

Last Updated 2/15/2017

APPOINTED BOARDS & COMMITTEES
COMMITTEE CHARGES

ADVISORY COMMITTEE ON PERSONS WITH DISABILITIES - 4th Tuesday @ 2:30 p.m.

Also serves as the ADA Grievance Committee, Council Action 5/11/2009
Creation: Committee on Physically & Sensorily Impaired was created by the Town Council on 6/14/82.

Appointing authority: Town Council

Members: 10 members

Terms: 3-year terms.

Change of name, July 9, 2001, Town Council minutes, Vol 17, Pg 411.

Vol. 9, Page 64
June 14, 1982

c. COMMITTEE ON THE PHYSICALLY AND SENSORILY IMPAIRED

Motion made by Mrs. Hakmiller, seconded, to establish a Committee on the Physically and Sensorily Impaired consisting of 12 members to be appointed by the Council.

Motion carried by unanimous vote.

Motion made by Mrs. Hakmiller, seconded, that the charge to the committee will be as follows:

1. Determining by whatever means are possible the numbers of physically and sensorily impaired persons in the Mansfield community and finding out where they are in the community.
2. Locating services available to the physically impaired in the community (therapy, nursing, housekeeping, etc.).
3. Accessibility of different kinds (for hearing, sight, crippling, etc.) in town buildings, the University, places for recreation and information such as libraries, museums, theatres, pools, etc., nursing homes, multi-family housing requiring approval of town planning and zoning agencies and/or federal funding or loans, commercial establishments, and so on.
4. Cooperating with other groups and agencies such as town departments, agencies, and committees, University administration and departments, regional agencies, volunteer organizations, state government and groups for the "disabled," and any others which may have functions touching upon our own concerns.
5. Monitoring, acting upon and possibly making recommendations on local, state, and federal legislation and enforcement under existing regulations.
6. Publicizing activities of the committee and needs and problems of the "disabled" and promoting programs for their benefit.

AGRICULTURE COMMITTEE - 1st Tuesday @ 7:30 p.m.

September 26, 1995 Schor moved and Raphaelson seconded to establish a PRESERVATION COMMITTEE to "advise the Town Council and other bodies on matters related to preserving farmland and agricultural activity in Mansfield" and that the

committee have five members with two year terms, coterminous with the Town Council. So passed unanimously.

February 26, 1996 Schor moved and Pellegrine seconded to add two seats to the Farmland Preservation Committee to be filled later. So passed unanimously.

March 25, 1996 Schor moved and Buck seconded to add one seat to the Farmland Preservation Committee.

June 24, 1996 Name changed to Agriculture Committee.

March 6, 1997 Committee has rotating chairmen.

Creation: Created by the Town Council on 9/26/95

Appointing Authority: Town Council

Members: Eight

Terms: 2-year terms

Mansfield Agriculture Committee Charge REVISED

August 9, 2010 Approved

CHARGE/DUTIES: The Agriculture Committee shall be an advisory board to the Town Council and other Town officials with the following charges and duties:

General

- a. To foster agricultural viability and preservation of agricultural land in Mansfield.
- b. To foster a healthy environment.
- c. To serve as a conduit between local farmers and non-profit agencies, civic organizations, municipal boards and commissions, elected officials, and non-farm residents.
- d. To advocate for agriculture before land use and other commissions.
- e. To act as a resource for agricultural information.
- f. To chart land use in Mansfield to support a balance between agriculture, preservation, and other land uses.
- g. To promote keeping Town-owned farmland in agricultural production. In addition, to ensure the responsible use of Town-owned farmland by monitoring use agreements between the Town and local farmers.

Education and Outreach

- a. To increase awareness of agricultural enterprises in the community.
- b. To promote the value of viable agriculture to the Town in the areas of employment, property taxes, environment and farmland preservation.
- c. To provide information and guidance on agriculture-related issues-such as zoning, inland wetland, public works and others - to town departments and other boards and commissions and residents as necessary.
- d. To support young farmers by supporting local, regional, and state vocational agricultural education, and 4-H programs.
- e. To recognize and support new farming operations.
- f. To act as a sounding board and provide review to town departments, boards and commissions concerning the impact of proposed town policies on agricultural activities.

Economic Opportunities

- a. To identify opportunities to preserve and expand agriculture in Mansfield.
- b. To promote opportunities for residents and local businesses to support agriculture.
- c. To provide information regarding available financial support related to agricultural viability.

MEMBERSHIP: The Agriculture Committee will consist of 6 regular voting members and 4 alternates appointed by the Town Council in accordance with A§192 of the Mansfield Code. Insofar as practical, members appointed shall be representative of all groups interested in the management, protection and regulation of agriculture as defined by Connecticut General Statutes I-lq, particularly those directly involved in agriculture. A chairman, vice chairman and a secretary will be elected and will serve for a term of one year.

LENGTH OF TERM: The appointments will be for two year terms.

ARTS ADVISORY COMMITTEE – *1st Tuesday @ 7:30 p.m.*

Creation: March 1, 2000 Haddad moved and Bellm seconded to establish an Arts Advisory Committee.

Appointing Authority: Town Council for the purpose of advising the Town council and Manager on issues related to the arts. The committee shall promote and encourage interest and participation in the arts and may work to complement activities and events sponsored by private organizations having the same purpose and goal.

Members: Seven. Any vacancy on the committee shall be filled by the Town Council for the unexpired portion of the term. Members shall elect a chair from among its membership.

Terms: 2- year terms with the first term beginning on March 1, 2000.

Motion passed.

BEAUTIFICATION COMMITTEE No longer meeting – *1st Monday @ 7:30 p.m. and occasional field trips*

Creation: Created by the Town Council 1970

Appointing Authority: Town Council

Members: 9 members

Terms: 3- year terms

BOARD OF EDUCATION

SUBCOMMITTEES:

POLICY COMMITTEE

PERSONNEL COMMITTEE

GOODWIN BEQUEST COMMITTEE

GOALS AND OBJECTIVES COMMITTEE

MANSFIELD, WILLINGTON COOP. AGREEMENT STUDY COMMITTEE

BUILDING BOARD OF APPEALS - *As needed*

Creation: Created by Ordinance #49, State Building Code, September 10, 1970
Appointing Authority: Town Council
Members: Five
Terms: 5-year terms
To hear & decide appeals from decisions of the Building Official.

COMMITTEE ON COMMUNITY QUALITY OF LIFE – No longer meeting
Town of Mansfield
TOWN COUNCIL

Adopted July 14, 2008
Amended September 22, 2009
Amended October 13, 2009
Amended January 11, 2010
Amended June 14, 2010

RESOLUTION TO RE-ESTABLISH AND ISSUE CHARGE TO COMMITTEE ON COMMUNITY QUALITY OF LIFE

WHEREAS, the Town Council wishes to evaluate and make recommendations concerning quality of life issues within the community, particularly as these issues relate to off-campus student housing and behavior and neighborhood deterioration; and

WHEREAS, the Town Council desires to establish an Ad hoc Committee to assist with this task:

NOW, THEREFORE BE IT RESOLVED THAT:

A six-member Committee on Community Quality of Life is established for an indefinite term and is authorized to perform the following charge:

1. Evaluate quality of life issues within the community, particularly as these issues relate to off-campus student housing and behavior and neighborhood deterioration. Specific tasks include, but are not limited to:

- reviewing potential enhancements to the Mansfield Housing Code
- contemplating improvements to existing public safety and nuisance abatement ordinances
- considering the adoption of additional ordinances and regulations designed to promote and protect community quality of life

2. Consult with various regulatory bodies and stakeholder groups, such as the Planning and Zoning Commission, the University Office for Off-campus Services, the Town/University Relations Committee, the Mansfield Community-Campus Partnership and neighborhood associations, to generate ideas and suggestions, and to solicit feedback on various committee recommendations.

3. As appropriate, make recommendations to the Town Council.

RESOLUTION TO APPOINT MEMBERS OF THE COMMITTEE ON COMMUNITY QUALITY OF LIFE

WHEREAS, the Town Council desires to re-establish a Committee on Community Quality of Life to evaluate and make recommendations concerning quality of life issues within the community:

NOW, THEREFORE, BE IT RESOLVED TO:

Appoint a Committee on Community Quality of Life to consist of the following

members:

- 1) Three members of the Town Council
- 2) One representative from the University of Connecticut
- 3) Three citizens at-large other than those appointed under the categories above.
- 4) Two citizen alternate members

Amended September 2009 to increase the number of at-large members from 3 to 5

Amended October 13, 2009 to reduce the total number of members to 7 including 2 Town Council members, 1 UConn representative and 4 citizen members

Amended January 11, 2010 to increase the number of Town Council members allowed and adjust the number of citizen representatives accordingly.

Amended June 14, 2010 to make the number of Town Council members absolute at three members and citizens at large at three members and to add two citizen alternates

COMMITTEE NAMING STREETS AND BUILDINGS

No longer meeting

COMMUNICATIONS ADVISORY COMMITTEE

No longer meeting

CEMETERY COMMITTEE – *3rd Wednesdays in March, June & September @ 3:30 p.m.*

Creation: 1969 Informal committee created. Formally created by the Town Council, Resolution on 10/8/1973

Appointing authority: Town Council

Members: 7 members

Terms: 3-year terms.

CLIMATE ACTION TASK FORCE See Sustainability Committee Charge

COMMISSION ON AGING – *2nd Monday @ 9:30 a.m.*

Creation: August 12, 1974 (Vol 2, Pg 261 – 262) Motion made by Barberet, seconded, that the following resolution be adopted:

RESOLVED: That there is hereby established a committee on the aging consisting of nine members who shall be appointed by the Town Council for three year overlapping terms. The Committee shall advise the Town Manager, the Director of Social Services, the Director of Recreation and the Librarian, in the planning, development, and implementation of programs for the aging of the town. The specific responsibilities of the committee are:

1. To study the conditions and needs of elderly persons in the Town in relation to housing, economics, employment, health and nutrition, recreation, transportation, and other matters.
2. To recommend and evaluate programs to meet the needs of the elderly and to suggest priorities for action.
3. To serve as a resource group to which Mansfield citizens could turn either individually or as groups when they have problems or questions about programs or needs of the elderly.
4. To furnish information outlining needs to agencies and groups who are interested in, or who provide services for the elderly.

So passed unanimously.

Appointing Authority: Town Council
 Members: Nine
 Terms: 3-year terms

CONSERVATION COMMISSION – *3rd Wednesday @ 7:30 p.m.*

Creation: Formally created by the Town Meeting on May 22, 1963, also Charter Sec. 615 & CGS Sec. 7-131a. Amended 6/26/63 – Ord. #6-1
 Appointed Authority: Town Manager
 Members 7 members 3 alternates
 Terms: 3 -year terms
2006 ordinance change allows 2 alternate members

DISCOVERY DEPOT – *third Wednesday of the month at 6:30 p.m.*

BYLAWS OF THE MANSFIELD DISCOVERY DEPOT, INC.

Adopted November 10, 1971
 Revised: April 1974
 Revised: January 1989
 Revised: December 1994

SECTION II
 BOARD OF DIRECTORS

1. The Board of Directors shall be composed of ten to fourteen members, at least four of whom shall be parents of children attending the Day Care Center. Other members shall include one representative from the Mansfield Town Council appointed by The Mansfield Town Council, two representatives from the University of Connecticut appointed by the President and at least one person from the community at large who has special interest in or knowledge about young children such as a member of the clergy, League of Women Voters, medical or legal professions, or state legislature, or Board of Education.

DESIGN REVIEW PANEL - *As needed*

Creation:
Appointed Authority: Planning & Zoning Commission
Members: Five
Terms: 2- year terms

DOWNTOWN PARTNERSHIP- *the first Thursday of every month at 4 p.m.*

The Mansfield Downtown Partnership's by-laws, which can be found on their website, outline the membership for the Board of Directors. In addition to the Mansfield Mayor who serves as an ex officio with full voting rights, there are three additional members appointed by the Town Council.

SUBCOMMITTEES:

**AD HOC STRATEGIC PLANNING STEERING COMMITTEE
ADVERTISING AND PROMOTION
FESTIVAL SUBCOMMITTEE
ART FAIR
BUSINESS DEVELOPMENT AND RETENTION
FINANCE ADMIN
MEMBERSHIP COMMITTEE
NOMINATING COMMITTEE
PARTNERSHIP EXECUTIVE COMMITTEE
PLANNING AND DESIGN COMMITTEE
GOVERNANCE TASK FORCE
POSITIONING TASK FORCE
GROWTH TASK FORCE**

EASTERN HIGHLAND HEALTH DISTRICT – *the third Thursday of every month at 4:30 in Coventry*

Created: Formally created by the Town Council on April 28, 1997, Town Council voted to adopt ordinance, effective May 2, 1997. Board of Directors resolved to form June 5, 1997 – Mansfield, Bolton & Coventry.

Appointing Authority: Town Council

Members: Three members

Terms: 3-year terms.

By- laws:

Section 2 – Representation – Each municipality in the District shall appoint one member to the EHHD for each 10,000 population or part thereof, but no municipality shall have more than five representatives

ECONOMIC DEVELOPMENT COMMISSION – per Ordinance – *4th Thursday of the month at 5:30 p.m.*

Reconstituted 10/22/2012/ Amended 1/29/2015

[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. *1/29/2015 Town Council voted to create the position of ex-officio/liaison members comprised of Town Council members. Initial appointment of 2 members*

§ 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.

EMERGENCY MANAGEMENT – *As needed*

Creation: November 13, 1979, Ordinance effective 12/13/79. Charter – Sec 609, General Statutes 28-7

Appointing Authority: Town Manager

Members: Fourteen, consisting of: Mayor, Town Manager, Supt of Schools, Director of Public Works, Director of Health, Sr. Resident Trooper, Fire Marshall, Chief Mansfield Volunteer Fire Co, Chief Eagleville Volunteer Fire Co and five other persons, who are representatives of various interests which are important to the civil preparedness program in Mansfield.

Terms: 2- year terms, concurrent with Council terms.

Amended 7/23/2004 – 11 member committee including 2 members of the public.

ETHICS, BOARD OF - *Quarterly, the 3rd Wednesday at 4:30 p.m.*

Creation: Formally created by the Town Council on June 26, 1995.

Appointing Authority: Town Council

Members: Five members who shall be electors of the town, with two alternates. No more than three members, and no more than one alternate member shall be of the same political party at any time.

Term: 3- year terms, (staggered) except that of the initial board two members shall serve for a term of two years, and one member for a term of one year.

Alternate members – In addition to the regular members, the Town Council shall appoint two alternate members who shall serve in the absence of a regular member. The initial appointments shall be for a term to expire on June 30, 1996. Thereafter, all appointments shall be for two- year terms.

No more than three members, and no more than one alternate member shall be of the same political party at any time.

No member or alternate shall contemporaneously be an employee or official of the town.

FOUR CORNERS SEWER STUDY ADVISORY -*1st Tuesday @ 6:30 p.m.*

FOUR CORNERS SEWER AND WATER ADVISORY COMMITTEE

Approved October 14, 2008

Modified October 13, 2009 by RESOLUTION TO CLAIIFY THE ISSUE CHARGE TO THE ADVISORY COMMITTEE FOR THE FOUR CORNERS SEWER PLANNING PROJECT

Amended November 23, 2009

Amended January 11, 2010 (committee membership)

Amended January 12, 2015

RESOLUTION TO ESTABLISH AND ISSUE CHARGE TO AN ADVISORY COMMITTEE FOR THE FOUR CORNERS SEWER PLANNING PROJECT

WHEREAS, THE TOWN HAS RECENTLY COMPLETED A FACILITIES PLAN INDICATING THE FEASIBILITY OF SEWERING THE AREA SURROUNDING THE ROUTE 195/ROUTE 44 "FOUR CORNERS" AND DEFINING THE EXTENT OF SAID SEWER SERVICE AREA;

WHEREAS, PLANNING FOR THIS PROJECT IS CONTINUING AND WILL LIKELY RESULT IN A BOND REFERENDUM WITHIN THE NEXT YEAR TO APPROVE FUNDS FOR THE DESIGN AND CONSTRUCTION OF SEWERS;

WHEREAS, THE TOWN COUNCIL HAS RECENTLY RECEIVED A COMMUNITY BASED STRATEGIC PLAN, WHICH AMONG OTHER GOALS ENDORSES THE PRINCIPLE OF SUSTAINABILITY WITH RESPECT TO PLANNING AND ECONOMIC DEVELOPMENT;

WHEREAS, THE INPUT OF PROPERTY OWNERS, OTHER INTERESTED PARTIES AND THE MANSFIELD COMMUNITY IS NECESSARY FOR THE DEVELOPMENT OF A PROJECT THAT MEETS THE TOWN'S SUSTAINABILITY GOALS,

WHEREAS, AN ADVISORY COMMITTEE FOR THE FOUR CORNERS SEWER PLANNING PROJECT CAN BE APPOINTED AND SET TO WORK WHILE THE TOWN COUNCIL IS CONSIDERING APPROPRIATE CHANGES TO ITS ADVISORY COMMITTEES AND COMMISSIONS, AND MAY BE COMBINED WITH OR REPLACED BY A PERMANENT COMMITTEE OR COMMISSION AT SOME POINT IN THE FUTURE AS DETERMINED BY THE COUNCIL;

WHEREAS, AN ADVISORY COMMITTEE WOULD ASSIST THE TOWN IN PLANNING FOR THE SEWERING PROJECT, MOST IMPORTANTLY BETWEEN THE PRESENT TIME AND THE BOND REFERENDUM, WHEN AND IF SUCH A REFERENDUM IS SCHEDULED; AND

WHEREAS, THE TOWN COUNCIL DESIRES TO ESTABLISH AN ADVISORY COMMITTEE TO ASSIST WITH THIS SEWER PLANNING PROJECT:

NOW, THEREFORE BE IT RESOLVED THAT:

A nine-member Four Corners Sewer Study Advisory Committee is established for the term of the Four Corners sewer project (or until it is replaced by a permanent committee or commission by the Council) and is authorized to perform the following charge:

1. Advise the Town Council, the Water Pollution Control Authority, the Planning and Zoning Commission and staff in its sewer and water planning efforts for the Four Corners by reviewing plans, proposals, studies and analyses;
2. Assist the Town staff in creating and reviewing economic development scenarios and preliminary fiscal impact analyses for the Four Corners area;

3. Communicate with the Mansfield Downtown Partnership so that the proposed Storrs Center development and any Four Corners development are coordinated;
4. Coordinate with the Town Council's Finance Committee on any recommendation for the Town's financial participation in the sewer project;
5. Assist with information sharing and public input for the project amongst sewer service area property owners, other interested parties, and the Mansfield community.
6. Assist the staff and Planning and Zoning Commission in the review and expected adoption of a Four Corners special design district (in an advisory role as the PZC is statutorily charged with this activity).

RESOLUTION TO APPOINT MEMBERS OF THE FOUR CORNERS SEWER STUDY ADVISORY COMMITTEE

WHEREAS, the Town Council desires to appoint a Four Corners Sewer Study Advisory Committee to assist with the planning for sewers in the Four Corners area:

NOW, THEREFORE, BE IT RESOLVED TO:

Appoint a Four Corners Sewer Study Advisory Committee with the following members:

1. Two members of the Town Council
2. One representative from the Planning and Zoning Commission
3. The Town Manager
4. One representative from the University of Connecticut
5. Four citizens (preferably at least one from the Mansfield business community and one with water expertise) (Amended 1/11/2010 increasing citizen members by two) (Amended 1/12/2015 eliminating MDP representative and one citizen member)

RESOLUTION TO CLARIFY THE CHARGES TO THE FOUR CORNERS SEWER ADVISORY COMMITTEE ESTABLISHED OCTOBER 14, 2008

BE IT RESOLVED THAT:

1. The Four Corners Sewer Advisory Committee shall be renamed the Four Corners Sewer and Water Advisory Committee
2. The Committee will continue to perform the duties as outlined in the Committee charges date October 14, 2008
3. The Committee will continue to disseminate information to Mansfield Residents through public informational meetings, workshops. Town web sites and other modes as deemed timely and appropriate.
4. The Committee may assist the staff and will participate in discussions concerning sewer, water and economic development issues that have a direct impact on the Four Corners area.

5. The Committee will disseminate information of its discussions in a timely and appropriate manner (i.e. minutes, workshops, memos, town web site) to all Town Boards and Commissions with an interest or statutory responsibility to items discussed.

AND FURTHER

That this resolution shall be appended to the Resolution establishing the Four Corners Sewer Advisory Committee and shall replace the Resolution to Clarify the Issue Charge to the Advisory Committee for the Four Corners Sewer Planning project dated October 13, 2009.

That a proposed plan of action of Committee activities dated October 28, 2009 shall be appended to this Resolution.

HISTORIC DISTRICT COMMISSION – *2nd Tuesday @ 7:00 pm but not in the summer*

Creation: February 1, 1969, Ordinance #10-1, Gen. Statutes Sec. 7-147a-o

Appointing Authority: Town Council

Members 5 members – 3 alternates (sec. 7-147c), 5 year terms (Ord 10-1, sec 2) See Ord #10-1, Sec 2 regarding residence requirements (1 regular member and 1 alternate must reside in Historic District).

Terms: 5- year

HOUSING AUTHORITY *3rd Thursday @ 8:00 a.m.*

May 1982 The Mansfield Town Council appointed an Ad Hoc Housing committee, giving it the charge of developing a "master Housing Plan" for the Town.

1. Review and update report establishing the Housing authority (presented to the Town council July 15, 1973 and amended February 21, 1974).
2. Complete a current needs assessment including needs and availability of purchased housing, rentals, needs of students, the elderly, handicapped, young families, families with teens, etc.
3. Develop a suggested plan of action taking into consideration building new housing, restoration and/or rehabilitation of existing housing, congregate living, development of "constructed" home sites, cooperative programs with Uconn.
4. Project an estimated time frame and costs for implementing the suggested plan.

Creation: Created in accordance with CGS Sec. 8-41

Appointing Authority: Town Council

Members: 5 members (one member must be a resident of Housing Authority)

Terms: 5- year

HOUSING CODE BOARD OF APPEALS – *as needed*

Creation:

Appointing Authority: Town Council

Members: Three regular members and two alternates

Terms: 3- year

HUMAN SERVICES ADVISORY COMMITTEE aka Social Services Committee – 3rd
Wednesday at 2:00 p.m.

March 13, 1972 created by resolution. Appointing authority – Town Manager, 3 members – 3- year terms.

Purpose: To advise the Town Manager in formulation of social service policies & objectives.

September 27, 1976 increased to 5 members (vol 4, Pg 160 Town Council minutes)

HUMAN SERVICES' ADVISORY COMMITTEE- Revisions to Charge
Approved by Town Council 12/27/2010

PURPOSE/CHARGE: Serve as an advisory committee to the Department of Human Services in support of the department's mission to enhance the well-being and to help meet the basic human needs of all residents of Mansfield. Basic needs include, but are not limited to, income, housing, food security, and health/behavioral health. The Committee advises the Director in matters of policy, program development, and external funding requests. The Committee also advocates for the human service needs of the Mansfield community through collaboration with other advisory groups and by identifying and informing Town government regarding emerging needs. .

COMPOSITION/MEMBERSHIP: The Committee will be composed of nine (9) members: one representative each from the Youth Service Advisory Board, Mansfield Advocates for Children, the Commission on Aging, the Advisory Committee for the Needs of Persons with Disabilities, the Senior Center Association, Mansfield Housing Authority, a Mansfield resident affiliated with WAIM, and two "at large" members.

ROLES AND RESPONSIBILITIES:

- Discusses trends in human services and "cross-over" issues, and assumes an advisory role regarding issues critical to the delivery of human services in the town of Mansfield.
- Provides input into departmental and advisory committee goals and objectives.
- Serves as an advocate regarding the human service needs of the residents of Mansfield.
- Participates in periodic strategic planning initiatives focused on improving the overall scope and delivery of Human Services in the Town of Mansfield.
- Reviews and recommends non-profit agency funding requests.

MEETINGS: The Committee will meet monthly. Two years after inception, the Committee on Committees will review the effectiveness and composition of the Advisory Committee; the Committee on Committees will report its findings to the Town Council and offer any recommended changes for improvement.

INLAND WETLANDS

The Mansfield Inland Wetlands Agency (IWA)* is responsible for enforcing [Connecticut's Inland Wetlands and Watercourses Act](#). The Inland Wetlands Agent/Environmental Planner and the [Conservation Commission](#) assist the IWA in establishing regulations and its evaluation of specific proposals.

LIBRARY ADVISORY BOARD – *1st Tuesdays of March, June and September and December @ 7:00 p.m.*

Creation: Formally created by the Town Council in November 1972 ordinance was passed
Appointing Authority: Town Manager
Members: Nine
Term: 3-year

MANSFIELD ADVOCATES FOR CHILDREN fka School Readiness Council – *1st Wednesday @ 5:30 p.m.*

June 17, 2005 Clouette moved, seconded by Blair, to adopt the following Resolution:

RESOLVED, effective June 17, 2005, that the Mansfield School Readiness Council be reconstituted under the name **Mansfield Advocates for Children**, as a board under the provisions of Section A192. The purpose of the Advocates for Children shall be to examine, discuss, and advise the town Council and staff on issues relating to the education, health, and safety of young children, to foster partnerships among area agencies and providers, and to serve as an advisory group in connection with private and public grants. The members, who shall be appointed by the Town Council, shall include the Mansfield Director of Social Services, the Mansfield School Readiness Coordinator, the Director of Special Education and Student Support Services, from the Mansfield Board of Education, and the following who will serve three year terms:

The Advocates for Children may designate non-voting associate members that may participate in its discussions and other activities.

So passed unanimously.

SUBCOMMITTEES:

- MAC EXECUTIVE COMMITTEE**
- MAC HEALTH TEAM**
- COMMUNITY CONNECTEDNESS TEAM**
- MAC SUCCESSFUL LEARNERS TEAM**
- ONE BOOK**
- SCHOOL READINESS COUNCIL**

MANSFIELD TOMORROW ADVISORY COMMITTEE No longer meeting

OPEN SPACE PRESERVATION – 3rd Tuesday @ 7:30 p.m.

September 14, 1987 Motion made by Cazal, seconded, that the Council establish an Open Space Preservation Committee for the following purposes as recommended in Mr. Vinsonhaler's letter on the 7/13/87 Council agenda: (1) to develop and continually update a set of goals for open space preservation in Mansfield; (2) to develop a plan for attaining the goals; and (3) to make contact and work with landowners and developers in order to suggest and discuss ways in which important open space could be preserved. Motion passed unanimously.

Vinsonhaler's Letter:

The Land Bank Committee, to be appointed by the Town Council, would consist of seven members, and would include one member each from PZC, Conservation Commission and Parks Advisory Committee. These three positions would be viewed as ex officio in the sense that members of the same existing group, e.g. PZC, could substitute for each other. The four additional members would be appointed without restriction, although recommendations from the Land Bank Committee would be provided where possible. The term of appointment would be 3 years. We would also like to have the Town Planner, the Director of Parks and Recreation and one member of the Town Council designated as liaisons, to be welcome at meetings and available for consultation.

February 11, 1991 increased number of members to 9.

February 22, 1993 increased number of members to 10

OPEN SPACE PRESERVATION COMMITTEE
Approved October 10, 2010

CHARGE/DUTIES: The Open Space Preservation Committee shall be an advisory board to the Town Council and other Town officials with the following charges and duties:

General

a. To advise Town officials concerning open space preservation actions, as outlined in the "Planning, Acquisition, and Management Guidelines, Mansfield Open Space, Park, Recreation, Agricultural Properties and Conservation Easements," which was approved by the Town Council in 2009. These actions include:

- Review properties offered for Town acquisition
- Review proposed subdivisions and submit comments to PZC about proposed open space dedications
- Participate in the development of management plans for Town properties.

b. To act as a sounding board and provide review to town departments, boards and commissions concerning the impact of proposed town policies on preservation of open space.

c. To contribute to updates of the Plan of Conservation and Development.

Education and Outreach

- g. To increase awareness of the Town's Open Space Preservation Program
- h. To educate and work with landowners to promote public and private land preservation projects.

MEMBERSHIP: The Open Space Preservation Committee shall consist of 5 regular voting members (one of which shall be an ex officio representative of the Conservation Commission) and 2 alternates appointed by the Town Council in accordance with A§192 of the Mansfield Code. The appointments shall be staggered three year terms. A representative of the Planning and Zoning Commission and a representative of the Parks Advisory Committee may serve as liaison between the Committee and the Commission. Insofar as practical, members appointed shall offer expertise in land use planning or environmental/natural resource fields, such as forestry, soils, wetlands, wildlife, geology, botany. A chairman and a secretary will be elected by the committee and will serve for a term of one year.

PARKING STEERING COMMITTEE – *meets four times a year on the second Tuesday of the month at 5:30 p.m.*

**Resolutions to Establish a Parking Steering Committee
for Downtown Storrs**

Approved by Town Council on October 13, 2016

A. RESOLUTION TO ESTABLISH AND ISSUE A CHARGE TO A PARKING STEERING COMMITTEE FOR DOWNTOWN STORRS

WHEREAS, Downtown Storrs (including for these purposes the commercial areas of Storrs Center, Storrs Commons, and University Plaza) incorporates a mix of uses including shops, restaurants, offices, housing, parks, and open space; and

WHEREAS, a variety of parking, including an intermodal facility (parking garage), on-street and surface parking, is needed to accommodate the uses associated with Downtown Storrs; and

WHEREAS, the Storrs Center Special Design District Master Parking Study was approved by the Mansfield Planning and Zoning Commission as part of the Storrs Center Special Design District on June 18, 2007, which requires that a specific number of parking spaces, by use, be included in the Storrs Center project; and

WHEREAS, it is imperative that parking in Downtown Storrs be user-friendly, convenient, and affordable; and

WHEREAS, the Town of Mansfield owns the initial intermodal facility and the interior streets in Storrs Center; and

WHEREAS, there are several Town, University of Connecticut, and private surface parking lots immediately adjacent to Storrs Center that will be affected by parking for Downtown Storrs; and

WHEREAS, the input of adjacent property owners, other interested parties and the Mansfield community is necessary for the development of a parking management plan that meets the goals of Downtown Storrs; and

WHEREAS, a parking management plan, including a parking cooperative agreement between property owners, was approved by the Mansfield Downtown Partnership Board of Directors on January 5, 2012 and the Town Council on February 14, 2012; and

WHEREAS, an advisory Steering Committee would assist the Town and the Mansfield Downtown Partnership in planning for parking in Downtown Storrs; and

WHEREAS, the Town Council created a Steering Committee on August 10, 2009 to assist in the coordination and planning for parking at Storrs Center; and

WHEREAS, the Parking Steering Committee has been meeting regularly since November 2009 to address parking in Storrs Center and the surrounding public and private parking lots; and

WHEREAS, the Parking Steering Committee has produced an annual report on parking since 2014; and

WHEREAS, the majority of parking in Storrs Center has been created; and

WHEREAS, parking continues to be a critical issue for Downtown Storrs:

NOW, THEREFORE BE IT RESOLVED THAT:

A Parking Steering Committee is established for Downtown Storrs and is authorized to perform the following charge:

- Develop an annual report on parking to be shared with the Town Council and the Mansfield Downtown Partnership Board of Directors;
- Facilitate the update of the Cooperative Agreement for Parking Enforcement in and adjacent to the Storrs Center Development (original two year agreement with two year extensions);
- Assist Town of Mansfield staff and the Town Transportation Advisory Committee with public transportation issues;
- Assist with information sharing about parking amongst adjacent property owners, other interested parties and the Mansfield community;
- Address policy issues related to parking in Downtown Storrs including enforcement, demand, supply, and communications;
- Provide a forum for community questions about parking.

B. RESOLUTION TO APPOINT MEMBERS OF PARKING STEERING COMMITTEE FOR DOWNTOWN STORRS

WHEREAS, the Town Council desires to appoint a Parking Steering Committee for Downtown Storrs:

NOW, THEREFORE, BE IT RESOLVED TO:

Appoint a Downtown Storrs Parking Steering Committee with the following members:

1. One representative from Regional School District #19
2. One representative from the University of Connecticut
3. One representative from the Mansfield Downtown Partnership, Inc.
4. Two Mansfield citizens including at least one private property owner adjacent to Storrs Center
5. One Storrs Center development business owner
6. One representative from Storrs Center master developer, LeylandAlliance

Staff and Ex-officio members:

1. Town of Mansfield Public Works Director
2. Mansfield Downtown Partnership, Inc. Executive Director

THE ABOVE REPLACES THE FOLLOWING:

RESOLUTION TO ESTABLISH AND ISSUE CHARGE TO A PARKING STEERING COMMITTEE FOR STORRS CENTER - APPROVED AUGUST 10, 2009

WHEREAS, THE STORRS CENTER DOWNTOWN PROJECT INCORPORATES A MIX OF USES INCLUDING SHOPS, RESTAURANTS, OFFICES, HOUSING, PARKS, AND OPEN SPACE; AND

WHEREAS, A VARIETY OF PARKING, INCLUDING AN INTERMODAL FACILITY, ON-STREET AND SURFACE PARKING, IS NEEDED TO ACCOMMODATE THE USES ASSOCIATED WITH STORRS CENTER; AND

WHEREAS, THE STORRS CENTER SPECIAL DESIGN DISTRICT MASTER PARKING STUDY WAS APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION AS PART OF THE STORRS CENTER SPECIAL DESIGN DISTRICT ON JUNE 18, 2007, WHICH REQUIRES THAT A SPECIFIC NUMBER OF PARKING SPACES, BY USE, BE INCLUDED IN THE STORRS CENTER PROJECT; AND

WHEREAS, IT IS IMPERATIVE THAT PARKING AT STORRS CENTER BE USER-FRIENDLY, CONVENIENT, AND AFFORDABLE; AND

WHEREAS, THE TOWN OF MANSFIELD WILL OWN THE INITIAL INTERMODAL FACILITY AND THE INTERIOR STREETS IN STORRS CENTER; AND

WHEREAS, THE STORRS CENTER PROJECT RECEIVED ONE OF ITS LAST MAJOR APPROVALS (A PERMIT FOR IMPROVEMENTS TO STORRS ROAD) ON JUNE 16, 2009, AND THE PROJECT IS CONTINUING TO PROGRESS TOWARD CONSTRUCTION, NECESSITATING THE NEED TO MOVE FORWARD ON A PARKING MANAGEMENT PLAN; AND

WHEREAS, THERE ARE SEVERAL TOWN, UNIVERSITY OF CONNECTICUT, AND PRIVATE SURFACE PARKING LOTS IMMEDIATELY ADJACENT TO THE STORRS CENTER PROJECT AREA THAT WILL BE AFFECTED BY PARKING FOR STORRS CENTER; AND

WHEREAS, THE INPUT OF ADJACENT PROPERTY OWNERS, OTHER INTERESTED PARTIES AND THE MANSFIELD COMMUNITY IS NECESSARY FOR THE DEVELOPMENT OF A PARKING MANAGEMENT PLAN THAT MEETS THE GOALS OF STORRS CENTER; AND

WHEREAS, AN ADVISORY STEERING COMMITTEE WOULD ASSIST THE TOWN AND THE MANSFIELD DOWNTOWN PARTNERSHIP IN PLANNING FOR PARKING IN STORRS CENTER; AND

WHEREAS, THE TOWN COUNCIL DESIRES TO ESTABLISH A STEERING COMMITTEE TO ASSIST IN THE COORDINATION AND PLANNING FOR PARKING AT STORRS CENTER:

NOW, THEREFORE BE IT RESOLVED THAT:

A Parking Steering Committee is established for the Storrs Center project and is authorized to perform the following charge:

- Oversee development of a parking management plan for Storrs Center (intermodal facility, surface parking, on-street parking, and adjacent parking areas) including but not limited to an evaluation of parking management strategies; parking operational systems; development of access control and enforcement strategies; evaluation of the cost of operational and enforcement systems; creation of regulatory and wayfinding parking signage; creation of a public communications strategy about parking options;
- Assist Town of Mansfield staff and the Town Transportation Advisory Committee with public transportation issues;
- Assist with information sharing and public input for the project amongst adjacent property owners, other interested parties and the Mansfield community;
- Present the management plan to the Mansfield Downtown Partnership's Board of Directors for its review and endorsement; and
- Present the management plan to the Town Council for its review and approval.

B.C. RESOLUTION TO APPOINT MEMBERS OF PARKING STEERING COMMITTEE FOR STORRS CENTER

Formatted: Bullets and Numbering

WHEREAS, the Town Council desires to appoint a Parking Steering Committee for Storrs Center:

NOW, THEREFORE, BE IT RESOLVED TO:

Appoint a Storrs Center Parking Steering Committee with the following members:

- Town Council (at least one member)
- One representative from Regional School District #19
- One representative from the University of Connecticut
- One representative from the Mansfield Downtown Partnership
- Two Mansfield citizens including at least one adjacent private property owner, and one who is interested in public transportation as recommended by the Transportation Advisory Committee
- One representative from a local public transportation provider

Staff and Ex-officio members:

1. Town Manager
2. Town of Mansfield Public Works Director
3. Mansfield Downtown Partnership, Inc. Executive Director
4. Town's Parking consultant
5. One representative from Storrs Center master developer, LeylandAlliance

PARKS ADVISORY COMMITTEE – *1st Wednesday except in July and August @ 7:30 p.m.*

June 23, 1980 created by resolution of Council. 5 members – 3 year terms (limit 2 consecutive 3 year terms)

Increased number of members to 7

September 1989 increased to 9 members

The charge of the Parks Advisory Committee is as follows:

1. To identify and evaluate park needs in the Town.
2. To make recommendations for acquisition and operation of parks and public gardens.
3. To review annual budget requests concerned with parks and make recommendations thereon to the appropriate department and the Town Manager.
4. To promote community interest and participation in park programs of the Town.

The charge of the Recreation Advisory Committee is as follows:

1. To identify and evaluate recreation needs in the Town.
2. To make recommendations for institution and operation of recreation programs.
3. To review annual budget requests concerned with recreation and make recommendations thereon to the appropriate department and the Town Manager.
4. To promote community interest and participation in recreation programs of the Town.

**Mansfield Parks Advisory Committee Charge
Approved by Council June 27, 2011**

CHARGE/DUTIES: The Parks Advisory Committee shall be an advisory board to the Town Council and other Town officials with the following charges and duties:

General

- h. To act as advisors to the Town Council about needs within Town parks, preserves, and natural areas.
- i. In conjunction with other Town Committees, assist in the planning, acquisition, and management of parks, preserves, and natural areas in the Town of Mansfield.
- j. Assist in the development of management plans of town parks, preserves, and natural areas.
- k. Review and update management plans for Town parks, preserves, and natural areas as needed
- l. Assist in the implementation of management plans by:
 - Monitoring structural improvements such as parking areas, signs, bridges, and benches.
 - Defining, constructing, and blazing hiking trails to enhance to the recreational use of town parks.
 - Assisting in the ecological management of the properties, such natural resource inventories, invasive species management, and habitat improvements.
- m. Monitor Town parks, preserves, and natural areas and report problems to appropriate staff.
- n. Provide input to staff regarding potential budget needs concerning Town parks, preserves and natural areas.
- o. Provide input to PZC regarding open space dedications related to subdivision applications.

Education and Outreach

- i. To promote community interest and understanding of parks, preserves, and natural areas in the Town of Mansfield through community educational events, special training,
- j. To expand and support the Natural Areas Volunteers and Stewardship program.

MEMBERSHIP: The Parks Advisory Committee will consist of 5 regular voting members and 3 alternates appointed by the Town Council in accordance with A§192 of the Mansfield Code. Insofar as practical, members appointed shall offer expertise in local history, environmental education, trails construction and management, land use planning or the environmental/natural resource fields, such as forestry, botany, mapping, or Geographic Information Systems (GIS).

LENGTH OF TERM: The appointments will be for three year terms.

PERSONNEL APPEALS BOARD – *As needed*

July 1972 Appointing authority – 2 members by Town Council, 1 member by Town Manager, 3-year terms.

Purpose: to assure that the employment system of the Town is fair and equitable and serves the interests of the Town while respecting the proper claims of the employees.

Amended 11/22/1993 Appointing Authority – 3 members by Town Council, 2 members by Town Manager, - 5 year terms.

PLANNING AND ZONING COMMISSION

The nine-member Planning and Zoning Commission (PZC) is an elected body serving staggered six-year terms, with three members elected at-large every two years. Mansfield voters also elect three alternate members for two-year terms.

The PZC, which also serves as the Inland Wetland Agency (IWA), has statutory responsibility to guide and control commercial, industrial, residential and other forms of land use activity. In addition, the PZC has the legal responsibility to prepare a Plan of Conservation and Development for the town and to review all municipal improvement proposals including schools, roads and parks.

The PZC exercises controls over land use by dividing the town's land into various residential, commercial, industrial and institutional zones and regulating, through Zoning and Subdivision Regulations, the nature of uses, structures and site improvements that can take place. Planning and Zoning standards and land use review processes take into consideration the Town's natural, historic and cultural resources, potential traffic, environmental and neighborhood impacts, fiscal and legal considerations and other factors raised through the Town's public review processes.

The PZC normally meets the first and third Monday of each month. Public hearings allow citizens to comment on all proposed changes to the Plan of Conservation and Development, the Zoning Map, Zoning and Subdivision regulations and special permit applications. Legal notices are published in a local newspaper prior to any public hearing. Citizens may also comment on proposed subdivisions and other land use applications. PZC members or any individual can initiate proposals for revisions to the Plan of Conservation and Development, Zoning map or land use regulations.

The [Director of Planning and Development](#) and [Zoning Agent](#) provide primary staff services to the PZC.

P & Z SUBCOMMITTEES:
REGULATORY REVIEW COMMITTEE
SUB COMMITTEE ON INFRASTRUCTURE NEEDS

POLICE SERVICES STEERING COMMITTEE

The Town of Mansfield and the Police Services Study Committee conducted a Police Services Study as identified in Mansfield 2020: A Unified Vision, our town-wide strategic plan. The study has helped determine the current and future police service needs of the Town of Mansfield. A number of police service delivery options have been presented and can be viewed using the link below or at the Mansfield Community Center, Mansfield Public Library, Mansfield Senior Center or the Mansfield Town Clerk's Office. The study was prepared by Management Partners, Inc. and the Police Executives Research Forum. Public Safety was one of the nine vision points (priorities) developed in the Town's strategic plan, Mansfield 2020: A Unified Vision; this study was an action item identified during the strategic planning process.

[Click here to view the Police Services Study.](#)

RECREATION ADVISORY COMMITTEE – *4th Wednesday of January, April, July and October @7:30 p.m.*

June 23, 1980 Created by resolution of Council, 7 members – 3-year terms (only 2 consecutive).

December 7, 1981 members to include 1 student with a one-year term

October 23, 1989 increased to 9 members

SOLID WASTE MANAGEMENT – *Thursday every other month @ 7:00 p.m.*

March 22, 1981 charge changed to implementation of the committee's recommendation.

June 22, 1981 Ad hoc committee established by Council to study recycling, 7 members, appointed by Mayor.

August 9, 1981 Changed to members appointed by Council, 3-year terms.

October 15, 1985 Changed to staggered, 3-year terms

December 11, 1989 Cazel moved, seconded by Buck to approve the recommendation that the Recycling committee be re-named the Waste Management Committee, and be increased to nine members.

July 10, 1995 members reduced to 7 members.

STRATEGIC PLANNING COMMITTEE

Proposed Resolution to Establish a Strategic Planning Steering Committee for the Town of Mansfield

July 23, 2007

A. RESOLUTION TO ESTABLISH AND ISSUE CHARGE TO STRATEGIC PLANNING STEERING COMMITTEE

WHEREAS, the Town Council wishes to engage in a comprehensive and community-based strategic planning process to prepare a strategic plan for the Town of Mansfield; and

WHEREAS, the Town Council desires to establish a Steering Committee to assist with this task:

NOW, THEREFORE BE IT RESOLVED THAT:

A Strategic Planning Steering Committee is established for an indefinite term and is responsible for performing the following charge:

1. Coordinate the strategic planning process and the preparation of the strategic plan, under the guidance of the Town Council and in consultation with community participants, staff and the project facilitator.
2. Ensure that the strategic planning process conforms to the scope of services agreed upon between the town and the project facilitator, and that key timelines are met and deliverables are provided.
3. Serve as a resource and advisory committee to the Town Council, staff, project facilitator and community participants.
4. Understanding that the planning process will be community-based and inclusive, make best efforts to keep the public informed of the status of the planning process, and to solicit public involvement in that process. Examples of such efforts include search conferences, public information meetings and workshops, and maintaining a project status report on the town's website.

SUSTAINABILITY COMMITTEE – TOWN COUNCIL – 2nd Wednesday of the month
@5:30 p.m.

A Resolution ESTABLISHING A TOWN COUNCIL SUSTAINABILITY COMMITTEE:
APPROVED JANUARY 12, 2009, Town Manager made an ex-officio member 2014,
Amended March 23, 2015, Amended July 13, 2015

WHEREAS, the Town of Mansfield is a signatory to the Mayor's Initiative on Climate Change and has undertaken other initiatives to preserve the environment; and

WHEREAS, the Strategic Visioning Conference, Mansfield 2020-A Unified Vision, defined sustainability as meeting the needs of current and future generations through the integration of environmental protection, conservation, community organization and economic prosperity; and

WHEREAS, the Strategic Visioning Conference, Mansfield 2020-A Unified Vision, set a goal of reducing carbon emissions attributed to the municipal sectors of the Mansfield by 20 percent by 2010; and

WHEREAS, the Strategic Visioning Conference, Mansfield 2020-A Unified Vision, identified sustainability as a fundamental governing principle; and

WHEREAS, the Town of Mansfield has made a commitment to sustainable economic development;

WHEREAS, the Town of Mansfield is engaged in many quality of life issues in the community;

WHEREAS, the Town anticipates the development of other goals to address aspects of sustainable development in the future;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Mansfield that a permanent TOWN COUNCIL SUSTAINABILITY COMMITTEE be established.

BE IT FURTHER RESOLVED that the TOWN COUNCIL SUSTAINABILITY COMMITTEE be composed of: two Council members or one Council member and one ex-Council member; the Town Manager (ex-officio); a representative each from the K-8, R-19, University of Connecticut and PZC; and that three citizens be chosen to represent environmental protection, economic vitality, and social justice within the context of sustainability. The Chairperson shall be appointed by Council. The Town Manager will appoint one or more staff as rotating, non-voting liaisons to the Committee. The term of office for voting members shall be four years, except that the Chairperson shall serve at the discretion of Council and staff shall serve at the discretion of the Town Manager.

BE IT FURTHER RESOLVED that the TOWN COUNCIL SUSTAINABILITY COMMITTEE be charged with maintaining a general overview of the sustainability of the Town, to specifically include the following responsibilities:

- Provide guidance and proposals to the Town Council regarding sustainability principles to be adopted by the Town Council or to be administratively implemented:
- Monitor implementation of principles and policies as adopted by the Town Council and administrative programs, and report to the Town Council annually;
- Coordinate and collaborate with Town boards and commissions, organizations, regional and state agencies to advance sustainability principles, plans, and policies established; and
- Seek information from other organizations to aid in the development of strategies, programs and initiatives that will further the sustainability goals established by the Council by policy or budgetary support of administrative programs.
- Coordinate the creation and work of the Ad Hoc Climate Action Task Force, which will be composed of up to 10 individuals (changed from 8 on July 13, 2015) with interest and expertise in the area of climate change; up to 3 of the 10 Task Force members should be current members of the Sustainability Committee; the Sustainability Committee will seek applicants for the Task Force from the public and recommend candidates to the Committee on Committees. The Task Force membership composition will not alter the Sustainability Committee's existing quorum requirements. This Task Force shall:
 - Serve as a resource to the Town and its various committees on climate change issues, coordinate activities and investigate grants and other funding opportunities from the State and Federal government and private foundations, and assist Town committees in applying for relevant grants.
 - Evaluate and prioritize the climate change recommendations in the Mansfield Tomorrow Plan and work with the relevant Committees towards their implementation.
 - Initiate communications with the Institute for Community Resiliency and Climate Change Adaptation and, if considered useful, organize a public meeting addressing specific concerns or strategies relevant to Mansfield and its residents.
 - Within a year of its first meeting, the Task Force shall report to the Sustainability Committee and the Town Council, summarizing its work and providing a recommendation as to how the Town should coordinate climate change activities in the future. For example, the Task Force could recommend the continuation of the ad hoc structure, the creation of an entirely new committee, or some other alternative. The Task Force's recommendation should also address staffing issues.

TOWN COUNCIL

The Town of Mansfield operates under the council-manager form of government, in which the Town Council functions as the legislative and policy-making body, and the [Town Manager](#) serves as the chief executive officer.

The nine-member Town Council is elected biennially on an at-large basis. Council members serve without pay and elect one of their fellow members to serve as mayor. A

deputy mayor is selected as well. The mayor and the deputy mayor retain full voting privileges.

Regular meetings of the Town Council are held on the second and fourth Monday of each month, and special meetings are held as needed. The Council has three standing committees: Committee on Committees, Finance, and Personnel. Ad hoc committees are appointed as needed to review particular issues and to submit recommendations to the full Council.

TRAFFIC AUTHORITY

TOURISM DISTRICT – NORTHEAST CONNECTICUT VISITOR’S DISTRICT

March 26, 1984

RESOLVED, that the Town of Mansfield, acting herein by its legislative body, and pursuant to Section 7-330 of the Connecticut General Statutes, hereby votes to form and join the Northeast/Windham Area Tourist District for the purpose of establishing a Travel/Convention and...

Sec. 32-302

(b) Each tourism district shall have a board of directors consisting of one representative from each municipality within the district with a population less than sixty-five thousand and two representatives from each municipality within the district with a population greater than sixty-five thousand, appointed by the board of selectmen of towns, the council or board of aldermen of cities or the board of burgesses of boroughs. In addition, the board of directors may appoint up to twenty-one persons representing tourism interests within the district to serve on the board. All appointments to the board of directors shall be reported to the director of the office of tourism.

TRANSPORTATION ADVISORY COMMITTEE-*As needed usually meets at 7:30 p.m.*

Created by Town Council March 23, 1992.

TRANSPORTATION COMMITTEE CHARGE

1. The committee will advise the Town Council on transportation priorities.
2. The committee will review all state and local road, bridge and intersection projects, relevant to Mansfield. Plans for these projects will be submitted to this committee for review from their earliest stages.
3. The committee will study:
 - a. Alternative solutions to traffic and transportation problems
 - b. Current bus transportation issues.
 - c. Parking situation

4. The committee will become familiar with the Town Plan of Development and local, regional and state transportation reports.

Members of this committee will be appointed by the Town Council. Membership shall be: 2 Town Council members, 2 PZC members and 5 citizens. The Town Manager, the Town Planner, the Director of Public works along with others they deem appropriate, shall serve as staff to this committee.

Staggered 3- year terms for citizens, 2 -year terms for elected officials.

TOWN/UNIVERSITY RELATIONS – *2nd Tuesday @ 4:00 p.m. except for January and July*

April 22, 1992 the Committee on Committees endorsed the following provisions for membership on the University-Town Relations committee.

1. The Mayor
2. A member of the Planning & Zoning Commission designated by the PZC
3. An additional member of the Town Council designated by the Town Council
4. Four other citizens of Mansfield designated by the Town Council

Two-year terms, first term ending in November 1993

By consensus the following was recommended for presentation to University officials as a Memo of Understanding.

This committee shall be known as the _____

There shall be seven representatives from the University and seven from the Town.

At least one of the University representatives shall be a student and at least one of the Town representatives shall be a member of the business community.

The committee shall meet at least four times per year.

Meeting locations shall rotate between a University building and a Town building.

The Committee shall be co-chaired by the Mayor of Mansfield and by the Associate Vice President for Government Affairs.

April 27, 1998 Paterson moved that the town delegation to the Town/University Relations Committee be increased by one.

SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING
BETWEEN THE TOWN OF MANSFIELD, CONNECTICUT AND

THE UNIVERSITY OF CONNECTICUT

SUBJECT: University / Town Relations Committee

1. This Memorandum of Agreement amends the original memorandum of April 27, 1992, constituting and charging the University / Town Relations Committee. The April 27, 1992 memorandum is attached.
2. The Committee agrees with the recommendation of the University Board of Trustees' Student Life Committee, that the Town of Mansfield and the University of Connecticut administrative and student leadership establish a standing committee through which all efforts and initiatives related to Spring Weekend are cooperatively addressed.
3. At its regular meeting on April 14, 2009, the University / Town Relations Committee agreed to act as this recommended standing committee and to focus future Committee attention on the issues surrounding Spring Weekend.
4. To address this additional responsibility, the University / Town Relations Committee agrees to expand its membership to more adequately represent constituents with interest and expertise in the issues surrounding Spring Weekend.
5. This additional focus adopted by the University / Town Relations Committee is not intended to replace or supersede the responsibilities of other Town and/or University committees or officials. Rather, it is an effort to combine more effectively the efforts of all parties to address the issues presented by Spring Weekend.
6. The Committee will also continue to discuss other issues of interest to the Town and the University, as it has since its inception in 1992. These discussions have proven to be valuable in distributing information about ventures and initiatives of interest to all parties and in resolving disagreements.
7. The Committee will continue its oversight of Spring Weekend until such time as the Committee, by approval of its members, shall decide that such focus is no longer necessary or appropriate.
8. The Town / University Relations Committee shall be constituted as follows:

From the Town (8)

1. The Mayor or his/her designee
2. Town Manager
3. A member of the Planning and Zoning Commission, designated by the PZC
4. An additional member of the Town Council, designated by the Town Council
5. A member representing the Mansfield business community, designated by the Town Council
6. Three other citizens of Mansfield, designated by the Town Council

These will be three-year staggered terms if not ex officio appointments. Members are eligible for reappointment.

From the University (7)

The President or his/her designee

1. The Vice President and Chief Operating Officer
2. The Vice President for Student Affairs
3. The Associate Vice President for Administration and Operations
4. The Associate Vice President for Public and Environmental Safety
5. The Director of Off-Campus Student Services

From the Student Body (2)

1. The President of Undergraduate Student Government or her/his designee
2. The Chair of the External Affairs Committee of the Undergraduate Student Government or her/his designee

From the Mansfield Community-Campus Partnership (1)

1. A student, resident, or staff representative from the Mansfield Community-Campus Partnership, selected by the Partnership.

9. The Committee shall meet monthly, in the Town Hall.

10. The Committee shall be co-chaired by the Mayor of Mansfield and the President of the University or his/her designated member on the Committee.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF MANSFIELD, CONNECTICUT
AND
THE UNIVERSITY OF CONNECTICUT
[revised December 9 , 2013]

This Committee shall be known as the Town-University Relations Committee.

This Committee shall discuss issues of interest to the Town and the University, as it has since its inception in 1992. These discussions have proven to be valuable in distributing information about ventures and initiatives of interest to all parties and in resolving disagreements.

There shall be eight representatives from the Town (at least one of which shall be a member of the business community), seven representatives from the University, two representatives from the Student Body, and one representative from the Mansfield Community-Campus Partnership.

The Committee will establish its regular meeting schedule annually and file it with the Mansfield Town Clerk by January 31 as required by law.

The Committee shall be co-chaired by the Mayor of Mansfield or his/her designee and the President of the University or his/her designee.

The Town/ University Relations Committee shall be constituted as follows:

The Committee shall be co-chaired by the Mayor of Mansfield or his/her designee and the President of the University or his/her designee.

The Town/ University Relations Committee shall be constituted as follows:

From the Town (8)

The Mayor or his/her designee

Town Manager

A member of the Planning and Zoning Commission, designated by the PZC

An additional member of the Town Council, designated by the Town Council

Mansfield Resident Trooper Coordinator/Sergeant

A member representing the Mansfield business community, designated by the Town Council

Two other citizens of Mansfield, designated by the Town Council

These will be two-year terms if not ex officio appointments, with terms ending June 30.

Members are eligible for reappointment.

From the University (7)

The President or his/her designee

The Director of Planning or his/her designee

The Vice President for Student Affairs

The Designee from the Office of Environmental Policy

The Chief of Police/Director of Public Safety or his/her designee

The Director of Logistics Administration

The Director of Off-Campus Student Services

From the Student Body (2)

- The President of Undergraduate Student Government or her/his designee

- The Chair of the External Affairs Committee of the Undergraduate Student Government or her/his designee

From the Mansfield Community-Campus Partnership (1)

- A student, resident, or staff representative from the Mansfield Community-Campus Partnership, selected by the Partnership.

Approved 2/22/2016

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF MANSFIELD, CONNECTICUT
AND
THE UNIVERSITY OF CONNECTICUT

This Committee shall be known as the Town-University Relations Committee.

This Committee shall discuss issues of interest to the Town and the University, as it has since its inception in 1992. These discussions have proven to be valuable in distributing information about ventures and initiatives of interest to all parties and in resolving disagreements.

The Committee shall be co-chaired by the Mayor of Mansfield or his/her designee and the President of the University or his/her designee.

There shall be five representatives from the Town, five representatives from the University, and two representatives from the Student Body.

The Committee shall establish on an as needed basis a subcommittee to serve as the

Community-Campus Partnership (CCP). The CCP will work to address neighborhood quality of life issues of interest to the Town and the University and shall operate according to guidelines approved by the Town-University Relations Committee. The membership of the CCP shall consist of a combination of students, residents and staff as designated by the Town and the University.

The Committee shall meet a minimum of four times per year. As required by law, the Committee shall establish its regular meeting schedule annually and file it with the Mansfield Town Clerk by January 31st of each year.

The Town/ University Relations Committee shall be constituted as follows:

From the Town (6)

- The Mayor or his/her designee
- Town Manager or Assistant Town Manager in the Manager's absence
- An additional member of the Town Council, designated by the Town Council
- Two other citizens of Mansfield, designated by the Town Council
- One representative from the Mansfield Planning and Zoning Commission

The municipal representatives will serve two-year terms if not ex officio appointments, with terms ending June 30. Members are eligible for reappointment.

From the University (5)

- The President or his/her designee
- The Director of Planning or his/her designee
- The Vice President for Student Affairs or his/her designee
- The Designee from the Office of Environmental Policy
- The Director of Off-Campus Student Services

From the Student Body (2)

- The President of Undergraduate Student Government or her/his designee
- The Chair of the External Affairs Committee of the Undergraduate Student Government or her/his designee

UCONN WATER/WASTEWATER COMMITTEE

WATER SYSTEM ADVISORY COMMITTEE

WINDHAM REGION TRANSIT DISTRICT (WRTD) *4TH Tuesday of each month @ 2:00 p.m.*

Created by CGS 7-273c, 7/23/79. Appointing authority: Mayor with Town Council approval, 1 representative, 3-year terms

YOUTH ADVISORY COUNCIL – *2nd Tuesday*

June 10, 1974 established (Vol 2, Pg 218 Council minutes)

Method of appointment: (not required by grant)

1. Three public school staff members appointed by Supt – administration, middle school and elementary school.
2. Reg #19 – Supt appoints one staff member and one student.
3. Res State Trooper will appoint rep from police
4. Others will be recommended by Coord YSB and by Dir of Social Services and appointed by Town Manager

5. Chairman & Vice-chairman appointed by Advisory Board.

Members appointed for one year starting July 1.

November 12, 1991 (See minutes)

Composition:

DCYS Grant requirements:

1. At least 7 members
2. At least 1 member under 21
3. Rep from local school system, police department, private youth agency
4. 1/3 shall be service consumers
5. Each municipality shall have at least one rep on the board
6. YSB coordinator & Dir of Social Services shall be ex-officio members
7. Up to 2 others with knowledge about Youth Services may be appointed at large

January 1977 committee structure changed (Windham removed)

Revised 11/13/2013

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is established by state statute to hear appeals and to vary the application of Zoning Regulations in cases where enforcement of the regulations would result in exceptional difficulty or unusual hardship. However, variances granted by the ZBA must always be in the "spirit" of the Zoning Regulations, and courts have ruled that the ZBA cannot consider economic hardship as a possible justification for granting a variance.

The ZBA has five members elected at-large to four-year staggered terms, as well as three alternates elected to serve four-year terms. Hearings are normally held once a month, and anyone needing a hearing must first obtain a referral from the Zoning Agent.