

**Open Space Preservation Committee  
Agenda  
Tuesday, November 17, 2009  
Conference Room B  
7:30 p.m.**

1. Call to order
2. Roll call
3. Welcome visitors
3. Approval of minutes
4. Opportunity for public comment
5. Old business
6. New business
  - Freedom of Information Guidelines for Boards, Commissions, and Committees
  - Meeting dates
  - Appointment of a permanent secretary
  - Open Space Committee Presentation to the Town Council
  - Dorwart Trail Marking
7. Reports
8. Communications
  - Minutes
    1. Conservation Commission
  - Other
9. Future agendas
10. Adjournment

**Town of Mansfield**

**Open Space Preservation Committee**

Minutes of the October 20, 2009 meeting

Members present: Steve Lowery (acting chair), Ken Feathers, Quentin Kessel, Vicky Wetherell, Michael Allison, Jennifer Kaufman, Warren Church, Allison Burchell-Robinson.

1. Meeting called to order at 7:40
2. Minutes of September meeting: no quorum.
3. Opportunity for Public Comment: none present.
4. **Presentation by Warren Church, President, Joshua's Trust.**

Warren brought the committee up-to-date on the Trust's activities and introduced his successor in the spring, Allison Burchell-Robinson.

**5. Old Business: Bond referendum.**

The committee discussed the proposed bond for open acquisition and additional purposes.

**6. New Business**

**Annual Report**

The committee updated the committee's activity list for the town's annual report 08-09.

**New Member**

Michael Allison has joined the committee.

6. Meeting adjourned at 9:15.

Respectfully submitted,

Vicky Wetherell, acting secretary

# Town of Mansfield

meeting minutes for the executive session should only reflect: the vote to enter into executive session; the time the executive session began, the people present at the executive session; the time the executive session concludes and the public meeting reconvenes.

## 8. What matters can be discussed in Executive Session?

Specific employees (please consult with the Town Manager's Office); strategy and negotiations regarding pending claims and litigation; security matters; real estate acquisitions (if openness might increase price); matters that would result in the disclosure of a public record that is exempted from disclosure requirements.

## 9. What is a public record and where should the records/files of our board or commission be stored?

Most records, files, and emails of your body are considered public record. Some public records may be exempt from disclosure pursuant to state statute. Questions regarding whether or not certain records are subject to disclosure can be directed

to the Town Clerk, Town Manager's Office, or Connecticut Freedom of Information Commission. All public records, whether or not they are subject to disclosure, should be maintained at Town Hall. Citizens seeking to inspect your records or requesting to receive hard copies of your records should be directed to the Town Clerk's Office.

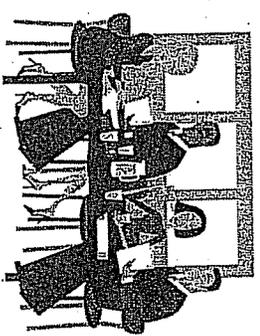
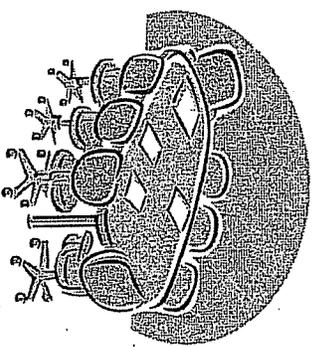
## 10. What is the role of our staff person?

In most instances a staff person will be assigned to your body. Assignments are generally made based upon the staff member's professional expertise. Your staff person can generally assist with meeting agendas, minutes, research, technical advice, and other matters relevant to your body. Staff members are usually, but not always, non-voting members of your body.

*Inquiries regarding these matters can be directed to the Town Manager's Office at 860-429-3336, the Town Clerk's Office at 860-429-3302, or the Connecticut Freedom of Information Commission at 1-866-374-3617.*

October 20, 2009

## Freedom of Information Guidelines for Boards, Commissions, and Committees



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

**1. What constitutes a public meeting? What constitutes a quorum?**

A public meeting is any hearing or other proceeding of your body, or gathering of, or communication by or to a quorum of your body to discuss or act upon any matter over which your body has authority. A quorum is when at least half of your voting members are present. Official action (votes) can't occur without a quorum present at your meetings. Board and commission members are cautioned against conducting business via email with a quorum of your members.

**2. What is a regular meeting?**

**What is a special meeting?**

Your board, commission or committee should submit its regular meeting schedule for each calendar year to the Town Clerk's Office by January 31<sup>st</sup> of each year. For example, if your body regularly meets quarterly, your quarterly meeting dates should be filed as stated above.

Special meetings are those meetings not posted on your regular meeting schedule filed with the Town Clerk. Special meetings may be called up to

24 hours (excluding holidays and weekends) before the time set for your meeting.

**3. Is an agenda required for every meeting? Where and when should it be posted? What if the meeting is cancelled?**

Every public meeting that a board, committee, or commission has requires an agenda. Meeting agendas must be posted at least 24 hours (excluding holidays and weekends) in advance of the meeting. Agendas must be filed with the Town Clerk and posted on the Town's official website. If a meeting is cancelled, notice of the cancellation must be provided to the Town Clerk and posted on the Town's official website.

**4. What needs to be included on an agenda?**

Agendas should include: meeting time, date and location; matters that your body will discuss and/or take action upon; public hearings (if scheduled); executive sessions (if needed).

**5. Can items be added to an agenda?**

Items can be added to an agenda by an affirmative vote of two-thirds of your members present. This can occur at regular meetings only.

**6. What are the requirements for filing minutes?**

Draft meeting minutes for regular meetings should be submitted to the Town Clerk and posted on the Town's official website within 7 calendar days from which the meeting occurred. For special meetings, you have 7 business days to post the minutes. Adopted minutes should be submitted to the Town Clerk and posted on the Town's official website within 24 hours of the meeting (excluding holidays and weekends).

**7. What is an Executive Session?**

By a two-thirds vote of members present, your body may enter into an executive session. Executive sessions are closed to the public but may for example, at your body's request, include individuals needed to provide technical advice or testimony to your board. No action (votes) should be taken in executive session. Your



**Mansfield**  
Community  
Center

**Town of Mansfield**  
**Parks and Recreation**  
**Department**



*Jennifer Kaufman, Parks Coordinator*

10 South Eagleville Road  
Storrs/Mansfield, Connecticut 06268  
Tel: (860) 429-3015 Fax: (860) 429-9773  
Email: Parks&Rec@MansfieldCT.org  
Website: www.MansfieldCT.org

TO: Sharon Tyler, Assistant Town Clerk

FROM: Jennifer Kaufman, Parks Coordinator

DATE: October 28, 2010

SUBJECT: 2010 Meeting Dates - Parks & Recreation Department Liaison Committees

MONTH	AGRICULTURE COMMITTEE (bi-monthly, 1 <sup>st</sup> Tues., 7:30pm) Conference Room B	ARTS ADVISORY COMMITTEE (1 <sup>st</sup> Tues., except *, 7:30pm) MCC Conference Room	OPEN SPACE PRESERVATION COMMITTEE (3 <sup>rd</sup> Tues., 7:30pm) Conference Room B	PARKS ADVISORY COMMITTEE (1 <sup>st</sup> Wed., 7:30pm) MCC Conference Room	RECREATION ADVISORY COMMITTEE (4 <sup>th</sup> Wed., except *, 7:30pm) MCC Conference Room
JAN.	5	6	19	6	14 or 21*
FEB.	No meeting	3	16	3	No Meeting
MAR.	2	3	16	3	No Meeting
APR.	No Meeting	7	20	7	22
MAY	4	5	18	5	No Meeting
JUNE	No meeting	2	15	2	No Meeting
JULY	6	7	20	7	22
AUG.	No Meeting	4	17	4	No Meeting
SEPT.	7	8*	21	1	No Meeting
OCT.	No meeting	6	19	6	28
NOV.	2	3	16	3	No Meeting
DEC.	No meeting	1	21	1	No Meeting

Town of Mansfield  
**CONSERVATION COMMISSION**  
Meeting of 21 October 2009  
Conference Room B, Beck Building  
**(DRAFT) MINUTES**

*Members present:* Quentin Kessel, John Silander, Joan Stevenson and Frank Trainor.  
*Members absent:* Robert Dahn, Peter Drzewiecki, and Scott Lehman. *Others present:* Grant Meitzler (Wetlands Agent).

1. The meeting was **called to order** at 7:35p by Chair Quentin Kessel

2. The draft **minutes of the 16 September 09 meeting**, were unanimously approved, as written by Lehmann and edited earlier by Silander, on a motion made by Stevenson and seconded by Silander.

**3. IWA referrals**

**W1439 (Kovarovics, Daleville Road, driveway relocation).** This is a marginal lot for which the applicants have already gone to the ZBA for permission to move the house closer to the road (further away from the wetlands). The only change being requested now is to relocate the driveway from the north end of the house to the south end, in order to have a safer driveway entrance. The new location will place portions of a paved driveway approximately 26 feet from a wetland, as opposed to the previous distance of 68 feet. This may result in additional runoff entering the wetland and therefore result in some negative impact. The CC suggests that a permeable surface be considered for this driveway to mitigate the impact of sheet runoff into the nearby wetlands. The siltation and erosion controls shown on the map should be in place during construction and removed after the site is stabilized. The motion made by Silander, and seconded by Trainor, passed unanimously.

**W1440 (Chew, Thornbush Road, house addition and shed in buffer).** Silander moved, and Trainor seconded, that there should be no significant negative impact on the wetlands if siltation and erosion controls (not shown on the map) are utilized where necessary. The motion passed unanimously.

**W1439 (Kleinfelder/Mittleman, 7 Storrs Road, site investigation).** The CC is pleased to see responsible action being taken on the closing of this gas station. The CC would like to be copied on the results of this investigation. Trainor moved, and Stevenson seconded, that there should be not significant negative impact from this testing. The motion passed unanimously.

**4. Election of Officers.** The slate of Quentin Kessel for chair, Scott Lehmann for secretary, and John Silander for vice chair, was moved by Trainor, seconded by Stevenson, and passed unanimously.

**5. Pond Place Student Housing Project.** It was reported that the owners of 2 or 3 residential wells in the area, as well as the Carriage House Apartments, had been contacted with regard to having their wells monitored, implying that the drilling and testing for a source of water for this project is moving forward.

**6. UConn/DEP drainage agreement.** The Commission reviewed the "MEMORANDUM OF AGREEMENT BETWEEN THE [THE] DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE UNIVERSITY OF CONNECTICUT," distributed with the CC packet. Of special concern is the portion of the plan to divert storm water runoff from 55 acres from the Eagleville Brook and the Willimantic River watershed (not a public water supply watershed) into the

Fenton River Watershed (a public water supply watershed). The purpose of this diversion is to lower the TMDL level of a complex array of pollutants in a portion of Eagleville Brook. It was noted that this would be at the expense of the water quality in the public water supply watershed and seemed contrary to the good practices the University has implemented over the years and also contrary to common sense. The Commission reviewed the rough draft of a letter by Kessel to the DEP on this matter (below) and agreed to the University's Rich Miller's offer to meet with us to explain their rationale.

**Adjourned** at 8:45 P.M.

Quentin Kessel, Secretary *pro tem*, 22 October 09

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**VERY ROUGH DRAFT! NOT FOR CIRCULATION!**  
(for consideration at the 9/21/09 CC meeting)

Mansfield Conservation Commission  
Storrs, CT 06268  
October XX, 2009

Commissioner Amey Marrella  
State of Connecticut  
Department of Environmental Protection  
79 Elm Street  
Hartford, CT 06106

Dear Commissioner Marrella:

The Mansfield Conservation Commission would like to make the following comments regarding the "MEMORANDUM OF AGREEMENT BETWEEN THE [THE] DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE UNIVERSITY OF CONNECTICUT" signed by University of Connecticut Vice President Barry Feldman (9/4/09) and Betsey Wingfield, DEP Bureau Chief for Water Protection and Land Reuse (9/24/09).

1. We note that the Mansfield Conservation Commission is constituted in accordance with enabling legislation by the State of Connecticut (Sections 7-131a through 7-131e of the General Statutes) for the purpose of "The development, conservation, supervision and regulation of natural resources, including water resources, within municipal limits. We further note that the University of Connecticut's main campus falls within Mansfield's municipal limits and the statutes encourage the exchange of information between local conservation commissions and the Commissioner of the DEP.
2. Question: Why was the CC not included in the discussions that led to this MOA, or at least kept better informed about the ongoing discussions that led to this MOA? Furthermore, it is our understanding that the Town of Mansfield, while aware that various projects were being contemplated, were not included in the planning process.
3. The CC has particular concerns regarding the plans to divert stormwater runoff from 55 acres of the Eagleville Brook and Willimantic River watershed (not a public water supply watershed) into the Fenton River Watershed (a public water supply watershed). The stated purpose of this diversion is to lower the TMDL level of a complex array of pollutants in a portion of Eagleville Brook. It appears to the CC that any improvement made to the water

quality in the Eagleville Brook by this diversion will be to the detriment of the water quality in the Fenton River. Again, we do not understand the diversion of this "complex array of pollutants" from the Willimantic River watershed (not a public water supply watershed) to the Fenton River Watershed (a public water supply watershed).

4. This decision is contrary to the good decisions made by the University over the past 100 years to protect the water quality of the Fenton River watershed. In the early 1900s, the decision was made to move the school's septic effluent discharge from the Fenton River Watershed to the Willimantic River watershed in order to better protect the quality of the water entering the Willimantic reservoir. Through zoning, the Town has also sacrificed and worked hard to protect the water quality of the watershed. The University established wells along the Willimantic River to avoid pumping the Fenton River dry on an annual basis. More recently, in collaboration with the DEP, the University did an extensive investigation of the Fenton River, resulting in guidelines to limit the pumping from this river during low-flow periods.

These efforts have moved a portion of the Fenton River from the DEP's impaired river category, to a B/A rating; however, the DEP's and the University's goal was, at one time, to work toward an A rating. This diversion, entering the Fenton upstream of one of the University's drinking water supply pumps would seem to be a move in the downgrading direction.

5. With regard to the outflow from Swan Lake (earlier known as Duck Pond!): For years, its outflow to the Eagleville Brook was controlled by a dam, and in the 1950s or 1960's an overflow outlet was placed at its eastern end to divert storm surges into the Fenton River watershed. It is not clear to the CC if this dam is still operable, or if the only outlet to this lake is now into the Fenton River watershed. In more recent years, the University's growing surface runoff problems have not only caused erosion problems for Eagleville Brook, but flooding and erosion problems for the Valentine Meadow area and Roberts Brook below there, as well. The proposed diversion will exacerbate these Fenton River watershed problems.

The Mansfield Conservation Commission looks forward to better communications with the DEP in the future. If this MOA is not rewritten after securing additional local input, at the very minimum, we expect to be given timely notification of hearings. The Commission requests these hearings be held in Storrs to facilitate local input.

Sincerely yours,

Quentin Kessel, Chair  
Mansfield Conservation Commission  
(Please address communications to me at 97 Codfish Falls Road, Storrs, CT 06269.)

CC: Betsey Wingfield, DEP  
Barry Feldman, UConn  
Mansfield Inland Wetland Agency  
Mansfield Town Council  
Willimantic Water Works  
WINCOG