

R

Signature of Notary Public / Commissioner of the Superior Court

[Signature]

9) Garage Protection

Living space above Y N

5/8 Drywall Door Style Self Closing

10) Waterproofing Footing Drains

11) Vapor Barrier

Garage Basement

~~12) Insulation/In size~~

~~13) Truss Specifications~~

~~14) I-joist Specifications~~

~~15) Steel Specifications~~

16) General Framing (rafters, headers, ceiling joist, floor joists, studs etc. Give species, grade, spacing and maximum span)

17) Smoke & Carbon monoxide detectors

~~18) Attic & Crawl Space Access~~

~~19) Sump Pump~~

~~20) ENY AC~~ Combustion Air

21) Electrical PV Y N

22) Plumbing



## Bradford C. Freeman

---

**From:** Adam Lambert <adam.michael.lambert@gmail.com>  
**Sent:** Monday, July 06, 2015 4:20 PM  
**To:** Bradford C. Freeman  
**Subject:** Re: 17 Olsen Drive  
**Attachments:** model1.pdf

Hi Brad,

The finished ceiling height (with 2" of underfloor insulation) is 6'10". ✓

The attached drawing has the window and door locations. There is an egress window in each bedroom and an exterior door that walks out to the basement level (no stairs).

The locations of the smoke and CO detectors are also on the drawing, marked with diamonds. They are located in the bedrooms, hallway, and laundry room. The rest of the house will also be up to code.

I decided to replace the oil furnace with a wall mounted propane furnace. The new furnace will have an intake and exhaust through the nearest exterior wall per the manufacturer's specifications. ✓

I also moved the bathroom entrance from the kitchen to the living room.

The exterior walls will have R-10 insulation in addition to the concrete, air cavity, and drywall. ✓

Please let me know if you need any additional information from me.

Regards,  
Adam Lambert  
860 234 0723

On Jul 6, 2015 8:00 AM, "Bradford C. Freeman" <[FreemanBC@mansfieldct.org](mailto:FreemanBC@mansfieldct.org)> wrote:

Dear Mr. Lambert:

I have reviewed your plan and have some questions.

What will the finished ceiling height be in the efficiency unit?

Please show window and door locations on the plan.

Please indicate the location of smoke and CO detection.

Please confirm that the entire house will be brought up to code for CO and smoke detection.

Please provide the method how combustion air will be provided to the furnace.

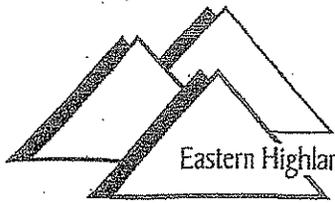
Please specify the R-value of wall insulation.

I am still waiting for Health and Zoning approval.

- 68 -

Brad Freeman

ABO



Eastern Highlands Health District

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

---

### B100A PLAN APPROVAL

---

May 8, 2015

Adam Lambert  
17 Olsen Drive  
Mansfield Center, CT 06250

**Proposed Activity:** Finished basement with 2 bedroom in-law apartment

**Address:** 17 Olsen Drive

**Town:** Mansfield Center

Dear Adam Lambert:

Your application for the above referenced project has been reviewed by the health district for compliance with the requirements of Connecticut Public Health Code section 19-13-B100a.

The application is approved with the following conditions/comments:

1. A code complying area for a future septic system repair sized for a 6 bedroom house has been identified on the property.
2. Our records show that your existing septic system is sized for a 3 bedroom home. In the event that a future repair is needed the septic system will need to be upgraded to a 6 bedroom system.
3. No upgrade to the existing septic system will be required at this time for this project.
4. Additional soil testing may be needed at the time of any future septic system repair or alteration.

We will notify the local building official of this health district approval, but you should contact the town directly to determine when all other required permits will be approved for your project. Please note that any revisions to the approved plans, whether proposed by you or required by others, must be reviewed by the health district to verify compliance with the Public Health Code.

If you have any questions, please call the health district office at 860-429-3325.

Sincerely,

Sherry McGann  
Sanitarian II

Cc: Michael Ninteau, Mansfield Building Official, Curt Hirsch, Mansfield Zoning Agent

Property Information

Property ID 09013078-23.68.22  
Location 17 OLSEN DR  
Owner LAMBERT ADAM M

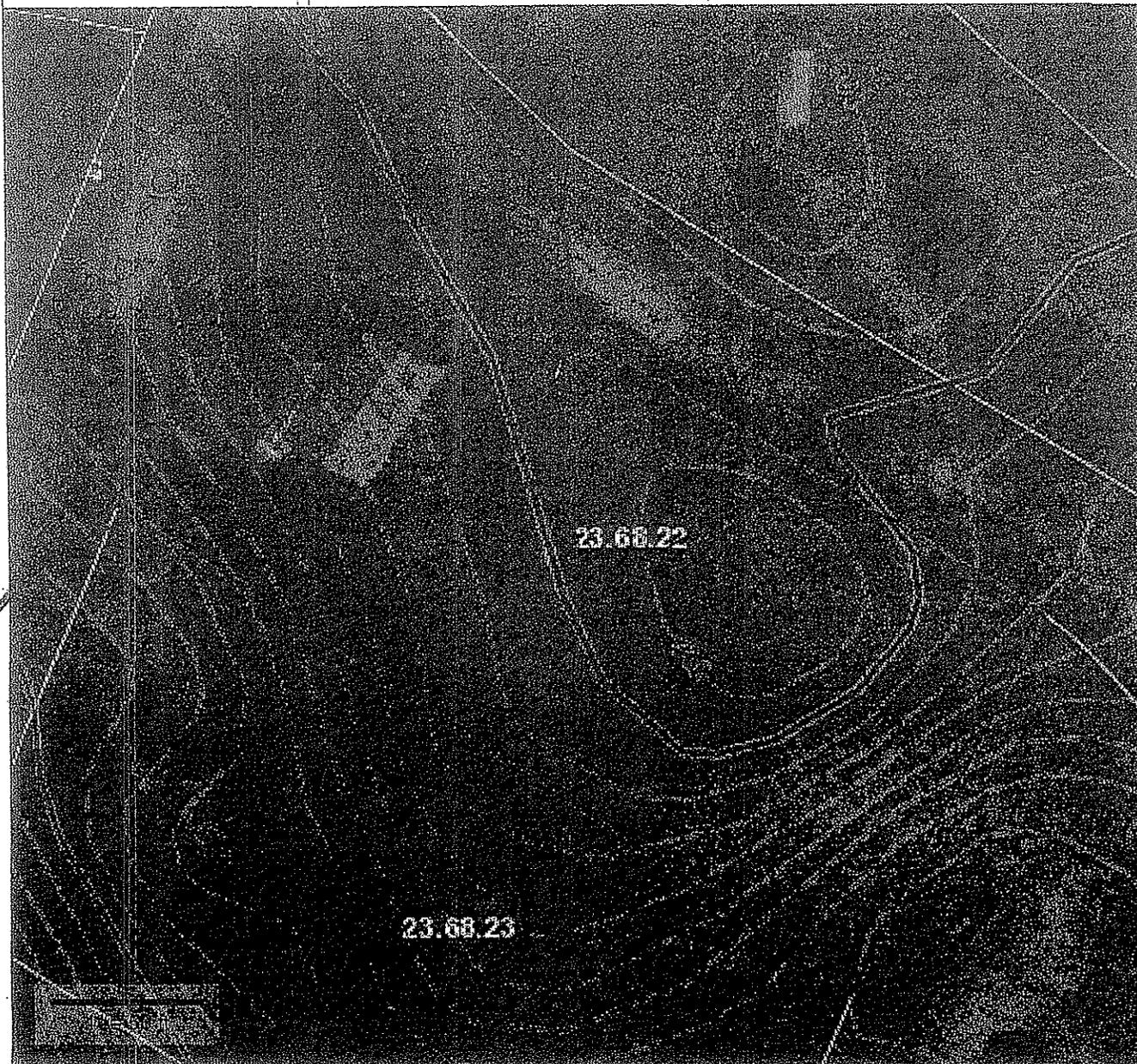


**APPROVED**

by EHAD  
SU 5/8/15

Code Complying  
Area for a  
6 Bedroom  
Home

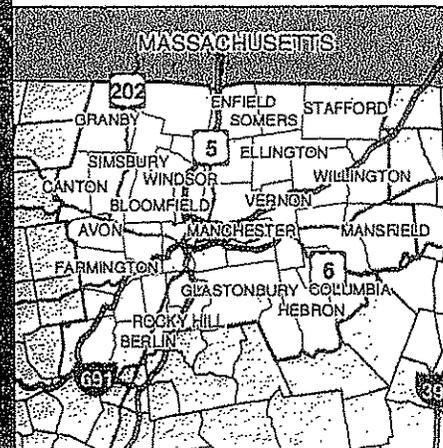
finished basement  
with 2 Bedroom  
In-law Apartment

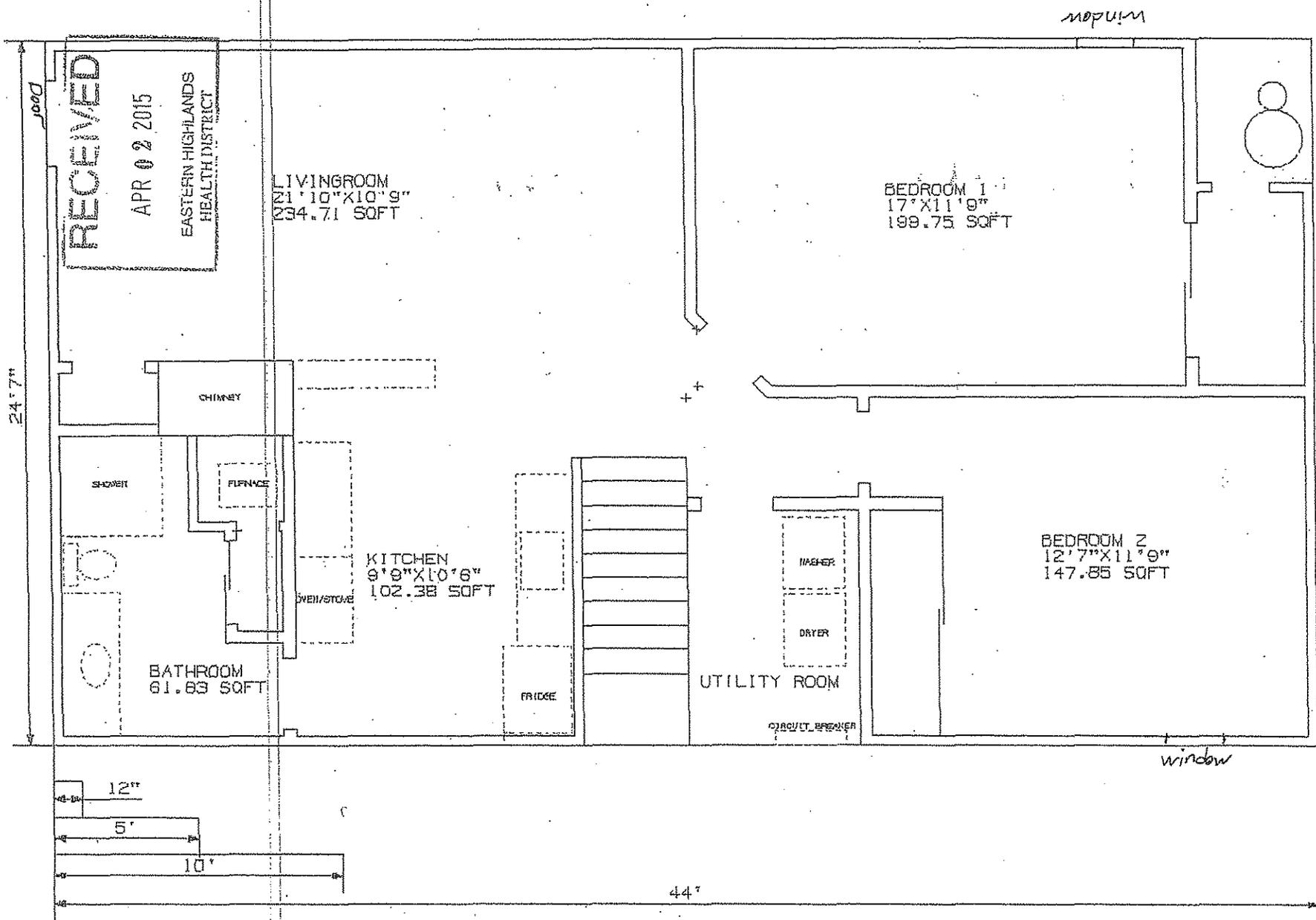


MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

CRCOG and AppGeo make no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated October 1, 2013





January 19, 2016

Mr. Freeman,

I received your letter informing me that permit # 15-16-0016 will expire shortly. The work under this permit is still ongoing, and I am requesting a 180-day extension to my permit.

---

If you have any questions, please contact me at your next convenience.

Best regards,

Adam Lambert

(860) 234-0723  
Mansfield Center, CT 06250

RECEIVED

JAN 21 2016

*Town of Mansfield*  
Building Department

**TOWN OF MANSFIELD**  
**DEPARTMENT OF BUILDING & HOUSING INSPECTION**



MICHAEL E. NINTEAU, CBO, MCP, DIRECTOR

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CONNECTICUT 06268  
(860) 429-3324 TELEPHONE

11-Jan-16

Adam Lambert  
17 Olsen Drive  
Mansfield CT 06268

**PROPERTY LOCATION: 17 Olsen Drive**

**RE: Permit # 15-16-0016 Efficiency Unit**

---

Dear Mr. Olsen:

Under review of the Building Department records, it has been noted that no activity has taken place under Permit # 15-16-0016 issued on 7/7/15. Pursuant to section 105.5 or 108.2 of the Connecticut State Building code, this permit will soon become invalid.

Please contact this office at your earliest convenience to discuss the status of your construction project. If no contact is made within 30 days of the date of this letter, your permit will expire and any future work will require reapplication along with payment of a new fee.

If the work is complete, please call this office to arrange a final inspection. If the work is ongoing, please contact my office in writing to request a 180-day extension of your permit.

I thank you in advance for your attention to this matter.

Sincerely,

Bradford C. Freeman  
Assistant Building Official

cc: File

# CERTIFICATE OF APPROVAL

MANSFIELD, CONNECTICUT

CT Supp 2005, IBC 110.6, IRC 110.9

This is to certify that the following work conducted under Permit #15-16-0685 has been inspected and substantially complies with the requirements of the Building Code.

ADDRESS OF STRUCTURE:	17 OLSEN DR
DESCRIPTION OF WORK:	Service upgrade

CODE EDITION(S):
2011 NEC

OCCUPANCY	USE GROUP	TYPE OF CONSTRUCTION
Single Family Dwelling	IRC	5B

## SPECIAL STIPULATIONS & CONDITIONS:

--

18-Mar-16

Date



Bradford Freeman, Asst. Building Official



**APPLICATION FOR PERMIT**  
**CT STA. & BUILDING CODE / CT STATE FIRE SAFETY CODE**  
**TOWN OF MANSFIELD**

Rev. 3/1/14

<b>CONTACT INFO:</b> 4 S. EAGLEVILLE ROAD MANSFIELD, CT 06268 PHONE: 860-429-3324	<b>HOURS:</b> MON-WED: 8:15 AM - 4:30 PM THURSDAY: 8:15 AM - 6:30 PM FRIDAY: 8:00 AM - 12:00 NOON	<b>NOTES:</b> ORIGINAL PERMITS ACCEPTED ONLY. FAX OR EMAILED COPIES WILL NOT BE ACCEPTED. MUST CALL AT LEAST 24 HOURS IN ADVANCE FOR INSPECTIONS. PHOTOS WILL NOT BE ACCEPTED IN LIEU OF INSPECTIONS.
--	--	---

**FEES: Based on total cost of job rounded up to nearest \$1,000 (Except Minimum Fee)**

IF VALUE IS:	BUILDING PERMIT FEES:		IF FIRE MARSHAL FEES APPLY:	DEMOLITION:	APPLICATION RECEIVE DATE RECEIVED  MAR 15 2016
	RESIDENTIAL*	COMMERCIAL		RES & COMM	
\$0 - \$1,000	\$25.26 MIN FEE	\$25.26 MIN FEE	\$50.26 MIN FEE	\$25.00 MIN FEE	
OVER \$1,000	\$13.51 PER \$1,000	\$15.51 PER \$1,000	\$22.26 PER \$1,000	\$12.50 PER \$1,000	

**NOTES: (PLEASE CALL THE OFFICE FOR ASSISTANCE ON FEES, IF NECESSARY)**

- \*RESIDENTIAL PERMITS APPLY TO 1 & 2 FAMILY DWELLINGS & TOWNHOUSES.
- DO NOT ADD MINIMUM FEE TO JOBS WITH VALUES OVER \$1,000.
- IF FIRE MARSHAL FEES APPLY, USE FIRE MARSHAL FEES ONLY, NOT BUILDING FEES.
- LIST OF ALL PERMIT FEES ON SCHEDULE AT WWW.MANSFIELDCT.GOV.

Town of Mansfield  
Building Department

**PLEASE PRINT OR TYPE** **PERMIT # WILL BE ISSUED UPON APPROVAL**

<b>MULTIPLE UNITS REQUIRE SEPARATE PERMIT APPLICATIONS</b>		PERMIT #	1516885	TYPE
PROPERTY LOCATION / STREET ADDRESS <i>17 Olsen Dr</i>	LOT #	UNIT #	SEND PERMIT TO: <input checked="" type="checkbox"/> OWNER <input checked="" type="checkbox"/> APPLICANT	
OWNER'S NAME (AS IT APPEARS IN THE LAND RECORDS) <i>Adam Lambert</i>	NAME OF BUSINESS WHERE WORK IS TO BE PERFORMED			
HOME PHONE # <i>860 234 0723</i>	WORK/OFFICE PHONE #	CELL # <i>860 234 0723</i>	EMAIL ADDRESS <i>adam.michael.lambert@gmail.com</i>	
APPLICANT'S NAME <i>Adam Lambert</i>	COMPANY NAME			
APPLICANT'S ADDRESS <i>17 Olsen Dr</i>	TOWN/CITY <i>Mansfield</i>	STATE <i>CT</i>	ZIP CODE <i>06250</i>	
HOME PHONE #	WORK/OFFICE PHONE #	CELL #	EMAIL ADDRESS	
CONTRACTOR/GENERAL CONTRACTOR			LICENSE OR REGISTRATION #	

**PERMIT TYPE (CHECK ONE)**  RESIDENTIAL  COMMERCIAL  BOTH

**IS THIS PROPERTY IN A HISTORICAL DISTRICT?**  YES  NO

If "YES" is checked and application is for exterior work, a Certificate of Appropriateness is required unless Zoning approval has been obtained.

<b>PERMIT TYPE &amp; COST:</b>	<input type="checkbox"/> BUILDING	ESTIMATED COST: _____
	<input type="checkbox"/> FOUNDATION ONLY	ESTIMATED COST: _____
	<input type="checkbox"/> TENANT FITOUT	ESTIMATED COST: _____
	<input checked="" type="checkbox"/> ELECTRICAL CRS# <i>2690933</i>	ESTIMATED COST: <i>\$800</i>
	<b>Code Edition:</b>	
	<input type="checkbox"/> 2011 NEC <input type="checkbox"/> 2009 IRC	
	<input type="checkbox"/> SOLAR PHOTOVOLTAIC	ESTIMATED COST: _____
	<input type="checkbox"/> HVAC <input type="checkbox"/> GEOTHERMAL <input type="checkbox"/> SOLAR	ESTIMATED COST: _____
<input type="checkbox"/> PLUMBING	ESTIMATED COST: _____	
<input type="checkbox"/> FIRE PROTECTION	ESTIMATED COST: _____	
<input type="checkbox"/> DEMOLITION	ESTIMATED COST: _____	
<input type="checkbox"/> OTHER _____	ESTIMATED COST: _____	
<b>CHECK BOX IF FEE PAID PREVIOUSLY</b>		<b>TOTAL COST: <i>\$800</i></b>

**PROJECT TYPE:**

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> REPAIR/REPLACEMENT	<input type="checkbox"/> CHANGE OF USE
<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> INSPECTION ONLY
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> RELOCATION	

**CONSTRUCTION TYPE:**

<input type="checkbox"/> 1A	<input type="checkbox"/> 1B	<input type="checkbox"/> 2A	<input type="checkbox"/> 2B	<input type="checkbox"/> 3A	<input type="checkbox"/> 3B	<input type="checkbox"/> 4	<input type="checkbox"/> 5A	<input type="checkbox"/> 5B
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**USE GROUP(S):**

<input type="checkbox"/> A-1	<input type="checkbox"/> B	<input type="checkbox"/> F-1	<input type="checkbox"/> H-1	<input type="checkbox"/> I-1	<input type="checkbox"/> R-1	<input type="checkbox"/> S-1
<input type="checkbox"/> A-2	<input type="checkbox"/> E	<input type="checkbox"/> F-2	<input type="checkbox"/> H-2	<input type="checkbox"/> I-2	<input type="checkbox"/> R-2	<input type="checkbox"/> S-2
<input type="checkbox"/> A-3	<input type="checkbox"/> M		<input type="checkbox"/> H-3	<input type="checkbox"/> I-3	<input type="checkbox"/> R-3	
<input type="checkbox"/> A-4			<input type="checkbox"/> H-4	<input type="checkbox"/> I-4	<input type="checkbox"/> R-4	<input type="checkbox"/> U
<input type="checkbox"/> A-5			<input type="checkbox"/> H-5			<input type="checkbox"/> IRC

*Submitted by Quentin Kessel Nov. 28, 2016*

**CHAPTER 7 HOUSING**

**Goal 7.2**

**Mansfield's senior citizens have housing options that allow them to continue to age in their community.**

*See Goal 5.1, Strategies A and E for actions related to senior services.*

**Measures of Effectiveness:**

- Number of units developed in close proximity to transit and other services
- Number of accessible units developed, including units friendly to an aging population such as single-floor units

**Strategy A | Continue to support independent and assisted living options for seniors.**

ACTIONS	WHO	WHEN	RESOURCES
<p><b>1. Facilitate the development of an independent/assisted living facility in Mansfield.</b></p> <p>Potential actions include surveying residents 62 and older to identify the type of housing arrangements they need now or expect to need in the future and whether they would like to stay in Mansfield.</p>	<p>Human Services Town Council</p>	Ongoing	Volunteer Time
<p><b>2. Support development of senior housing in areas where seniors can take the bus or walk to commercial centers, services and activities.</b></p> <p>Examples include areas in and around Storrs Center, Four Corners and the Route 195/Route 6 area.</p>	PZC	Ongoing	Staff Time

**Strategy B | Develop programs to help seniors stay in their homes as they age.**

ACTIONS	WHO	WHEN	RESOURCES
<p><b>1. Consider expanding property tax relief programs for seniors by increasing income eligibility limits for the state 'circuit breaker' program and local tax deferral programs.</b></p> <p>Eligibility is currently limited to seniors with incomes below certain thresholds established by the state. The Town could opt to increase eligible income levels for both the state the local tax deferral programs. However, any increases in the circuit breaker program above the current state thresholds would not be eligible for state reimbursement. Changes to eligibility would need to be balanced with impacts on other taxpayers.</p>	<p>Town Council Finance</p>	Medium Term	Operating Budget

SHORT TERM = 2015-2019

MEDIUM TERM = 2020-2024

LONG TERM = 2025-2035

Sec. 12 - 170a  
 Chapt. 2024a

(c) Schedule of qualifying income and corresponding tax reductions. The amount of reduction in property tax provided under this section shall, subject to the provisions of subsection (d) of this section, be determined in accordance with the following schedule:

Qualifying Income		Tax Reduction As Percentage Of Property Tax	Tax Reduction For Any Year	
Over	Not Exceeding		Maximum	Minimum
<b>Married Homeowners</b>				
\$ 0	\$ 11,700	50%	\$ 1,250	\$ 400
11,700	15,900	40	1,000	350
15,900	19,700	30	750	250
19,700	23,600	20	500	150
23,600	28,900	10	250	150
28,900		None		
<b>Unmarried Homeowners</b>				
\$ 0	\$ 11,700	40%	\$ 1,000	\$ 350
11,700	15,900	30	750	250
15,900	19,700	20	500	150
19,700	23,600	10	250	150
23,600		None		

MEMORANDUM

**DATE:** December 5, 2016  
**TO:** CRCOG Policy Board  
**FROM:** Mayor Marcia Leclerc, Mayor East Hartford, CRCOG Legislative Co-Chair  
Mayor Scott Kaupin, Mayor Enfield, CRCOG Legislative Co-Chair  
**SUBJECT:** Proposed 2017 CRCOG Legislative Agenda

The CRCOG Legislative Committee proposes the following legislative items for adoption at the December 7, 2016 CRCOG Policy Board meeting. Other memos have described next steps on a PILOT proposal, on crumbling concrete foundations and on a possible replacement for TAR funding should that be needed.

**Transportation Items.**

**Transportation Lockbox.** Rail, bus and infrastructure investments are critical to Connecticut's economic growth and competitiveness. To improve deteriorating infrastructure, structurally deficient bridges and protect new and planned investments in mass transit, CRCOG supports the creation of a transportation lockbox that ensures revenues targeted to transportation projects cannot be diverted for other purposes.

**Hartford Rail Line Service to New Haven and New York City.** Greatly expanded service is due to launch January 2018 with 17 trains daily to New Haven with some through to New York City. Construction is progressing well to meet this deadline. CRCOG strongly supports this project and an on time launch. CRCOG supports future completion of three new Hartford Rail stations in the region.

**Hartford Springfield Boston Rail Service.** Connecting the metro Hartford region to major economic centers is a vital part of our economic future. With much better connection to New Haven and New York City about a year away, the missing link is connecting the 1.8 million residents of metro Hartford Springfield region with metro Boston's 4.7 million residents. In the last few years frequent commuter service has been extended from Boston to Worcester leaving a relatively small gap between Springfield and Worcester that needs double tracking. Track and related improvements with rolling stock would be in the \$600 million range for the Hartford Springfield Boston service. Since the project is largely in Massachusetts between Springfield and Worcester, we need to work with state and federal officials in CT and Massachusetts to advance this important rail service project. CRCOG strongly supports connecting our metropolitan region with metro Boston region with frequent passenger rail service.

Andover / Avon / Berlin / Bloomfield / Bolton / Canton / Columbia / Coventry / East Granby / East Hartford / East Windsor / Ellington / Enfield / Farmington  
Glastonbury / Granby / Hartford / Hebron / Manchester / Mansfield / Marlborough / New Britain / Newington / Plainville / Rocky Hill / Simsbury / Somers  
South Windsor / Southington / Stafford / Suffield / Tolland / Vernon / West Hartford / Wethersfield / Willington / Windsor / Windsor Locks

*A voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region*

**CTfastrak Operation and Eastern Expansion.** CTfastrak launched in March 2015, and average daily ridership has greatly exceeded projections. Expansion of service east of the Connecticut River will be realized in two phases, the first of which was completed in the fall of 2016. Phase I implemented enhanced local service by expanding service hours on five existing routes. Phase II will include enhanced service between Hartford and the University of Connecticut Storrs campus, CTfastrak service and amenities along the Silver Lane and Burnside Avenue corridors in East Hartford, and shuttle service in the Buckland Hills area. CRCOG urges continued investments in the infrastructure and operational subsidies for these expansion services, continued marketing of transit services, and timely delivery of the bus fleet and amenities to make Phase II a reality.

**Transit Oriented Development for CTfastrak and Hartford Line Services.** CT DOT has been carrying out planning efforts in support of development near rapid transit and rail stations and CRCOG has secured more than two grants to do so in the capital region. CRCOG supports the state assisting towns and cities in identifying tools and resources to leverage development around these stations and to work with anchor institutions to embrace and move on the opportunities being presented.

**I-84 Viaduct and I-84 and I-91 Interchange.** CRCOG been active in the planning efforts to replace the Interstate 84 highway viaduct in a manner that addresses mobility and safety, reduces congestion, maintains access to regional employers and destinations, and looks to reknit Hartford neighborhoods with the downtown area. We support the advancement of fiscally responsible alternatives that reconstruct this segment of Interstate 84 while considering the importance of the Hartford Rail Line and a strong transportation hub in Union Station during the process. CRCOG further supports planning efforts to evaluate improvement alternatives for the Interstate 84 / Interstate 91 Interchange. CRCOG recognizes the need to explore alternative transportation revenues beyond federal funds to advance I-84 and I-91 projects. CRCOG further supports planning efforts to evaluate future improvement alternatives for the Interstate 84 and Interstate 91 Interchange.

### **Shared Municipal Services**

Over the past 10 years CRCOG has launched a number of new shared municipal services in addition to the longstanding cooperative purchasing and public safety services such as CAPTAIN. Nutmeg Network: With help from a number of partners and state funding, 35 out of 38 town and city governments are now connected to the Nutmeg network and are able to use the Nutmeg Municipal Cloud for a variety of services. So far internet telephone, hosting services, internet streaming of public meetings, and an human resources portal are up with electronic document management to follow shortly. CRCOG requests the reinstatement of the Regional Performance Incentive Program grants (funded through car rental and hotel taxes) to support CRCOG expanding this critically important platform for our member towns and

statewide. CRCOG also requests continued state support for building out the Nutmeg network and supporting innovative service sharing pilots.

### **Stable Funding for Councils of Governments**

As the largest of Connecticut's 9 councils of governments, CRCOG would benefit from stable funding in order to build capacity to serve towns and increase shared municipal services. State funding has fluctuated dramatically in recent years. CRCOG and the other 8 COGs can act as partners with the state and town and city members to work on important issues for the state in planning and operations. CRCOG requests stable funding to support regional efforts to enhance local government efficiencies and to serve our member towns and cities.

### **Boundaries and Functions for Councils of Governments**

In 2014 CRCOG assumed new boundaries as a regional planning organization with almost 1 million residents and 38 towns. In 2015, transportation planning boundaries were completed for Metropolitan Planning Organizations including CRCOG. CRCOG is now carrying out the LOTCIP program of decentralizing and speeding up transportation projects.

CRCOG has recently received state approval to be a regional Economic Development District and will reapply for federal funds for regional economic development planning. This will allow a new Comprehensive Economic Development Strategy to be developed for the new region.

CRCOG launched a regional human services council in 2015, as required by law, to consider issues that cross cut this very complex and resource intensive area such as opioid addiction, homelessness and mental health services.

CRCOG requests that when state government wishes to regionalize services, such as public health, that they first consider councils of governments as the possible framework and consult with councils of governments to come up with solutions to complex challenges such as public health boundaries, 911 dispatch and other areas.

### **Accelerate Use of Information Technologies to Transform Services**

In 2016, a report endorsed by the MORE Commission recommended greater use of IT as a strategic resource for state and local government service improvement. Recommendations included support for the creation of a statewide technology plan, expansion the Nutmeg Network and Nutmeg Public Service Cloud and promotion of the Nutmeg Network through pilot projects that use the power of the network to enhance local government service delivery. The plan contemplated state agencies moving to

electronic forms management, single application processes, common application and standardization of forms and common criteria for various qualification programs. IT capacity and services are very important for economic development and or the growth of the state's economy. CRCOG requests that the state adopt and implement the strategic IT plan to transform services in the state.

### **State Assumption of Special Education K-12 Funding**

K-12 funding makes up a majority of most local budgets in the CRCOG region. Unfunded state special education mandates cause the towns and cities financial hardship that falls unevenly across the region. Communities that provide excellent special education services are apt to recruit families seeking those services and hence placing a burden on local taxpayers. CRCOG requests that the State assume costs of special education, holding towns harmless for providing quality programs for families in need, and families that move to towns for improved services. CRCOG also requests a streamlined needs determination process operated at the regional (RESC) level accompany this assumption.

### **Prevailing Wage Threshold Changes**

CRCOG along with CCM and COST supports updating the threshold for prevailing wage projects to \$1 million. CRCOG further supports having the project minimum threshold indexed automatically to inflation in the construction industry. CRCOG further supports combining the prevailing wage threshold for renovation and new construction projects and CHRO projects into a single threshold. CRCOG additionally supports proceeding with the regulatory process by the CT Department of Labor to establish clear definitions for the criteria that identify prevailing wage projects. In sum, CRCOG supports updating the prevailing wage provisions in state law.

### **Federal Homeland Security Funding**

Federal resources for homeland security for the CROCG metropolitan area has been dramatically reduced in recent years. As funding is reauthorized at the federal level, CRCOG requests that the risk areas in the region receive their fair share of funding compared to other metropolitan regions nationally with similar levels of targeted risk.

MEMORANDUM

**DATE:** December 5, 2016  
**TO:** CRCOG Policy Board  
**FROM:** Lyle Wray, Executive Director  
**SUBJECT:** CRCOG Legislative Agenda Item on Crumbling Concrete Foundations

On August 10<sup>th</sup>, the CRCOG Executive Committee appointed an Ad-Hoc Working Committee Crumbling Foundations to assist towns in addressing this issue. A total of 36 towns, of which 20 are CRCOG members have been impacted by crumbling concrete foundations presumably related to the presence of a mineral pyrrhotite in the concrete mix. This is a significant and growing issue for home owners and towns.

The Working Committee has made a number of recommendations to assist in assessing the situation and in moving forward with remediation. These recommendations were finalized at the Working Committee's December 1<sup>st</sup> meeting.

CRCOG will work with CCM and COST in an effort to secure their support for this approach. The Northeast Council of Governments Board has voted to support this package of recommendations.

**Concrete Testing Funding.** CRCOG supports the use of CDBG (from the Small Cities Program) or program income funds to help homeowners with crumbling foundations to, at a minimum, test the affected property to verify the existence of a problem. Any income restrictions for this purpose should be waived. Current entitlement communities CDBG funding use would be at the discretion of those communities.

**Remediation Fund.** CRCOG supports the creation of a relief fund for homeowners experiencing crumbling foundations. CRCOG's Ad-hoc working committee has a template in progress that it is willing to discuss with legislators details regarding the program. Some key points regarding any relief funding should include:

- Any state funding for crumbling foundations should be exempt from CHRO and prevailing wage requirements. The homeowners will be the ones who are finding contractors, etc. for this project and to require them to adhere to CHRO or prevailing wage requirements will be too high of a bar.
- In conjunction with the development of a process and a cut-off date after which buyers will no longer be eligible for relief (proposed cut-off date is the date the bill is implemented), the sales disclosure statement should reflect that the buyer is aware that such a problem exists if it does not do so already.

**Remediation Funding Sources.** CRCOG recognizes that funding for the relief fund will be a challenge. CRCOG's Ad-hoc Working Committee on Crumbling Foundations has put forward a few suggestions as a starting point for this discussion – recognizing that any funding mechanism will cause economic reverberations. This issue is a challenging and difficult one that is already having economic impact on the affected municipalities and will continue to affect those communities. Some potential suggested funding mechanisms for a relief fund are as follows:

- An increase in the conveyance tax for affected municipalities by 1/4%
- Potentially increasing sales tax on construction only by 1% or .5%
- Insurance companies: CRCOG would support the state encouraging insurance companies to participate in a relief fund to which a few insurance companies have already pledged some support.

**Guaranteed Loan Fund for Concrete Remediation.** CRCOG supports pursuing a potential state-guaranteed private loan fund or other private banking based loan fund to help homeowners facing crumbling foundations.

**State Building Fee Waiver.** CRCOG supports waiving the state portion of the building fee for any municipalities waiving fees for work on crumbling foundations.

**Future Testing.** CRCOG supports testing of residential and commercial concrete for the presence of pyrrhotite and possibly establishing and regulating a maximum acceptable amount to be present in concrete loads.

**Time Limits for Filing Claims.** CRCOG supports reviewing increasing time limits for filing claims related to crumbling foundations with insurance companies as well as examining time limits for appeals and adjudication of such claims.

**Peril of Collapse Insurance Coverage.** CRCOG supports requiring insurance companies to provide coverage for the "peril of collapse" due to the presence of pyrrhotite resulting in the impairment of the structural integrity of the building.

November 21, 2016

Senators Timothy Larson and Catherine Osten  
Legislative Office Building, Room 3600  
Hartford, CT 06106

Item # 10

**RE: Crumbling Foundations**

Dear Senators Larson and Osten:

Over the last several months the Capital Region Council of Governments' Ad Hoc Committee on Crumbling Foundations has taken affirmative steps to assist those residents dealing with the problem of crumbling foundations. This includes: advice to local assessors on how to deal with requests from home owners with crumbling foundations for reduced assessments; suggested wording for resolutions waiving local building permit fees for work related to repairing foundations; soliciting and vetting proposals from contractors, engineers and concrete testers which can be utilized by homeowners in their search for competent and cost effective remedies; discussions with the State Commissioner of Housing regarding the possibility of using CDBG funds and/or program income to create a fund to offset the cost of concrete tests and exploring the possibility of having a third party perform a financial impact study on the region as a result of crumbling foundations. The committee's work also includes the creation of a suggested legislative package including waiving the state portion of building permit fees when local fees are waived for foundation repair work, offsets to the state income tax for those with expenses related to this issue and longer time limits to either make claims against insurance companies or to institute legal action after a denial of a claim and the creation of a template modeled after a program in Canada to provide financial assistance to impacted homeowners.

We have heard loud and clear the emotional and financial havoc crumbling foundations are causing residents in our region. Some thirty-six (36) municipalities have at least one home with a crumbling foundation and over 390 homeowners have registered problems with the State Department of Consumer Protection. This is a problem of monumental proportion requiring that local, state, and federal officials work together with our concerned residents to further develop programs to address what is an ever growing concern.

At the last meeting of the Ad Hoc committee just prior to the recent elections a number of legislators were in attendance representing both political parties. A commitment was made to identify after the election those elected leaders who could best work with our committee to further the initiatives already started. A key issue remaining is how best to fund the assistance template previously mentioned. Obviously the next State legislative session is quickly approaching and it behooves us all to develop together alternative means to create a fund. It is the ad hoc committee's strong feeling that this is not a problem of any singular town, but one which must be looked at on a regional and statewide basis.

A fund of this nature to assist private homeowners with their repair costs is unique. This is nothing like municipalities using their bonding authority to repair public roads or public facilities. Towns required to borrow funds for this purpose individually would: result in increased costs for bond council and debt managers; require Towns to hold public referendums and/or Town Meetings leading to the possibility that some communities secure authorization to pursue relief while others

do not; result in each program in the thirty-six (36) Towns potentially having different requirements and benefit levels; put this need in competition with other public needs such as improvements to schools, public safety facilities , roads, bridges etc.; in very difficult economic times put a number of smaller Towns in a difficult financial position having to deal with increased borrowing costs; and put homeowners in limbo as to whether this program is meant to be a loan or grant. There are also a number of legal questions which would need to be addressed with the use of municipal bonds, including: can such bonds be passed onto private citizens and still retain their tax exempt status, and does the use of such public funds require that prevailing wage be utilized as well as minority preference bidding. Moreover, use of municipal bond funds for private use could require state law change as well as charter revisions for the affected towns. Finally, because municipal bonds are time-limited and towns will not have control of the timing of the individual projects, this could cause additional complications and difficulties for all involved.

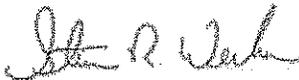
The ad hoc committee would recommend that any such fund come from federal, state or insurance sources. An initial fund of \$35 million dollars utilizing our funding guidelines would be an appropriate starting point to address the immediate needs of homeowners. We recognize the financial constraints facing the State and would offer the following proposals as potential ways to minimize the impact of such a fund:

1. In the impacted communities increase the conveyance tax by 1/4% to 1/2% with the increase going to the fund as an ongoing source of revenue;
2. Segregate out the tax on building construction materials in the impacted communities with the tax amount going to the fund;
3. Consider using bonded STEAP funds for the next year or two as seed money to start the fund. This money is intended to promote economic development and what better purpose then insuring that the home values in eastern Connecticut remain vibrant, that homes deemed unmarketable return to marketable status and that diminishing grand lists in impacted Towns are assisted.

Impacted Town governments are dealing with this issue on a daily basis. We are seeing our grand lists reduced; residents in some cases abandoning properties creating possible blight conditions; added pressure on our building and assessment officials and concerned citizens looking for help from all levels of government for a problem which unfortunately could be with us for many more years.

We encourage interested legislators to reach out to our committee so that we can work together to develop meaningful programs to best help our residents. Our next committee meeting is December 1<sup>st</sup> at noon at the CRCOG offices and we look forward to continuing the dialogue at that time.

Sincerely,



Steven Werbner, Town Manager, Tolland  
Co-Chairs, CRCOG Ad-Hoc Working Committee on Crumbling Foundations



Lisa Pellegrini, First Selectman, Somers

cc:

Timothy Ackert, Representative

Samuel Belsito, Representative

Jeff Currey, Representative

Christopher Davis, Representative

Anthony Guglielmo, Senator

Kurt Vail, Representative

Ad-Hoc Working Committee on Crumbling Foundation Members

Lieutenant Governor Nancy Wyman

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# TOWN OF MANSFIELD



AUDREY P. BECK BUILDING

FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599

## PRESS RELEASE

POC: Sara-Ann Chaine, (860) 429-3336 x5

12/12/16

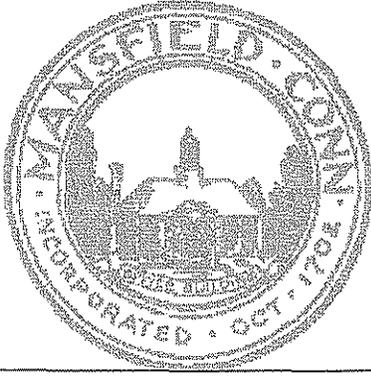
### **Mansfield Annual Report Now Available**

The Town of Mansfield Fiscal Year 2015-2016 annual report is now available online at [www.mansfieldct.gov/annualreport](http://www.mansfieldct.gov/annualreport).

Hard copies of the report will be available at the Mansfield Town Hall in the Town Clerk's Office, Mansfield Community Center, Mansfield Senior Center and Mansfield Public Library in January.

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# THE MANSFIELD MINUTE

DECEMBER 2016

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

- Town Hall will be closed on Monday, December 26 in observance of Christmas.
- Town Hall will be closed on January 2, 2017 in observance of New Year's Day.
- The Winter Parking Ban is now in effect.
- The Human Services Department maintains a food pantry to help those in need. Call 860-429-3315.
- Storrs Winter Farmers Market will be held on Dec. 10 and 17 in the Buchanan Auditorium at the library.
- Recycle Wrapping paper and boxes. Please recycle non-metallic wrapping paper, tissue paper and gift boxes. Place them in the blue recycling container with other household recyclables.
- String of Lights Recycling Bring your old lights to the transfer station to be recycled with other wire products. Please do not place them in the blue recycle container.
- The Friends of the Library are having a month long sale of special books for holiday gifts. Stop in any time the library is open.

## Making the Holidays Happier for Those in Need

*"We make a living by what we get. We make a life by what we give."*

— Winston S. Churchill

Most of us look forward to the holidays. What's not to love? Great food, happy music, beautiful decorations, and events shared with family and friends all make the season special. But some are not so fortunate. They are our neighbors who struggle financially all year around to meet their basic needs. For some, "extras" like special food and gifts for your children for the holidays are not possible. If you are a Mansfield resident and find yourself in that position this year, Human Services has a program to help. Call 860-429-3315 or stop our office at the Town Hall to find out if you qualify for one of our holiday giving programs.

Last year, through the generous donations from the community, the Human Services Department provided families with Thanksgiving and holiday meals as well as gifts in December through our Holiday Fund and the Adopt-A-Family programs. These programs are provided completely through monetary and gift card donations, and through the generosity of individuals and organizations that "adopt" a particular family and provide the December holiday meal and gifts for the members of the household. If you or your organization would like to be part of this wonderful program of making a Mansfield family's holiday special, please contact our office. For information about how you can Adopt-A-Family for the holidays, please call our main number at 860-429-3315 or e-mail [HumanServ@mansfieldct.org](mailto:HumanServ@mansfieldct.org). Monetary or gift card donations can be mailed or dropped off at the Human Service Office, Mansfield Town Hall, 4 South Eagleville Road, Mansfield, CT 06268. Checks may be written to "Town of Mansfield" with "Human Services Holiday Program" in the memo area.



## Stuff A Cruiser!

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

Bring a toy to the Eastbrook Mall between 9 AM and 3 PM on Saturday, December 10, and stuff it into a cruiser! They will then be delivered to local families in need of a holiday gift.

*Ho ho ho! (you'll be on the good list)*

## Holiday Decorations Be Safe!

1. Before natural trees are set up, the trunk should be sawed off above the original cut, set in a stand and tap water added. This initial fresh cut opens up the sap channels in the tree so that it can take up water. Keep your tree stand water level above the cut in the trunk to prevent the tree from forming a sap seal. A sap sealed tree trunk will not draw water which is needed for it to remain fresh.



2. All trees should be held upright in sturdy stands having a base that is sufficiently broad enough to effectively support the tree. Guy wires may be needed to steady oversized trees.

3. Natural trees having root balls should be moistened daily and cut natural trees should be placed in containers of water sufficient to provide at least a one day supply. A container holding at least 1 quart per inch in stem diameter is recommended.

4. Natural trees should remain indoors only for as long a period of

time as they are fresh. Cut trees are thirsty! Depending on tree size, they may use from two pints to one and one half gallons or more per day - so make sure to check the water level daily and supply fresh water as needed. Remove any tree that shows evidence of drying or severe shedding.

5. All trees and decorations should be located a safe distance from sources of heat such as heaters, fireplaces, stoves, television sets, candles and the like. *Never decorate your tree with candles!!!*



6. Overloaded electrical outlets and faulty wires are a common cause of holiday-related accidents. Worn-out electrical cords and plugs should be replaced. Avoid too many plugs in one outlet. Use multi-outlet power strips when running many applications or decorative light screens.

7. All sources of electric lighting, both direct and indirect, should be in good condition and consist of equipment that has been tested and labeled or listed for the specific purpose by a 'recognized testing laboratory. All lighting should be turned off or better yet, disconnected, when the area is unattended. This is especially important at home when the family is asleep.



## Meet Katie Bell, our new Youth Services Supervisor.

Katie Bell started as the Youth Services Supervisor in October. She has a doctoral degree in Clinical Psychology from the U. of Hartford's Graduate Institute for Professional Psychology. She has worked across a variety of settings with children, adolescents, and families including clinical school placements, outpatient clinics, acute residential treatment, and partial hospitalization/intensive outpatient programs. She has experience with integrative treatment approaches including Dialectical Behavior Therapy, solution-focused therapy, trauma-informed practices, harm reduction strategies in the treatment of substance use, and strength-based approaches to provide individual, family, and group treatment.

Katie works with Youth Services staff, school staff, interns, community volunteers, and advisory groups to coordinate and provide opportunities for positive youth development for youth and families. She is eager to continue the ongoing programming of the department and to work together with other town departments, local agencies, and citizens to identify and respond to the needs of the town in effective and engaging ways. She hopes to incorporate fun, collaboration, healthful practices, and mindfulness into programming to help support the growth of Mansfield's youth as strong, confident, and caring young people.

### Town Hall Hours:

Monday	8:15-4:30
Tuesday	8:15-4:30
Wednesday	8:15-4:30
Thursday	8:15-6:30
Friday	8 - 12

## Fourth Annual Winter Welcome



*Saturday, December 3, 2 - 5 PM.*

Join the Mansfield Downtown Partnership in celebrating the new season. Winter Welcome will take place on and around Betsy Paterson Square.

Enjoy pop-up performances by local carolers and musicians as they stroll through downtown. ~ Check out the ice sculptures by UConn Dining Services on Paterson Square. ~ Make your own wreath with The Flower Pot. ~ Enjoy a show at the Ballard Institute & Museum of Puppetry. ~ Local vendors will have a variety of food and gift items on Paterson Square.

And, keep an eye out for a special jolly visitor arriving at 2 PM! Santa Claus will visit with friends at Barnes & Noble UConn from 2 - 4 PM. At 4:30, the E. O. Smith Chamber Choir will lead a Community Sing-Along on Paterson Square.

Winter Welcome is free, open to the public, and will be held rain or shine. For more information, please visit [mansfieldct.gov/winterwelcome](http://mansfieldct.gov/winterwelcome).



## Winter Parking Ban

The Town of Mansfield winter parking ban is now in effect. No motor vehicle shall be parked on any public highway under the jurisdiction of the Town of Mansfield, or in any area designated as a municipal parking area, between the hours of midnight and 6 AM., from November 1 through April 15; or at all times when there is any accumulation of snow or ice on said highways or parking areas. This includes the on-street parking in Storrs Center including Storrs Road, Dog Lane, Royce Circle and Wilbur Cross Way. On-street parking during winter storms must not impede traffic or snow removal.

*Cars that are found to violate the parking ban or impede plowing operations will be towed.*



The Town of Mansfield Department of Public Works requests that bicycle owners refrain from leaving bicycles on sidewalks or the Town Square during snow storms or overnight. The cooperation of motorists and cyclists will aid the Public Works staff in their efforts to maintain clear roadways and sidewalks through the winter.

If you have any questions, please call 860-429-3331.

## Eastern Gateways Study

*Traffic around town getting to you?*



If you travel or live along Route 195 and Route 44, you have most likely seen an increase in traffic over the years. These two roadways are considered Eastern Gateways in this region, as they are the primary roadways meeting diverse community needs.

### Why study Route 195 and Route 44?

There is an increasing amount of investment in development opportunities, higher education, and research in the areas surrounding Route 44 and Route 195 in Bolton, Coventry, Mansfield, Tolland, and UConn. These new opportunities are likely to spark opportunities for economic vitality and increase travel demand along these routes.

The Capitol Region Council of Governments is leading the Eastern Gateways Study to focus on solutions to address the increasing travel demand along these roads. Planning for the future of these state highways is critical to serving the growing travel needs while still preserving and protecting the rural and historic character of the area. As communities experience increased traffic congestion and development pressures, the need to address safety, traffic flow, pedestrian and bicycle needs, transit options, and parking is critical.

This study presents an opportunity to build on the existing assets along the corridor while enhancing opportunities for economic vitality.

The study process is expected to last 18 months and will include a variety of opportunities for public and stakeholder involvement. Input from the community will inform and guide the project, which will result in the following efforts:

- Establish a vision for the corridors
- Evaluate current transportation and land use conditions and investigate opportunities to make improvements
- Explore opportunities for continued economic growth using Smart Growth planning principles
- Develop recommendations and implementation plan for transportation and land use aimed to achieve the vision for the corridors.

The emphasis of the study will be on enhancing safety, capacity, accessibility, and multimodal options while encouraging smart growth planning, livable communities, economic sustainability, and complete streets. For more information, visit:

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



# December Events and Activities in Mansfield



## Parks and Recreation

The Community Center will be closed December 25.

Community School of the Arts Parks and Recreation now independently administers the CSA program. Register now for the Winter Session: January 9 - March 31. Visit the Front Desk or [www.mansfieldct.gov/csa](http://www.mansfieldct.gov/csa) for available instructors and to arrange lessons. Instrument and voice lessons, chamber groups, group piano classes and art classes are available. Fee.

### **Fall Family Fun Night**

Saturday, Dec. 17, 4:30 -7:30 PM  
No fee for members, non-members pay the daily fee.

### **Family Paint Nights**

Saturday, Dec. 17, 4-6 PM  
Acrylic paint so dress for a mess! Each person paints a 16" x 20" canvas. Supplies and step-by-step instruction provided. Artist featured this session: Diego Rivera. Fee.



## **Storrs Winter Farmers Market**

Open twice a month from December through April. The Market is held from 3 to 5 PM at the library.  
2016-2017 Winter dates:  
December 10 and 17  
January 7 and 21  
February 4 and 18  
March 4 and 18  
April 8 and 22

## Mansfield Public Library

The Library will be closed  
December 24 - 26.

### **Cookbook Book Club**

Thursday, Dec. 1, 6:30 – 7:30 PM  
We will be holding a cookie swap of cookies from our selected cookbooks and decide future themes & cookbooks to discuss.

### **Holiday Crafts for Kids**

Thursday, Dec. 8, 4 – 5:30 PM  
Drop in after school and make a variety of holiday crafts and ornaments.  
All ages welcome.



### **Film Screening & Discussion**

Thursday, Dec. 8, 7 - 9:30 PM  
This month's pick is *Hail, Caesar!*  
The latest film from the Coen Brothers stars Josh Brolin as a Hollywood fixer in the 1950s working to keep the studio's stars in line. A really funny movie with an impressive cast!

### **Teen/Tween Program:**

#### **Holiday Ornaments**

Saturday, Dec. 10, 2– 3 PM  
Tweens and Teens are invited to drop in and create a holiday ornament! Meet a friend and create something to keep or give as a gift!

#### **Showcase: Venezuela**

Saturday, Dec. 17, 2 PM  
This special date in Venezuela's history honors the life of the "Great Liberator" Simon Bolivar. Omar Poleo will speak of Venezuela's remarkable geographic and ethnic diversity that make up the fabric of this marvelous country.

## Mansfield Senior Center

### **Free Classical Music Show**

Wednesday, Dec. 7, 1 PM   
Classical music performed by UConn students. If you would like to enjoy lunch beforehand, please call 860-487-9876 by December 5.

### **FoodShare Distribution**

Thursday, Dec. 8 and 22  
11:30–12:15  
Bring your own shopping bags.

### **Declutter!**

Tuesday, Dec. 13, 10:30 AM  
Perfect time of year to purge your clutter. Join Lynn Bellware from St. Josephs Living Center to learn some tips. Call 860-487-9870 to sign up by December 9.

### **Holiday Luncheon and Show**

Wednesday, Dec. 14, 12 PM  
Lunch at noon with entertainment by our Senior Center Sparkettes and Chorus following meal. Purchase your \$7 ticket by Dec. 9.



### **Financial Scam Presentation**

Thursday, Dec. 15 at 11 AM  
Webster Bank will present information on financial abuse and scams. Call 860-487-9870 by December 13 to sign up.

### **Gingerbread House Wars**

Wednesday, Dec. 21, 1 - 3 PM  
Create your own holiday house to bring home. Prize for the most unique creation. Fee is \$5, which includes all the supplies. Sign up by Dec. 16.



Town of Mansfield, Connecticut  
Audrey P. Beck Municipal Building  
4 South Eagleville Road, Mansfield, CT 06268  
[mansfieldct.gov](http://mansfieldct.gov) 860.429.3336