TOWN OF MANSFIELD
ECONOMIC DEVELOPMENT COMMISSION
Thursday, October 25, 2012
Council Chambers
Audrey Beck Municipal Building
5:30 PM

Agenda

Call to Order/Roll Call

Opportunity for Public to Comment

New Business

1) Review EDC role and responsibilities
    a. Economic Development Commission Ordinance (page 1)
    b. Mansfield 2020: A Unified Vision Strategic Plan (page 3)

2) Status of current projects
    a. HUD Community Challenge Grant (page 11)
    b. Storrs Center (page 13)
    c. Four Corners
    d. Water supply
    e. Masonicare
    f. Local First Mansfield (page 19)

3) Policies and procedures
    a. Ethics Code (page 21)
    b. FOIA policy (page 33)
    c. Staffing

4) Future agenda items/next steps

Communications

Adjournment

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CHAPTER 17. ECONOMIC DEVELOPMENT COMMISSION
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§ 17-2. Commission created.
§ 17-3. Membership; terms.
§ 17-4. Vacancies.
§ 17-5. Removal.
§ 17-6. Compensation; expenses.
§ 17-7. Employees.
§ 17-8. Powers and duties.
§ 17-9. Annual report.
§ 17-10. Repealer.

Chapter 17. ECONOMIC DEVELOPMENT COMMISSION

[HISTORY: Adopted by the Town Council of the Town of Mansfield 9-24-1973, effective 10-20-1973. Amendments noted where applicable.]

GENERAL REFERENCES
Code of Ethics — See Ch. 25.
Housing Partnership — See Ch. 34.
Inland Wetlands Agency — See Ch. 40.
Planning and Zoning Commission — See Ch. 67.
Regional Planning Agency — See Ch. 82.
Zoning Board of Appeals — See Ch. 94.
Committees, boards and authorities — See Ch. A192.

§ 17-1. Title.

This chapter shall be known and may be cited as the "Economic Development Commission Ordinance."

§ 17-2. Commission created.

The provisions of § 7-136 of the Connecticut General Statutes, as amended, are hereby accepted, and there is established a Municipal Economic Development Commission which shall be known as the "Mansfield Economic Development Commission."

§ 17-3. Membership; terms.

The Commission shall consist of nine (9) members who shall be appointed by the Town Manager. Of the nine (9) members first appointed to office, three (3) shall be appointed to serve for one (1) year; three (3) to serve for two (2) years; three (3) to serve for three (3) years. Thereafter, appointments to the Commission shall be for terms of three (3) years.

§ 17-4. Vacancies.

Any vacancy in the membership of the Commission shall be filled by the Town Manager for the unexpired portion of the terms.

§ 17-5. Removal.

Any member may be removed from office by the Town Manager for cause, and on request of such member, after public hearing.

§ 17-6. Compensation; expenses.

Members of the Commission shall receive no compensation for their services as such, but shall be reimbursed for their necessary expenses incurred in the performance of their official duties.

§ 17-7. Employees.

Subject to the appropriate provisions of the Mansfield Town Charter, the Commission may recommend the appointment of employees necessary for the discharge of its duties.

§ 17-8. Powers and duties.

The Commission shall conduct research into the economic conditions and trends in its municipality, shall make recommendations to appropriate officials and agencies of its municipality regarding action to improve its economic condition and development, shall seek to coordinate the activities of and cooperate with unofficial bodies organized to promote such economic development and may advertise and may prepare, print and distribute books, maps, charts and pamphlets which in its judgment will further its official purposes.

§ 17-9. Annual report.

The Commission shall annually prepare and transmit to the Town Council a report of its activities and of its recommendations for improving such economic conditions and development.

§ 17-10. Repealer.

The Ordinance enacted October 1, 1962, creating a Municipal Development and Industrial Commission is hereby repealed.

ACTION PLAN VISION POINT: SUSTAINABILITY AND PLANNING

Action Item: Economic Development: Create and implement policies and programs for economic development that are consistent with Mansfield's Plan of Conservation and Development and environmental sustainability policy.

What constraints or obstacles may need to be overcome to be successful?

1. Lack of structure that promotes private and public sector cooperation and the coordination of a comprehensive economic policy and program
2. Limitations of available water resources and infrastructure
3. Dependence on UConn for water and sewer in Storrs and Four-Corners areas
4. Budgetary constraints, particularly with respect to potential infrastructure improvements and increasing staff resources
5. Conflicting visions regarding the intensity and nature of future growth in Mansfield

What positive factors are in place to help make this action item successful?

1. Plan of conservation and development
2. Professional and engaged administrative staff
3. Committed Town Council, Planning and Zoning Commission, Conservation Commission and advisory committees
4. Water and sewer studies completed or in progress including options for sewering the Four Corners area
5. Approvals for Storrs Center Development have incorporated many environmental sustainability components. Storrs Center Sustainability Guidelines have been prepared and will soon be adopted by the Mansfield Downtown Partnership
6. Increasing cooperation between UConn and the town
7. Regional participation (WINCOG) in economic development
8. Active regional Chamber of Commerce and Mansfield Business and Professional Association
9. Mansfield Downtown Partnership

What individuals might you need/want to include?

1. Town and Downtown Partnership administrative staff
2. Residents and businesses in advisory roles
3. State and federal legislators; State Department of Community and Economic Development (DECD)
4. WINCOG; Greater Windham and Tolland Chambers of Commerce; Northeast Connecticut Economic Partnership; Metro Hartford Alliance
5. UConn administrative staff and particular schools and departments including the School of Business Administration and Department of Economics, ECSU, Quinebaug Valley Community College
6. Town of Windham, including Willimantic Water Works

Who else may be working on this or is interested in its success?

Town Council, Planning and Zoning Commission, Town Planning, Public Works and Human Services Departments, WINCOG (funding was recently secured for a regional economic development coordinator), Windham area Chamber of Commerce and Mansfield Business and Professional Association; Tolland County Chamber of Commerce, Northeast Connecticut Economic Partnership, Northeast Economic Alliance, Metro Hartford Alliance, UConn, ECSU, Quinebaug Valley Community College, Mansfield Downtown Partnership, Conservation Commission, Agriculture Committee

What department or agency should take the lead responsibility to make this happen?
Town Council, Planning and Zoning Commission, Town Manager, Planning and Public Works Departments, new town committee(s)

How will we know if we are successful?
1. Formulation and implementation of specific economic development policies and programs
2. Increase the grand list and employment levels with economic development that is compatible with and promotes economic sustainability principals
3. Implementation and completion of specific sewer and water projects to support sustainable economic development policies and plans
4. Initiation of Storrs Center building and completion of project in phases
5. Economically viable/sustainable mixed business growth in Mansfield including new mixed-use development in the Four Corners and King's Hill areas and on the Depot Campus
6. Initiation of UConn North Campus research and development projects and new incubator projects

ACTION STEPS	Desired Target Date
1. Establish organizational structure to focus on and coordinate comprehensive economic development issues in Mansfield based on economic, environmental and quality of life sustainability guidelines a. Establish a standing Town Council Economic and Community Development Committee b. Establish and appoint an Economic Advisory Committee	08/08
2. Work with Public Works and Planning Departments, UConn and Willimantic Water Works to provide water and sewer and transportation resources and infrastructure to enable sustainable economic development in Mansfield.	Ongoing
3. Continue to seek and promote regional economic development programs and projects with public agencies (ie.WINCOG, State Department of Economic and Community Development), local and regional business organizations, and UConn.	Ongoing
4. Continue to work with the Downtown Partnership and private developers to implement Storrs Center project	Ongoing
5. Review/determine ability to fund an economic development coordinator or combined economic development and sustainability coordinator for the town (staff or consultant)	02/09
6. Continue to review and refine zoning and land use regulations to promote sustainable and economically viable mixed use development particularly in the Four Corners and King Hill areas (coordinate with Planning and Zoning, Town planning department, and Mansfield Downtown Partnership)	Ongoing
7. Continue discussions, planning and implementation of projects with UConn including: a. UConn North Campus and public/private research and development partnerships b. Depot Campus as a mixed use center c. Partnering with UConn to create incubator programs to start new businesses	Ongoing
8. Promote and participate in communicating with the public concerning job and business opportunities in Mansfield	TBD
9. Promote home businesses while maintaining neighborhood character	TBD
10. Promote sustainable agricultural opportunities and marketing for local products (i.e. Farmer's Market, greenhouses, etc.)	TBD
11. Work with Human Services Department in development and promotion of Assisted	Ongoing

Living Facility	
12. Explore options (local and state) for incentives and tax relief for existing or new businesses that promote sustainability principals and increase resource conservation.	TBD
13. Explore cooperative programs with Eastern Connecticut State University to promote economic development	TBD

ACTION PLAN VISION POINT: SUSTAINABILITY AND PLANNING

Action Item: (Land Use POL/REG) Review, refine and revise land use policies and regulations to reflect environmental, sustainability and economic development policies.

What constraints or obstacles may need to be overcome to be successful?
State statutes, complexity of zoning/lack of general knowledge, potential legal challenges

What positive factors are in place to help make this action item successful?
Recently updated Plan of Conservation and Development, community support and interest

What individuals might you need/want to include?
Planning and Zoning Commission/Inland Wetland Agency, smart growth groups active in CT, UConn Cooperative Extension Service and Green Valley Institute, Economic Development Committee, Environmental Sustainability Committee, Conservation Commission, WINCOG, UConn Administration, interested citizens

Who else may be working on this or is interested in its success?
1,000 Friends of CT, outside organizations which lobby for "green" regulations, Connecticut Chapter of the American Planning Association

What department or agency should take the lead responsibility to make this happen?
Sustainability Committee, Sustainability Coordinator, Planning Department, Planning and Zoning Commission

How will we know if we are successful?
Adoption of refined zoning map and land use regulations, character and location of planned and approved developments, taxpayer support of land use policies and regulations, stable tax base, complementary infrastructure (water, sewer, stormwater, roads, walkways, bikeways, public transit, etc.), Changes in sustainability indices over time

ACTION STEPS	Desired Target Date
1. Implement environmental stability and economic development goals, policies and best practices into Town land use regulations and taxation policies. In particular: a. Develop a statement of principle on sustainability and metrics for assessing progress towards the goals embedded in these principles b. Evaluate existing regulations to assess the extent to which they facilitate sustainable outcomes and identify those regulations and policies that are top priority for reform c. Refine regulations, procedures and tax structure to facilitate higher density mixed use development in areas with supportive public infrastructure and lower density development in other areas d. Refine stormwater management requirements to reduce impervious surfaces, to promote ground water infiltration and reduce runoff and to improve runoff quality e. Establish special design district regulations for all high density mixed use areas (similar to Storrs Center Downtown Project) f. Refine regulations, procedures and tax structure to facilitate cluster development in areas without supportive public infrastructure g. Refine/strengthen requirements for developer financed pedestrian/bicycle facilities and public transit amenities h. Encourage/require (as legally possible) compliance with LEED and LEED ND (Leadership in Energy and Environmental Design Neighborhood Development)	

ACTION STEPS	Desired Target Date
certification standards i. Research, develop and adopt regulations, procedures and tax structure for parking that promote non-motorized modes of transportation and more efficient use of land j. Refine parking requirements to reflect shared use principles and to reduce impervious surfaces k. Refine regulatory provisions to promote public notice and participation in land use applications.	
2. Review existing Plan of Conservation and Development with respect to environmental sustainability and economic development goals and policies and initiate revisions as necessary	Ongoing
3. Partner with UConn to develop the Depot Campus as a mixed use center and to refine land use plans and sustainability practices for other UConn properties	Ongoing
4. Conduct a citizen workshop to educate community on environmental sustainability and economic development goals and policies and potential land use revisions	Ongoing
5. Identify and utilize existing groups working on smart growth, environmental sustainability and related issues (i.e., 1,000 Friends, Green Valley Institute)	Ongoing
6. Lobby the Legislature to revise state statutes to enable and promote implementation of environmental sustainability principles (support existing lobbying efforts)	Ongoing
7. Continue to work with the Downtown Partnership and private developers to implement the Storrs Center Downtown Project and complimentary development in the Four Corners and King Hill Road areas of Town	Ongoing

ACTION PLAN VISION POINT: SUSTAINABILITY AND PLANNING

Action Item: (Sewer/Water) Establish and implement a comprehensive policy for sustainable water and sewer services that address Mansfield's short term and long term needs

What constraints or obstacles may need to be overcome to be successful?
1. Dependence on sewer and water systems owned and managed by UConn, Windham Water Works and Town of Windham
2. Budgetary constraints, particularly with respect to potential infrastructure improvements and increasing staff resources
3. Current dependence on Fenton and Willimantic River wellfields as water resources for the Storrs service areas
4. Statutory and regulatory limitations regarding the regulation of UConn's water supply system

What positive factors are in place to help make this action item successful?
1. Professional and engaged administrative staff
2. Water and sewer studies completed (2007 UConn Master Plan, Mansfield Water Study, Four-Corners Sewer Study, Fenton River Wellfield Study, updated UConn Water Conservation and Drought Response plans)
3. UConn Willimantic River study in progress
4. Increasing cooperation between UConn and the town
5. UConn water system now is professionally managed

What individuals might you need/want to include?
Town administrative staff, Town Manager, Public Works and Planning Departments, State Department of Environmental Protection, State Department of Public Health, State and Federal legislators, owners of land parcels that may benefit from sewer and/or water services, local, regional and state planning organizations, local and regional business organizations Willimantic River Alliance, Naubesatuck Watershed Council

Who else may be working on this or is interested in its success?
Town Council, administrative staff, UConn, Town of Windham, Council Economic and Community Development Committee/ Citizen Economic Development Advisory Committee (if created), Planning and Zoning Commission, Mansfield Downtown Partnership, WINCOG, Greater Windham Chamber of Commerce, Mansfield Business and Professional Association, Northeast Connecticut Economic Partnership, Metro Hartford Alliance, State and federal legislators, DECD

What department or agency should take the lead responsibility to make this happen?
Town Council, Town Manager, Department of Public Works

How will we know if we are successful?
1. Completion and implementation of a sustainable water and sewer resource plan for Mansfield
2. Completion of Willimantic River wellfield and wastewater reuse studies
3. Initiation of new development/redevelopment that promotes environmental sustainability principles and is consistent with Mansfield's Plan of Conservation and Development (locational examples: Storrs Center, Four Corners)

ACTION STEPS	Desired Target Date
1. Establish water conservation goals	12/08
2. Promote water conservation through public education	Ongoing
3. Develop specific municipal programs to promote water conservation	07/09
4. Promote alterations to conventional water and sewer systems and appliances including community water and wastewater systems, low flow and composting toilets, low flow washing machines, and use of grey water for irrigation	07/09
5. Partner with UConn to update comprehensive water and sewer master plans and to increase water conservation	Ongoing
6. Partner with all interested parties to consider potential ownership alternatives for the Storrs area water and wastewater systems	07/09
7. Complete new low-flow study of the Willimantic River and wellfield and implement recommendations	07/09
8. Evaluate the need for and potential for additional sources of potable water for the Storrs service areas	07/09
9. Complete wastewater reuse study and implement recommendations	07/09
10. Complete implementation analysis of recently completed sewer feasibility study for the Four Corners commercial area	08/08
11. Consider funding options for infrastructure improvements including referendum and user based fees	08/08
12. Promote clean groundwater recharge through regulatory requirements that meet or exceed storm water best management practices	Ongoing
13. Review current regulations and implement new regulations when needed to protect existing and/or potential sources of potable water, to implement best management practices for wastewater management, recycling and septic system construction and monitoring, and to encourage home-based best management practices for conservation and safety of water and sewer resources	12/08
14. Partner with Town of Windham for needed expansions and improvements of sewer and water systems and water conservation in the southern areas of town	Ongoing
15. Lobby for changes in State and Federal water and sewer grant programs	Ongoing

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HUD Community Challenge Planning Grant ▪ Project Overview

Mansfield is typical of many other small New England towns with a landscape dominated by forests, farmland and historic villages. However, as home to the University of Connecticut (UConn), we also have development and challenges similar to those found in small cities. The recent approval of $18 million to fund the first phase of a new technology park at UConn combined with the University/Town partnership to procure a new water supply is expected to drive demand for new housing and businesses in areas with potential to connect to existing and future water and sewer systems.

Objectives

To proactively plan for the Town's anticipated growth and to ensure that new development supports long-term sustainability, the Town of Mansfield, CT will complete the following projects:

- Create a **Sustainable Development and Green Building Action Plan** to identify and remove barriers in town regulations to sustainable development and ensure that new development conserves our natural resources to the maximum extent possible.
- Prepare **Housing, Agriculture and Economic Development Strategies** to identify tools to increase the type and amount of affordable housing available within close proximity to job centers and transit connections, strengthen our agricultural community, restore balance between owner occupancy and rental units in established neighborhoods, remove regulatory barriers to business growth and identify uses and densities needed for transit-oriented development.
- Revise the Town's **Plan of Conservation and Development (POCD)** to strengthen the Town's ability to implement the Sustainable Development and Green Building Action Plan and the Housing, Agriculture and Economic Development Strategies.
- Develop new **Zoning and Subdivision Regulations** that incorporate the recommendations from the projects listed above and are user-friendly in their language and organization. Informed by the Sustainable Green Building Action Plan, Housing, Agriculture and Economic Development Strategies, and the POCD, the revised zoning regulations will be designed to support housing choice and business growth through identification and removal of regulatory barriers and improving predictability of the development process.

Intended Outcomes

Through these activities the Town predicts the following outcomes:

- Expansion of **community participation** in the decision-making process to a broader cross-section of the community. Community participation activities will be designed to recruit and retain a new, more diverse set of participants for this project and beyond.
- Increase the number of **affordable housing** units, particularly within walking distance of job centers and transit connections. This change is also expected to result in greater community diversity over time.
- Facilitate **job creation** by removing regulatory barriers to business growth.
- **Preserve agricultural land** while allowing farmers to recognize value from land holdings

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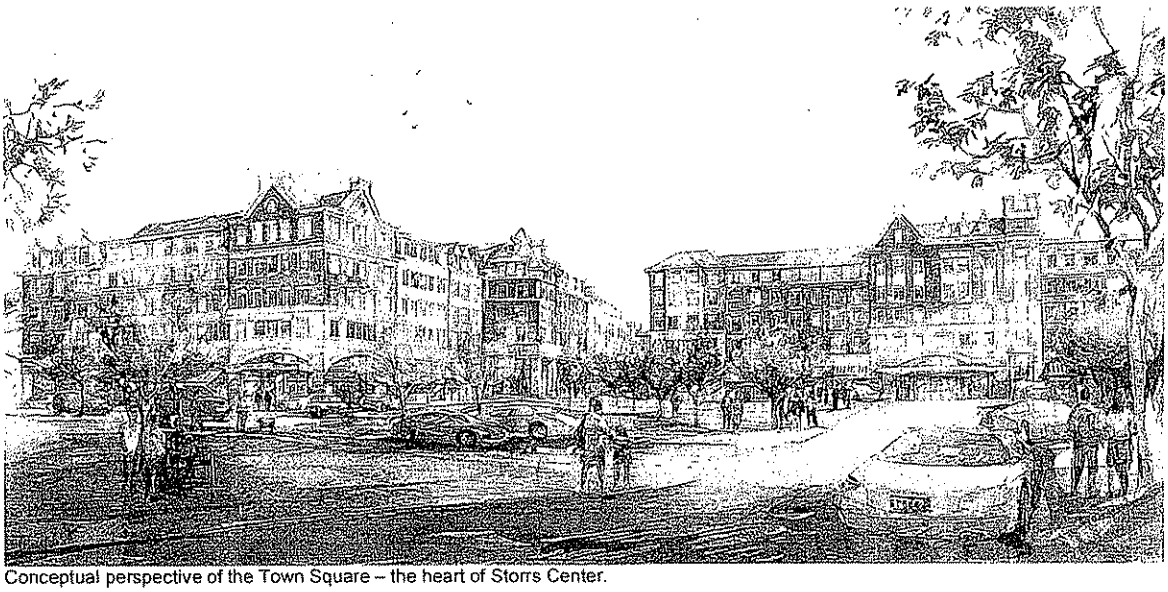
STORRS
RETHINK MAIN STREET
CENTER



Conceptual perspective of the Town Square – the heart of Storrs Center.

Storrs Center is a mixed-use town center and main street corridor at the crossroads of the Town of Mansfield, Connecticut and the University of Connecticut. Located along Storrs Road adjacent to the University, the Town Hall, the regional high school, and the community center, Storrs Center will include a new town square across from the School of Fine Arts complex.

The Storrs Center master plan knits quality architecture, pedestrian-oriented streets, and public spaces into a series of small neighborhoods that will make up the new fabric of the town center. Ground floor retail and commercial uses opening onto landscaped sidewalks and intimate streets reinforce shared community spaces and are supported by residences above. Storrs Center combines retail, restaurant, and office uses with a variety of residence types. Structured and surface parking is provided.

LOCATION Mansfield, Connecticut, approximately twenty-five miles east of Hartford, Connecticut on Route 195, across from the University of Connecticut's main campus.

PUBLIC PARTNERSHIP Storrs Center is one of the most ambitious public/private initiatives in the history of the state. At its core is the Mansfield Downtown Partnership, Inc., an independent, non-profit organization that is composed of representatives from the community, local businesses, the Town, and the University of Connecticut.

Conceptual perspective of Phase 1A along Dog Lane.

DEVELOPER

LeylandAlliance is a noted New Urbanist development company that has created mixed-use projects in Connecticut, New York, South Carolina, and Virginia. Storrs Center Alliance LLC, an affiliate of LeylandAlliance LLC based in Tuxedo, New York, is the master developer for Storrs Center and owns and manages the commercial space. There is approximately 70,000 square feet of commercial space in Phases 1A and 1B. The inaugural commercial tenants of Phase 1A, including restaurants, retail, and office tenants, opened in August 2012 and more will open throughout the fall. Phase 1B is under construction and will open in 2013. Much of the commercial space in Phase 1B is leased.

Joining LeylandAlliance in developing the first two phases of Storrs Center is EdR, based in Memphis, Tennessee. EdR (NYSE:EDR) is creating high quality housing within Storrs Center to appeal to the University and Town of Mansfield community. EdR will develop, own and manage 322 apartment homes, including studio, one-bedroom, two-bedroom and three-bedroom residences within the first two phases of Storrs Center. The first apartment homes in Phase 1A opened in August 2012 and apartments in Phase 1B will open in the summer of 2013.

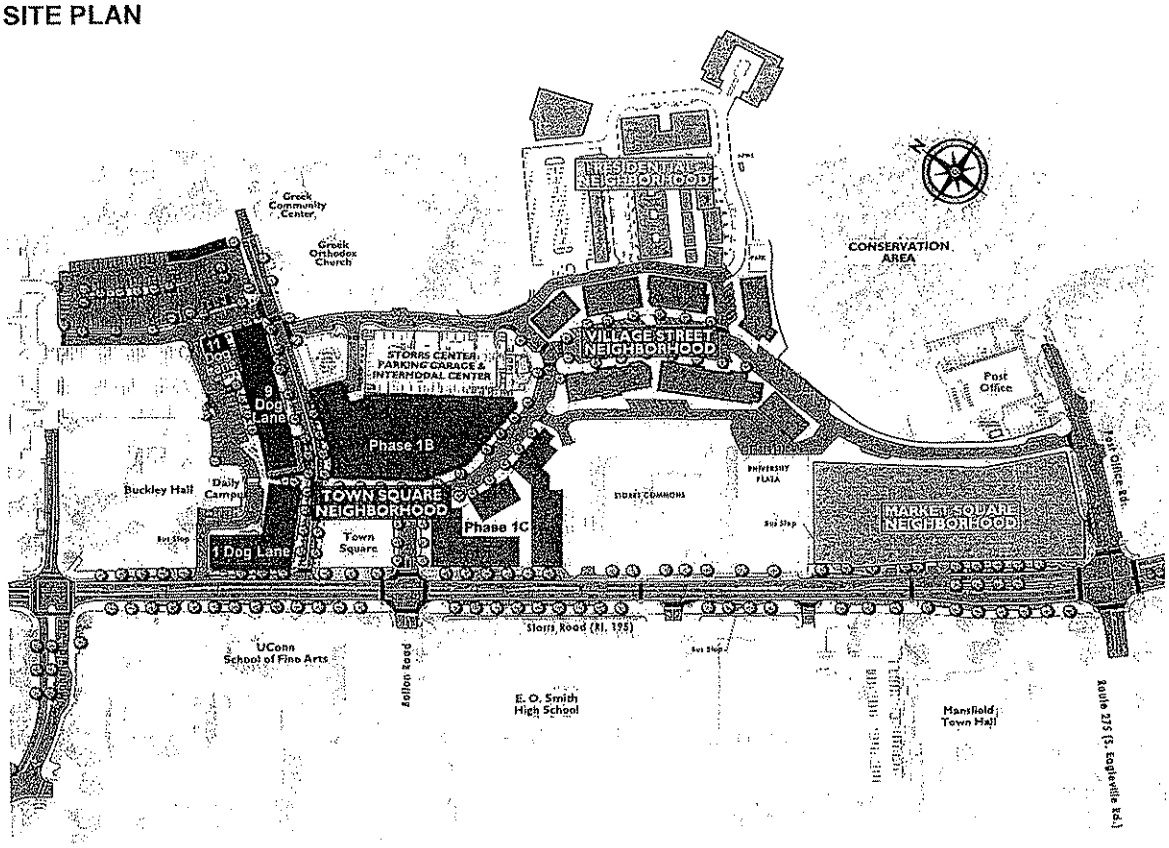
ARCHITECTURE

The master planner of Storrs Center is Herbert S. Newman and Partners P.C. of New Haven, Connecticut. The urban designer is Urban Design Associates of Pittsburgh, Pennsylvania along with Patrick L. Pinnell Architecture and Town Planning. Guidelines for sustainable land use and green building practices have been developed in association with Steven Winter Associates and Viridian Energy and Environmental. Looney Ricks Kiss Architects, Inc. was a municipal development consultant for the Mansfield Downtown Partnership and has contributed to development of the design guidelines for Storrs Center. BL Companies of Meriden, CT is the lead architect for buildings within the first two phases of Storrs Center.

PROJECT MIX

- Residential: +/- 700 units
- Retail/Restaurant/Office: Approximately 200,000 s.f.

SITE PLAN



TIMETABLE

Phase 1A (1, 9, and 11 Dog Lane):
Construction complete
Some retail open, additional retail opening this fall

Phase 1B: Anticipated completion in summer 2013

CONTACT

For inquiries about commercial leasing:
Dan Zelson – Charter Realty and Development
Tel: (203) 227-2922
E-mail: dan@chartweb.com
www.chartweb.com

For inquiries about residential leasing:
Katie DeLany – The Oaks on the Square
Tel: (860) 756-0330
E-mail: mgrstorrs@edrtrust.com
www.theoaksonthesquare.com

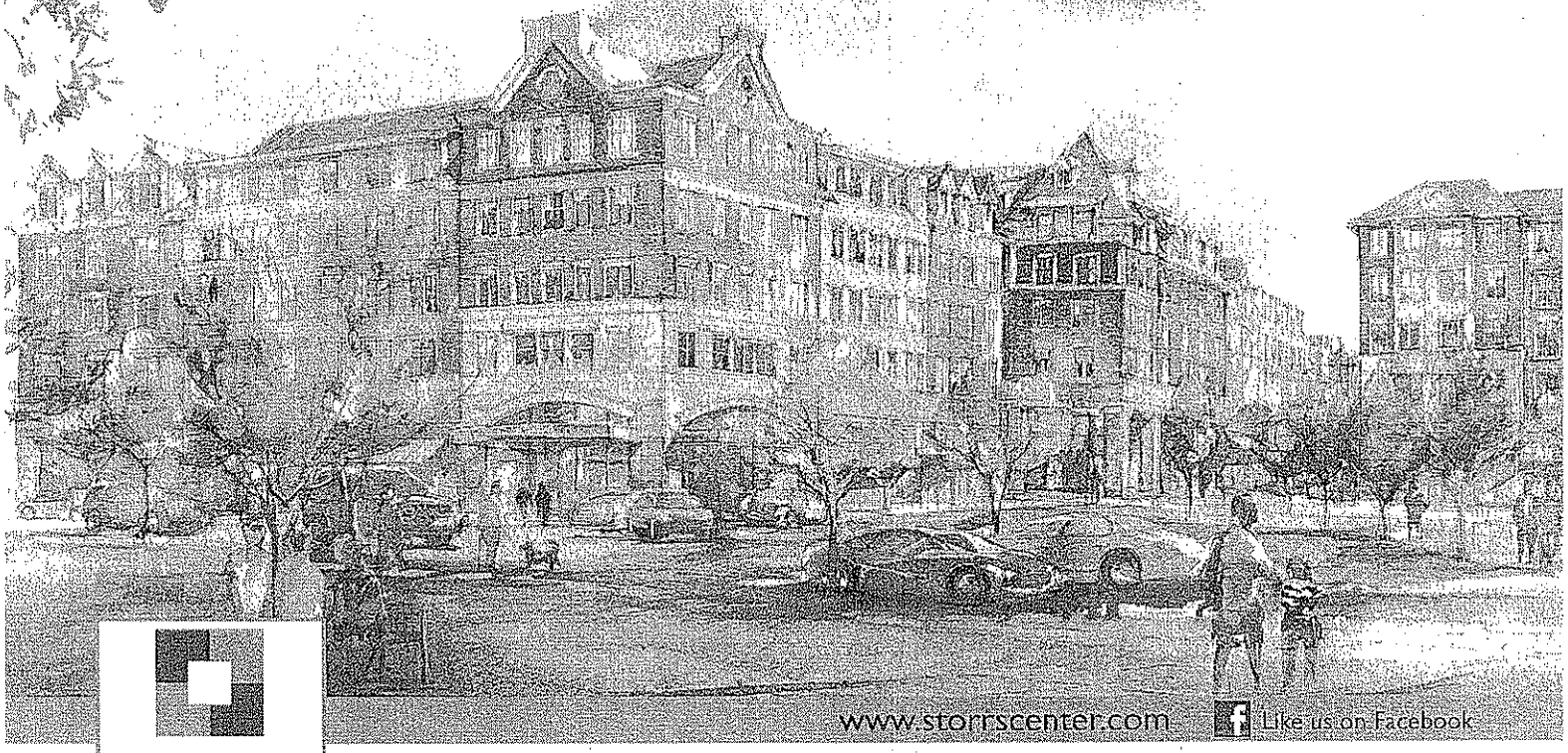
Storrs Center Alliance LLC
info@storrscenter.com • www.storrscenter.com
c/o LeylandAlliance LLC
P.O. Box 878, Tuxedo Park, NY 10987
Tel: (845) 351-2900 Fax: (845) 351-2922

Mansfield Downtown Partnership, Inc.
mdp@mansfieldct.org • www.mansfieldct.org/mdp
P.O. Box 513, Mansfield, CT 06268
Tel: (860) 429-2740 Fax: (860) 429-2719

WELCOME TO

STORRS CENTER

Located just steps from the University of Connecticut, Storrs Center is Mansfield's new downtown – a town center where an eclectic mix of restaurants, shops, offices, homes, walkways, and green spaces create a connected, thriving community for everyone. ***First phase now open!***



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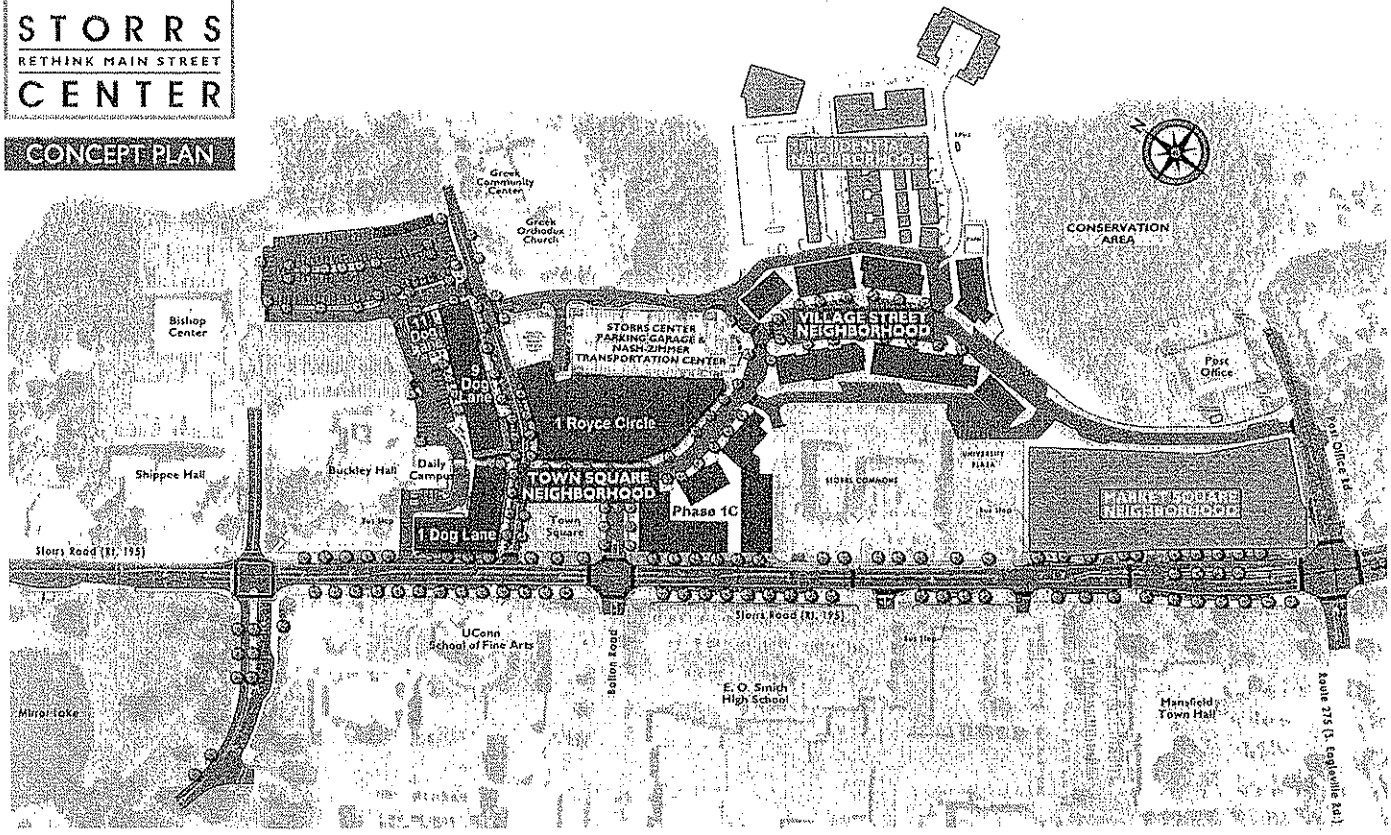
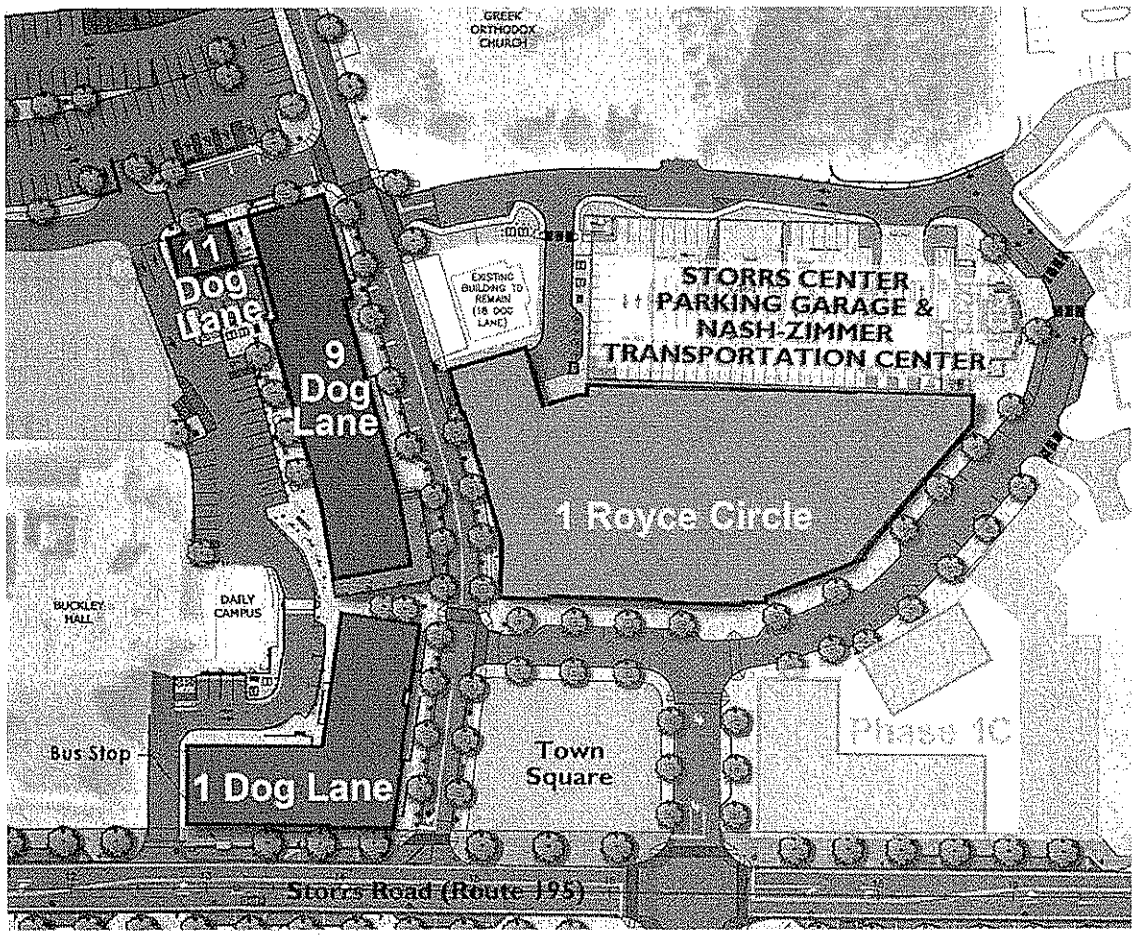
CENTER

CONCEPT PLAN



Directory of restaurants, shops, and services (on reverse)

STORRS CENTER DIRECTORY



1 DOG LANE

Dog Lane Café – *Opening Fall 2012*
Froyoworld – *Now Open!*
Insomnia Cookies – *Now Open!*
Moe's Southwest Grill – *Opening Fall 2012*
Mooyah Burgers & Fries – *Opening Fall 2012*
7-Eleven – *Opening Fall 2012*
Subway – *Now Open!*

1 ROYCE CIRCLE – *Coming in 2013*

UConn Co-op Bookstore *(additional location)*
UConn Health Center

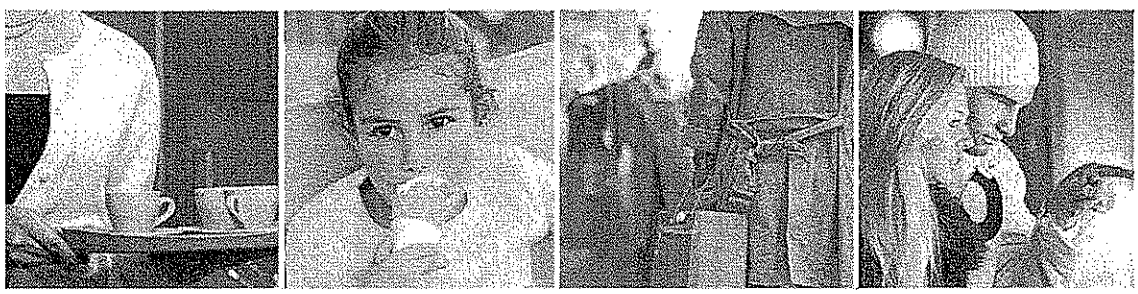
PHASE 1C – *Coming in 2014*

9 DOG LANE

Bank of America – *Now Open!*
Body Language – *Now Open!*
Geno's Grille – *Opening Winter 2012/13*
Skora's Barber Styling Shop – *Now Open!*
Husky Pizza – *Now Open!*
Select Physical Therapy – *Now Open!*
Sweet Emotions – *Now Open!*
Travel Planners – *Now Open!*

11 DOG LANE

Storrs Automotive – *Now Open!*



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Save the Date!

2012 Holiday Shopping Campaign

November 24-December 9th
Scavenger Hunt
Follow the clues to local businesses

Sunday, December 9th
One Stop Shop
12 noon to 4 pm
Mansfield Community Center

Sunday, December 16th
Gift Wrapping Event
12 noon – 4 pm
Mansfield Community Center

LOCAL FIRST MANSFIELD

Support Mansfield Businesses This Holiday Season

LOCAL FIRST MANSFIELD

2012 HOLIDAY SHOPPING CAMPAIGN

This holiday season, we encourage you to 'Buy Local First.' Mansfield is home to numerous businesses that make Mansfield a great place to live . . . help us keep them strong!

For more information, contact us at 860.429.2740 or mdp@mansfieldct.org.

Mansfield Downtown Partnership

Scavenger Hunt
November 24th – December 9th

Follow the clues to local businesses and qualify for a prize drawing. Clues available at localfirstmansfield.blogspot.com.

One Stop Shop
Sunday, December 9th ■ 12n-4pm
Mansfield Community Center

Local businesses gathered together in one place to sell products and gift certificates-making your holiday shopping a breeze.

'Give & Receive' Gift Wrapping
Sunday, December 16th ■ 12n-4pm
Mansfield Community Center

Bring your unwrapped gifts and have them wrapped in exchange for a donation (cash, toy, personal care item) to benefit a Mansfield family in need during the holidays.

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MEMORANDUM

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

To: Town of Mansfield Employees

From: Maria Capriola, Assistant Town Manager

Date: July 11, 2012

Re: Revised Ethics Ordinance

On May 29, 2012, the Town Council adopted a revised Ethics Ordinance for the Town. The revised Ethics Ordinance applies to you as a Town of Mansfield employee.

The Ordinance requires the Town to provide all employees with a copy of the Ethics Code. The Ethics Code is also available on the employee intranet site under "policies" and on the Town's official website, www.mansfieldct.gov.

Please read the attached Ethics Code and return the acknowledgement of receipt form to the Town Manager's Office no later than July 31, 2012. We will retain the signed acknowledgment with your personnel file.

The Town Manager's and Town Clerk's Offices will sponsor mandatory training sessions on the Ethics Code in late summer and/or early fall. More information will be provided at a later date.

If you have any questions regarding the Code, please contact the Town Manager's Office. Thank you for your cooperation in this matter.

Ethics Ordinance

Adopted May 29, 2012

§ 25-1 Title.

This chapter shall be known and may be cited as the "Code of Ethics."

§ 25-2 Authority

This Code is legally authorized by Connecticut General Statutes section 7-148h, and Town of Mansfield Charter section C304.

§ 25-3 Purpose.

The purpose of this Code is to guide elected and appointed Town officials, Town employees and citizens by establishing standards of conduct for public officials and public employees. Public office or employment is a public trust. The trust of the public is essential for government to function effectively. Public policy developed by government officials and public employees affects every citizen of the municipality, and it must be based on honest and fair deliberations and decisions. Good government depends on decisions which are based upon the merits of the issue and are in the best interests of the town as a whole, without regard to personal gain. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town of Mansfield seeks to maintain and increase the confidence of our citizens in the integrity and fairness of their Town government. In pursuit of that goal, these standards are provided to aid those involved in decision making to act in accordance with the public interest, use objective judgment, assure accountability, provide democratic leadership, and uphold the respectability of our Town government.

§ 25-4 Definitions.

As used in this chapter, the following words or phrases shall have the meanings ascribed to them in this section:

ADVISORY BOARD

Any appointed board, committee, commission or agency of the Town of Mansfield without legal authority to finally and effectively require implementation of its determinations, or to legally bind the Town, or to restrict or limit the authority of the Town to take action.

ADVISORY OPINION

A written response by the Board of Ethics to a request by a public official or public employee asking whether their own present or potential action may violate any provision of this Code of Ethics.

BOARD

The Town of Mansfield Board of Ethics established in section 25-5 of this ordinance.

BUSINESS

Any entity through which business for profit or not for profit is conducted, including a corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, or self-employed individual.

BUSINESS WITH WHICH ONE IS ASSOCIATED

A business of which the person or a member of their immediate family is a director, officer, owner, employee, compensated agent, or holder of stock which constitutes five percent or more of the total outstanding stock of any class.

CONFIDENTIAL INFORMATION

Any information, whether transmitted orally or in writing, which is obtained by reason of the public position or public office held and is of such nature that it is not at the time of transmission a matter of public record per the Connecticut Freedom of Information Act, C.G.S. section 1-200, et seq., or public knowledge.

FINANCIAL INTEREST

Any interest representing an actual or potential economic gain or loss, which is neither de minimis nor shared by the general public.

GIFT

Anything of value, including entertainment, food, beverage, travel and lodging given or paid to a public official or public employee, to the extent that a benefit of equal or greater value is not received.

A gift does not include:

- A political contribution otherwise reported as required by law or a donation or payment as described or defined in subdivision (9) or (11) of subsection (b) of Conn. General Statutes section 9-601a;
- Services provided by persons volunteering their time to the Town;
- A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;
- A gift received from a public official or public employee's spouse, fiancé or fiancée, the parent, brother or sister of such spouse or such individual, or the child of such individual or the spouse of such child;
- Goods or services which are provided to the municipality and facilitate governmental action or functions;
- A certificate, plaque or other ceremonial award costing less than one hundred dollars;
- A rebate or discount on the price of anything of value made in the ordinary course of a business without regard to that person's status;
- Printed or recorded informational material germane to governmental action or functions;
- Items of nominal value, not to exceed twenty dollars, containing or displaying promotional material;
- An honorary degree bestowed upon a public official or public employee by a public or private university or college;
- A meal provided at an event and/or the registration or entrance fee or travel costs to attend such an event, in which the public employee or public official participates in his official capacity;

- A meal provided in the home by an individual who resides in the municipality;
- Gifts in-kind of nominal value not to exceed $25.00 tendered on gift-giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from all donors do not combine to exceed one hundred dollars.

IMMEDIATE FAMILY

Any spouse, child, parent, sibling or co-habiting partner of a public official or public employee, any other individual who resides in the household of the public official or public employee, and the spouse, child, parent or sibling of any such spouse, child, parent, sibling, co-habiting partner or other individual who resides in the household.

INDIVIDUAL

Any natural person.

INDIVIDUAL WITH WHOM ONE IS ASSOCIATED

Any individual with whom the public official or public employee or a member of their immediate family mutually has an interest in any business.

OFFICIAL RESPONSIBILITY

The direct administrative or operating authority, whether exercised personally or through subordinates, to approve, disapprove, or to otherwise direct Town government action.

PERSON

Any individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

PUBLIC EMPLOYEE

Any person or contractor of the Town of Mansfield, including the employees of the Board of Education to the extent permitted by law, full or part time, receiving wages or other compensation for services rendered.

PUBLIC OFFICIAL

Any elected or appointed official, whether paid or unpaid or full or part-time, of the Town or a political subdivision thereof, including members and alternate members of town agencies, boards and commissions, and committees, or any other board, commission or agency that performs legislative, administrative, or judicial functions or exercises financial authority (collectively hereinafter referred to as "body"), including candidates for any such office, except for any member of an advisory board. Town agencies, boards, commissions and committees that have sufficient authority to qualify as Public Officials subject to the requirements of this Code are the Town Council, Board of Education, Planning and Zoning Commission, Inland Wetlands Agency, Zoning Board of Appeals, Conservation Commission, Board of Assessment Appeals, Board of Ethics, Building Board of Appeals, Housing Code Board of Appeals, Historic District Commission, Personnel Appeals Board, the Advisory Committee on the Needs of Persons with Disabilities when it is functioning as the ADA Grievance Committee, the Mansfield Downtown Partnership Board and its employees when functioning as the town's municipal development agency, and any hearing officer appointed per section 129-4 of the Hearing Procedure for Citations Ordinance, or section 189-6A of the Zoning Violations Ordinance, of the Code of the Town of Mansfield.

§ 25-5 Board of Ethics.

A. There is hereby established a Board of Ethics consisting of five (5) electors of the Town. The members shall be appointed by the Town Council and shall serve for a term of three (3) years, except for the initial Board upon which two (2) members served for a term of two (2) years, and one (1) member served for a term of one (1) year. Terms shall commence on the first day of the month after the date of appointment. Any vacancy that occurs shall be filled for the unexpired portion of the term.

B. Alternate members. In addition to the regular members, the Town Council shall appoint two (2) alternate members to serve in the absence of any regular member(s). The initial appointments were for a term that expired on June 30, 1996. Thereafter, all terms have been and shall continue to be for two years.

C. No more than three (3) members and no more than one (1) alternate member shall be of the same political party at any time.

D. All members and alternates shall be electors of the Town. No member or alternate shall (1) hold or campaign for any public office; (2) hold office in any political party committee, political committee, candidate committee, exploratory committee or national committee, as those terms are defined in Connecticut General Statutes section 9-601, as amended; (3) serve as a public official as defined in section 25-4 of this Code; or (4) be a public employee. Members of the Board of Ethics may also serve on any Town advisory board.

E. Any member of the Board of Ethics shall have an unrestricted right to vote, make political contributions, attend or buy a ticket to fundraising or other political events, identify himself or herself as a member of a political party, be politically active in connection with a question that is not specifically identified with a candidate for any Town office subject to the jurisdiction of the Board of Ethics such as a referendum or approval of a municipal ordinance, or any other question or issue of a similar character, and otherwise participate fully in public affairs. No member or employee of the Board of Ethics may, however, publicly endorse or publicly oppose any candidate for any Town office subject to the jurisdiction of the Board of Ethics per this Code, in a speech, public advertisement, political advertisement, broadcast, campaign literature, or similar action or material; take any part in managing the political campaign of any such candidate, or initiate or circulate a nomination petition, work as a driver transporting voters to the polls during an election, or directly solicit, receive, collect, handle, disburse or account for assessments, contributions or other funds for any such candidate; place a sign or sticker supporting or opposing a candidate for any such Town office on real or personal property owned by the placer of such sign or sticker; or become a candidate for any such Town office.

§ 25-6 Organization and Procedure.

A. The Board of Ethics shall elect a chairperson who shall preside at meetings of the Board, a vice-chairperson to preside in the absence of the chairperson, and a secretary. In the absence of both the chairperson and vice-chairperson, Board members shall elect a temporary chairperson. Three members shall constitute a quorum. Except for its final determination of a complaint after a hearing per section 25-8(G) of this ordinance, a majority vote of the Board shall be required for action of the Board. The chairperson, vice-chairperson in the absence of the chair, or any three regular members may call a special meeting of the Board.

B. The Board of Ethics shall (1) Compile and maintain a record of all reports, advisory opinions, statements, and memoranda filed with the Board to facilitate public access to such reports and statements in instances in which such public disclosure is legally permissible; (2) Issue advisory opinions with regard to the requirements of this Code of Ethics upon the request of any public official, public employee or agency of the Town regarding whether their own present or potential action may violate any provision of this Code. Advisory opinions rendered by the Board of Ethics shall be binding on the Board and shall be deemed to be final decisions of the Board. Any advisory opinion concerning an official or employee who requested the opinion and who acted in reliance thereon in good faith, shall be an absolute defense in any subsequent matter regarding the same issue(s) brought under the provisions of this Code; The Board may make available to the public such advisory opinions which do not invade personal privacy and take other appropriate steps in an effort to increase public awareness of this Code of Ethics; (3) The Board of Ethics shall prepare and submit to the Town Council an annual report of its actions during the preceding twelve (12) months and its recommendations, if any. Additional reports, opinions and recommendations may be submitted by the Board to the Town Council at any time. In all such submissions, the Board shall be careful to protect and uphold the confidentiality of all information regarding cases in which no final determination of violation has been made; (4) The Board shall prepare materials informing public officials and public employees of their rights and responsibilities under this Code of Ethics.

C. The Board of Ethics shall establish and from time to time amend its own rules and procedures, which shall be made available to the public at the Office of the Town Clerk.

D. The Board of Ethics may utilize or employ necessary staff or outside counsel within available appropriations and in accordance with existing rules and procedures of the Town of Mansfield.

Section 25-7 Rules.

A. **Outside Business.** No public employee or public official shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, which is incompatible with the proper discharge of their official responsibilities in the public interest or which would tend to impair their independent judgment or action in the performance of their official responsibilities.

B. **Gifts.** (1) No public employee or public official shall solicit or accept any gift from any person interested in any pending matter within such individual's official responsibility. (2) If a prohibited gift is offered, the public employee or public official must refuse it, return it, pay the donor the full value of the gift, or donate it to a non-profit organization provided that the public employee or public official does not take the corresponding tax deduction. Alternatively, it may be considered a gift to the Town of Mansfield provided it remains in the Town's possession permanently.

C. **Conflict of Interest.** (1) A public official or public employee shall not vote upon or otherwise participate to any extent in any matter on behalf of the Town of Mansfield if he or she, a business with which they are associated, an individual with whom they are associated, or a member of his or her immediate family has a financial interest in the transaction or contract, including but not limited to the sale of real estate, material, supplies or services to the Town of Mansfield. (2) If such participation is within the scope of the official responsibility of the public employee or public official, as soon as possible after they become aware of such conflict of interest, they shall submit written disclosure which sets forth in detail the nature and extent of such interest to their agency or supervisor as the case may be, and to the Board of Ethics. (3)

Notwithstanding the prohibition in subsection (C)(1), a public employee or public official may vote or otherwise participate in a matter if it involves a determination of general policy and the interest is shared with a substantial segment of the population of the Town of Mansfield.

D. **Representing Private Interests.** (1) Except for a public official who receives no compensation for their service to the Town other than per diem payments or reimbursement of expenses, no public employee or public official shall appear on behalf of private interests before any board, agency, commission or committee of the Town of Mansfield. (2) No public employee or public official shall represent private interests against the interest of the Town in any litigation to which the Town is a party.

E. **Self-Representation.** Nothing contained in this Code of Ethics shall prohibit or restrict a public employee or public official from appearing before any board, agency, commission or committee of the Town of Mansfield on their own behalf, or from being a party in any action, proceeding or litigation brought by or against the public employee or public official to which the Town of Mansfield is a party.

F. **Confidential Information.** No public employee or public official shall disclose confidential information, as defined in section 25-4 of this Code, concerning Town affairs, nor shall such employee or official use such information for the financial interests of himself or herself or others.

G. **Use of Town Property.** No public employee or public official shall request or permit the use of Town funds, services, Town owned vehicles, equipment, facilities, materials or property for personal use, except when such are available to the public generally or are provided by written official Town policy or contract for the use of such public employee or public official. Enforcement of this provision shall be consistent with the Town's legal obligations.

H. **Contracts with the Town.** No public employee or public official, or a business with which they are associated, or member of their immediate family shall enter into a contract with the Town of Mansfield unless it is awarded per the requirements of prevailing law, and in particular, Chapter 76 of the Code of the Town of Mansfield, "The Ordinance for Obtaining Goods and Services."

I. **Financial Benefit.** No public employee or public official may use their position or office for the financial benefit of themselves, a business with which they are associated, an individual with which they are associated, or a member of their immediate family.

J. **Fees or Honoraria.** No public employee or public official acting in their official capacity shall accept a fee or honorarium for an article, appearance or speech, or for participation at an event.

K. **Bribery.** No public employee or public official, or member of such individual's immediate family or business with which they are associated, shall solicit or accept anything of value, including but not limited to a gift, loan, political contribution, reward or promise of future employment based on any understanding that the vote, official action or judgment of the public employee or public official would be or had been influenced thereby.

L. **Disclosure.** Any public official or public employee who presents or speaks to any board, committee, commission or agency during the time set aside during any meeting of any such body for public comment shall at that time disclose their name, address, and Town of Mansfield

public affiliation, regardless of whether said affiliation is related to the matter being addressed by the speaker.

M. **Political Activity.** No public official or public employee may request, or authorize any other public official or public employee to request that a subordinate employee of the Town actively participate in an election campaign or make a political contribution. No public official or public employee may engage in any political activity while on duty for the Town, or with the use of Town funds, supplies, vehicles or facilities. Political activity includes voting, making political contributions, buying a ticket to fundraising or other political events; taking an active role in connection with a question such as a referendum or approval of a municipal ordinance, or any other question or issue of a similar character, and otherwise participating in political affairs; endorsing or opposing any candidate for any public office; taking any part in managing the political campaign of any such candidate, or initiating or circulating a nomination petition, working as a driver transporting voters to the polls during an election, or directly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for any such candidate; placing or wearing a sign or sticker supporting or opposing a candidate for any public office; becoming or acting as a candidate for any public office. However, no Mansfield voter may be prohibited from voting at any Town Meeting based on their status as a public official or public employee. Activity legally authorized by Connecticut General Statutes section 9-369b, regarding the preparation, printing and dissemination of certain explanatory materials pertaining to referendum questions and proposals, is exempt from such restriction.

§ 25-8 Powers and Duties. Complaints and Investigations. Confidentiality

A. (1) Upon the complaint of any person on a form prescribed by the Board of Ethics, signed under penalty of false statement, or upon its own complaint, the Board of Ethics shall investigate any alleged violation of this Code. Unless and until the Board of Ethics makes a finding of a violation, a complaint alleging a violation of this Code shall be confidential except upon the request of the respondent.

B. (1) No later than ten (10) days after the receipt or issuance of such complaint, the Board shall provide notice of such receipt or issuance and a copy of the complaint by registered or certified mail to any respondent against whom such complaint is filed, and shall provide notice of the receipt of such complaint to the complainant. (2)The Board of Ethics shall review and investigate the complaint to determine whether the allegations contained therein constitute a violation of any provision of the Code. This investigation shall be confidential except upon the request of the respondent. If the investigation is confidential, any allegations and any information supplied to or received from the Board of Ethics shall not be disclosed to any third party by a complainant, witness, designated party, or Board of Ethics member.

C. (1) In the conduct of its investigation of an alleged violation of this Code, the Board of Ethics shall have the power to hold investigative hearings, administer oaths, examine witnesses, receive oral, documentary and demonstrative evidence, subpoena witnesses and require by subpoena duces tecum the production for examination by the Board of any books and papers which the Board deems relevant in any matter under investigation. In the exercise of such powers, the Board may use the services of the Town police, who shall provide the same upon the request of the Board. Any such subpoena is enforceable upon application to the Superior Court. (2) If any such investigative hearing is scheduled, the Board of Ethics shall consult

forthwith with the town attorney or outside counsel authorized per section 25-7D of this Code. The respondent shall have the right to appear, to be represented by legal counsel and to examine and cross-examine witnesses.

D. (1) If, after investigation, the Board of Ethics determines that the complaint does not allege sufficient facts to constitute probable cause of a violation, the Board shall dismiss the complaint. The Board shall inform the complainant and the respondent of its finding of dismissal by registered or certified mail not later than three business days after such determination of dismissal. (2) After any such finding of no violation, the complaint and the record of its investigation shall remain confidential, except upon the request of the respondent. No complainant, witness, designated party, or Board of Ethics or staff member shall disclose to any third party any information learned from the investigation, including knowledge of the existence of a complaint, which the disclosing party would not otherwise have known.

E. If, after investigation, the Board of Ethics determines that the complaint alleges sufficient acts to constitute probable cause of any violation, then the Board shall send notice of said finding of probable cause to the complainant and respondent by registered or certified mail within three business days and fix a date for the hearing on the allegations of the complaint to begin no later than thirty (30) calendar days after said issuance of notice, The hearing date regarding any complaint shall be not more than sixty (60) calendar days after the filing of the complaint. If any such hearing is scheduled, the Board of Ethics shall consult forthwith with the town attorney or outside counsel authorized per section 25-7D of this Code.

F. (1) A hearing conducted by the Board of Ethics shall not be governed by formal rules of evidence. Any such hearing shall be closed to the public unless the respondent requests otherwise. (2) In the conduct of its hearing of an alleged violation of this Code, the Board of Ethics shall have the power to administer oaths, examine witnesses, receive oral, documentary and demonstrative evidence, subpoena witnesses and require by subpoena duces tecum the production for examination by the Board of Ethics of any books and papers which the Board deems relevant in any matter under investigation or in question. In the exercise of such powers, the Board may use the services of the Town police, who shall provide the same upon the request of the Board. Any such subpoena is enforceable upon application to the Superior Court. (3) The respondent shall have the right to appear, to be represented by legal counsel and to examine and cross-examine witnesses.

G. (1) If, after a hearing on a complaint for which probable cause has previously been found, the Board of Ethics finds by a vote of at least four of its members based on clear and convincing evidence that any violation of this Code of Ethics has occurred, the Board shall submit a memorandum of decision, which may include recommendations for action, to the Town Council, Town Manager, and any other appropriate Town agency for such actions as they may deem appropriate. (2) The recommendations of the Board of Ethics may include, but not be limited to, any combination of the following: recusal, reprimand, public censure, termination or suspension of employment, removal or suspension from appointive office, termination of contractual status, or the pursuit of injunctive relief. No such recommendation may be acted upon in violation of federal or state law or the Charter, ordinances, legally adopted policies, or collective bargaining agreements of the Town of Mansfield. Any discussion by the Town Council or other Town agency regarding any such memorandum of decision shall be in executive session, subject to the requirements of state law, unless the affected individual requests that such discussion be held in open session.

H. The Board of Ethics shall make public any finding of a violation not later than five business days after the termination of the hearing. At such time, the entire record of the investigation shall become public. The Board of Ethics shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making such finding by registered or certified mail not later than three business days after termination of the hearing.

I. No complaint may be made under this Code except within two years of the date of knowledge of the alleged violation, but no more than four years after the date of the alleged violation.

J. No person shall take or threaten to take official action against an individual for such individual's good faith disclosure of information to their supervisor, any town official or the Board of Ethics under the provisions of this Code. After receipt of information from an individual, the Board of Ethics shall not disclose the identity of such individual without his or her consent unless the Board determines that such disclosure is unavoidable during the course of an investigation or hearing.

§ 25-9 Former Public Officials/Employees (NEW)

A. No former public employee or public official, as defined in section 25-4 of this Code, shall appear for compensation before any Town of Mansfield board, commission or agency in which they were formerly employed or involved at any time within a period of one year after termination of their service with the Town.

B. No such former public employee or public official shall represent anyone other than the Town of Mansfield concerning any particular matter in which they participated personally and substantially while in the service of the Town.

C. No such former public employee or public official shall disclose or use confidential information acquired in the course of and by reason of their official duties in the service of the Town of Mansfield, for financial gain for themselves or others.

D. No such former public employee or public official who participated substantially in the negotiation or award of a Town of Mansfield contract obliging the Town to pay $100,000.00 or more, or who supervised the negotiation or award of such a contract shall accept employment with a party to the contract other than the Town of Mansfield for a period of one year after such contract is finally executed.

§ 25-10 Distribution of Code of Ethics.

Copies of this Code of Ethics shall be made available to the Town Clerk for filing and to the Town Clerk and Town Manager for distribution. The Town Clerk shall cause a copy of this Code of Ethics to be distributed to every public official of the Town of Mansfield within thirty days of the effective date of this Code or any amendment thereto. The Town Manager shall cause a copy of this Code of Ethics to be distributed to every public employee within thirty days of the effective date of this Code or any amendment thereto. Each new public employee and public official shall be furnished a copy of this Code before entering upon the duties of their office or employment.

25-11 Severability; Conflicts with other Provisions.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this ordinance, or any part thereof, is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this chapter. Furthermore, should any such provisions of this chapter conflict with any provisions of state or federal law, the relevant provisions of the state or federal law shall prevail.

PAGE
BREAK

TOWN OF MANSFIELD
POLICY MEMORANDUM

To: All Town Employees
From: Matthew W. Hart, Town Manager
Prepared by: Maria Capriola, Assistant to the Town Manager and Mary Stanton, Town Clerk
Date: February 1, 2009, Revised September 23, 2009
Subject: Freedom of Information Policy

I. Purpose

The purpose of this policy is to provide clarification and guidance regarding Freedom of Information requests from members of the public. Except as otherwise provided by federal law or by state statute, the Freedom of Information Act, Connecticut General Statues Chapter 14, guarantees public access to all public records maintained or kept on file by the municipality.

II. Policy

The goal of the Town of Mansfield is to courteously and promptly provide requested information in compliance with the law. Public records maintained in the office of the Town Clerk are available for public inspection during regular business hours. Certain records such as payroll records, employment records, vital statistics and other documents that contain confidential and personal information, including Social Security numbers and personal bank account information, are not open for public inspection. Full or limited access to these records **may** be available in accordance with the disclosure requirements established in the statutes. Any concern regarding whether a particular item may be disclosed should be promptly addressed to the Office of the Town Manager, and possibly then referred to the town attorney. Payment for copies of documents may be made as itemized on the Freedom of Information fee schedule of the Town of Mansfield.

The Town of Mansfield's Freedom of Information Request Form should be completed for any document not readily available for public inspection in the office of the Town Clerk. These forms are available in the office of the Town Clerk and the Town Manager. Completed F.O.I. requests will be promptly forwarded to the appropriate department(s). The appropriate department will respond to the requester within four business days either by providing the material, denying the request,

asking for clarification of the request if needed, or if the requested material is voluminous or other difficulty is encountered, by establishing a reasonable date upon which the documents will be made available.

When copies are not requested, individual departments may arrange (with the applicant) for public inspection of requested information subject to disclosure per statute. Public inspection of documents may be viewed in the Town Clerk's Office. Copies of requested information shall be forwarded to the Town Clerk's Office. Payment must be received in the Town Clerk's Office prior to the release of the documents. Fees will be waived if the applicant is receiving public assistance or can show an inability to pay due to indigence.

The Town of Mansfield has no legal obligation to, and will not perform analytical work, studies, investigations, calculations or program reviews, or create any document in response to a Freedom of Information request. If the requested information exists in the form of a document and is not in draft form, it will be provided, but documents exempted by law from release or availability to the public per, for example, C.G. S. § 1-210(b), will not be released or made available. Again, in questionable instances, consultation should be made with the Town Manager, who may refer the matter to the town attorney.

Process

(1) Freedom of Information Request forms may be filed in the office of the Town Clerk.
(2) Requests will be promptly disseminate to the appropriate department(s).
(3) Any questions regarding the legality of disclosure must be promptly addressed to the Town Manager for possible consultation with the town attorney.
(4) Within four business days the department shall provide the information, issue a letter to the requestor denying the request, ask for further clarification or inform the requestor of a reasonable date when the information will be available.
(5) If no copy is requested, records subject to disclosure requirements as established in the statutes may be inspected at the Town Clerk's Office.
(6) If hard copies are requested they will be forwarded to the office of the Town Clerk for release, upon payment or waiver of the legally required fees.

Special Note: Citizens who are requesting electronic copies of names and/or addresses from existing databases may contact the Information Technology Department directly. The Information Technology Department will then provide an explanation of their services.