

MEMO

To: Town Council
CC: Town Employees
From: Ryan J. Aylesworth, Town Manager
Date: August 11, 2025
Subject: **Town Manager's Report**

Below, please find my report concerning various items of interest to the Town Council, staff, and the community:

- I will be out-of-state beginning Tuesday, August 19) and have asked Ms. Maria Capriola, Chief of Shared Services and Administration, to serve as Acting Town Manager from Tuesday morning until that Sunday afternoon (8/19-8/24).
- The Town of Mansfield/Mansfield Board of Education will receive an approximately \$40,000 members equity payment from our liability-automobile-property insurance and workers compensation insurance carrier, CIRMA. Due to the overall health of the CIRMA pool, and our positive claims experience, we were eligible to receive this payment.
- Chandler Rose has been appointed to the position of Assessor in a permanent capacity beginning September 2nd. Most recently he has been serving as our Interim Assessor. Mr. Rose has approximately 25 years of experience in municipal assessment work, and has spent nearly 20 years as an Assessor, including most recently for the Town of Windham. He holds numerous Assessor certifications and is also a certified municipal revenue collector. His approach to work emphasizes fairness, transparency, and community engagement while maintaining high standards of accuracy and efficiency. Congratulations Chandler!
- We will be holding a safety and security training/drill at Town Hall on Wednesday, August 20th from 2-3:30pm in Council Chambers. This training is intended for staff with Town Hall (Audrey Beck Municipal Building) serving as their primary work location. We recognize that non-emergency services at Town Hall may be limited during the training in order to allow the greatest number of staff members to attend as possible. As a result, we will notify the public that non-emergency services at the Beck Municipal Building may be limited or delayed during this date and time. We appreciate the public's patience and understanding in support of this important training.
- The week of August 11th, staff will be holding a project kick-off meeting with EDM Studios regarding the municipal services campus master plan. A \$250,000 grant from the Community Investment Fund (CIF) is enabling the Town to undergo more in-depth architecture/design services as well as community engagement relative to the redevelopment of the existing municipal services campus to potentially incorporate additional functions such as senior services. Next steps will involve more intensive schematic/conceptual design work and development of more precise "pre-referendum" project budgets, cost estimation, and debt capacity/tax impact analysis to ensure that all the pertinent information is compiled for decision-making purposes in advance of a potential bond referendum in November 2026.
- The new large-scale multi-family development referred to as The Standard at Four Corners, owned and operated by Landmark Properties, is expected to be substantially complete in the coming days. Its management is pursuing all final signoffs from the Building and Housing Department, Fire Marshal's Office, Planning and Development, and pertinent state agencies needed in order to obtain the required certificates of occupancy. Town personnel continue to perform inspections on a daily basis to ensure compliance with all applicable building and fire codes, and zoning regulations.

Separate from the permit issued by the Department of Building and Housing, the Certificate of Zoning Compliance that will be issued by the Department Planning and Development verifies that all structures and site improvements comply with the Mansfield Zoning Regulations and match plans approved by the Zoning Agent, Planning and Zoning Commission, and Inland Wetlands Agency. It is anticipated that the Certificate of Zoning Compliance will be issued this week.

- Town officials/staff and UConn staff continue to talk with representatives from Landmark Properties and The Villages to address pedestrian safety along the roughly 750-ft section of CT-195/Storrs Road between the southerly boundary of The Standard property and the Four Corners. The Town and UConn wish to ensure safe pedestrian passage until such time as a sidewalk along The Villages property is constructed. The Town is also working with CT Department of Transportation (CTDOT) to determine if a temporary corridor can be installed/delineated along the existing edge of Storrs Road (running concurrent with the recently striped bike lane) to help facilitate safer movement of pedestrians from the existing sidewalk in front of Dunkin' Donuts to the Standard at Four Corners. Given that the upcoming opening of The Standard will bring hundreds of new residents to the northwestern portion of Mansfield, it will also be imperative Landmark Properties, UConn, and the Town to collaborate on a communications strategy to help educate incoming students and other community members regarding pedestrian safety and help deter any unsafe use of this section of Storrs Road.
- Plans and promotion are underway for the fifth year of the Mansfield Local Government Academy to start in early September. The MLGA is a 12-class program designed to educate and familiarize citizens with all aspects of their Town government. Informed citizens lead to more engaged citizens, and we hope to enroll about 20 individuals for this 2025 session. Those who are interested may email townmngr@mansfieldct.org.
- During its August 11 business meeting, members of the Affordable Housing Committee will provide the Council with an update on recent progress as well as ongoing activities and priorities intended to facilitate the construction of new/additional affordable housing in the Town of Mansfield.
- The Town Clerk and the Office of the Registrars of Voters posted on August 7, 2025, on the Town Website and on the Public Notice Board at Town Hall, that there will be a lottery held on Monday, August 18, 2025, at 10 a.m., in the Town Clerk's Office Vault. The lottery will determine horizontal order of such nominees within a row on the Municipal Election Ballot.
- In preparation for the start of the 2025/26 school year, Mansfield Public Schools is holding its annual convocation event the morning of August 25 (Monday) in the Mansfield Middle School auditorium.
- *Mansfield Tomorrow Plan of Conservation and Development (POCD) Update:* The most recent meeting of the Ad Hoc Committee on the POCD took place on August 14, 2025. FHI Studio/IMEG and staff are working on the draft plan. The Ad Hoc Committee will review chapters over the summer, with a public presentation anticipated in the fall. Stay informed and follow the plan's progress at www.mansfieldtomorrow.org.
- *Mansfield Public Library (MPL) Updates:*
 - Kaithlin Epling, Assistant Library Director and longtime member of the MPL team, was recently quoted in [The New York Times](#) in an article about tool libraries. Kaithlin and every member of the MPL team who has worked to make the Tool Library such a valued (and noteworthy!) service to the community deserve special recognition.
 - MPL is excited to announce that its very own Kelley Gifford will be filling the newly created Youth Services Library Assistant position! Throughout her career at MPL, Kelley has shown amazing dedication to both the library and the Mansfield community, especially our youngest community members. Kelley is currently taking MLIS classes at Simmons with the goal of becoming a school librarian. During her tenure as a Library Page, Kelley has already been a huge support for Youth Services projects and programs, and MPL is happy to have Kelley's plethora of skills, friendliness, and kindness officially joining the MPL Youth Services team!

- MPL wishes to invite everyone to its Ice Cream Social on Saturday, August 16 from 11:00 AM-1:00 PM for a sweet treat to celebrate summer and the end of this year's Summer Reading Challenge for all ages. Attendees will be treated to lawn games, music, and family fun. Free ice cream will be provided (popsicles will be available for those with dairy restrictions). In the event of high heat or rain, this program may be moved to the Buchanan Auditorium.
- *Mansfield Parks and Recreation Updates:*
 - As Council is aware, staff have disseminated pertinent information via multiple methods (i.e., email, stamped mail, at the community center, and [online](#)) to Mansfield Community Center (MCC) members regarding changes to membership rates, daily fees (as of August 1), and insurance supported memberships changes (as of January 1, 2026). Feedback from members, users, and residents is being carefully considered during this time, and staff continue to evaluate alternative approaches for ensuring that the facility remains affordable to all regardless of one's financial situation. As has been previously reported, the vendors administering Silver Sneakers and Renew-Active have responded to the planned discontinuation of ISMs with an enhanced desire to negotiate potential new terms that would be agreeable to the Town and enable continued participation in these programs. Negotiations are underway and staff anticipates providing Council with an update and associated recommendations at its September 8 regular business meeting. Updated information regarding insurance-supported memberships is available at MCC and [online](#).
 - The Community Center's annual maintenance week is August 18-24 and will require closing MCC during the week for cleaning and project work. In-person fall registrations will be available at Lenard Hall during the week. Planned work includes the following:
 - Exterior building and window wash
 - Deep cleaning of the entire interior including locker room and all fitness areas.
 - Flooring repairs and upgrades throughout the facility
 - Therapy Pool draining and wash
 - Painting throughout the facility
 - Gym and Fitness floor, clear recoat
 - The Town's contractor (DDS Acoustical) has indicated that installation of the acoustical ceiling panels at Lenard Hall will be performed the first week in September and should not take more than two days to complete.
 - Thus far, more than 800 children have participated in [Camp Mansfield and Specialty Camps](#) this summer.
 - The fall brochure was mailed to Mansfield homes the week of August 4.
 - The third and final phase of the fitness equipment upgrades at the Mansfield Community Center have been tentatively scheduled for the first week of September.
 - Mansfield Elementary and Parks and Recreation staff are completing final preparations for the Before/After school Friends child care program, including the a new afternoon location at MCC due to the expansion of the Mansfield Elementary School after school enrichment activity schedule.
 - Staff continue to work closely with the Department's registration software provider, RecTrac, regarding use of a new registration app intended to make the registration process faster and more convenient for users. The app has a tentative live date in October.
- *Human Services Updates:*
 - The Renter's Rebate deadline is quickly approaching. Residents have until September 30th to apply for this program that is managed by the State of Connecticut. Eligible residents can apply through the Human Services Department to determine their eligibility for financial assistance. Applications must be completed in person—please call 860-429-3315 to schedule an appointment or learn more.
 - As summer draws to a close, it is important to start planning for colder months ahead. Human Services will begin accepting applications for the Energy Assistance Program in October. The

Department encourages residents with questions or concerns about heating costs or other household needs to reach out and learn more about available resources.

- The annual Back-to-School program is wrapping up this week. This year, 85 children received school supplies and support for back-to-school clothing—giving them a strong start to the new academic year. A heartfelt thank you to everyone who donated and helped make this possible. Your generosity makes a real difference in the lives of Mansfield families.
- Recruitment is underway for the full-time Youth Services Prevention Specialist that was funded as part of the approved FY 2025/26 budget. The Department looks forward to welcoming a new team member who will help strengthen the Youth Services division, with particular focus on prevention and outreach opportunities.
- Youth Services' fall program planning is in full swing. In response to community feedback, Youth Services is launching a fresh lineup of programs tailored to meet the evolving needs of the Mansfield youth and families. Details will be posted on our website as programs roll out—be sure to check back frequently. (<https://www.mansfieldct.gov/311/Youth-Services>)
- Teen Center Hours Update: As the new school year begins, Youth Services has adjusted its Teen Center drop-in hours to better serve both middle and high school students:
 - High School Drop-In: Mondays & Tuesdays, 2:30 PM - 5:30 PM
 - Middle School Drop-In: Wednesdays & Thursdays, from 3:00 PM - 5:30 PM

Once the Youth Services Prevention Specialist is on board, the Department anticipates extending Middle School hours to 6:00 PM, particularly to help with transportation needs for families. The most current schedule and program details are always available on our website. (<https://www.mansfieldct.gov/311/Youth-Services>)

- *Mansfield Downtown Partnership:* Celebrate Mansfield Festival will be held in Downtown Storrs on Saturday, September 27. Organizations, vendors, and crafters interested in exhibiting at the festival are encouraged to submit their registration by Friday, August 15. Details can be found at <https://www.downtownstorrsfestival.org/>.
- *Mansfield Resident Trooper's Office Updates:*
 - Following a meeting of The Standard's Community Manager and the Resident Trooper's Office, Landmark Properties hired two troopers to assist with traffic flow along Storrs Road/CT-195 during planned initial move-in on August 15 and 16. A one-way flow of move in traffic is planned. Incoming tenants will enter on the south end and exit on the north. The cost of the troopers will be paid by The Standard.
 - The Oaks on the Square has new tenants moving in August 23 and have secured the services of three troopers, including the Resident Trooper Supervisor. Troopers will help with traffic and be there for any issues. As UConn Residential Life is slowly moving in some of their students, and furniture will be provided for them, CSP expects the volume of trucks on August 23 to be manageable. The cost of the troopers is being paid by The Oaks.
 - On campus move-in is taking place August 21-24. UConn is following similar procedures as the last few years, which has worked well. UConn Public Safety has not asked for CSP assistance at this time, but the Mansfield Resident Trooper's Office will have normal patrol personnel on each day to handle any issues.
 - CSP party patrols will recommence on August 28 and be implemented through Halloween.
- *Mansfield Fire and Emergency Services Updates:*
 - Captain Ryan Hawthorne has officially retired after a combined 36 years to the Town through the Mansfield Volunteer Fire Company and then Mansfield Fire and Emergency Services following the merger of the two independent fire companies. The Department and Town officials want to thank Captain Hawthorne for his many years of dedicated service to the community and wish him the very best in his future endeavors.
 - Summary of recent Department calls for service (June 26 – August 8, 2025)

Incident Type Group	Incident Type	Count of Incidents
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	59
	Medical Alarm	2
	Motor vehicle accident with no injuries.	1
	Rescue, EMS incident, other	2
300 - Rescue & EMS Total		64
400 - Hazardous Condition	Power line down	2
500 - Service Call	Assist invalid	4
	Person in distress, other	2
	Service Call, other	1
500 - Service Call Total		7
600 - Good Intent Call	Authorized controlled burning	2
	Cancelled en route EMS	2
	No incident found on arrival at dispatch address	1
	Steam, other gas mistaken for smoke, other	1
600 - Good Intent Call Total		6
700 - False Alarm	Alarm system activation, no fire - unintentional	4
	Malicious, mischievous false call, other	1
	Smoke detector activation due to malfunction	1
	Smoke detector activation, no fire - unintentional	1
	Sprinkler activation due to malfunction	1
700 - False Alarm Total		8
Count of Incidents		87

Aid Given Or Received	Incident Type	Count
Mutual aid given	Assist invalid	1
	EMS call, excluding vehicle accident with injury	2
Mutual aid given Total		3
Mutual aid received	EMS call, excluding vehicle accident with injury	1
	No incident found on arrival at dispatch address	1
Mutual aid received Total		2

- **Facilities Management Updates**
 - *Old Town Hall Repairs/Rehabilitation:* Work on the much-needed repairs/rehabilitation and accessibility improvements to the Old Town Hall and adjacent administrative building have been progressing steadily all spring and summer, and remains on schedule for completion at the end of September.

- *Mansfield Middle School (MMS) Construction Projects:* With respect to the Main Entrance/Security Improvement Project, exterior main entrance work will continue into early September. Interior main office work (excluding the elevator) is expected to conclude very near the first day of school. MMS office staff and the custodial team are prepared to move staff into their new quarters immediately after the space is completed, cleaned, and approved for occupancy by our building officials. Elevator shaft work and car replacement are on track for completion late-November early-December.
- *Mansfield Elementary School (MES) Water Treatment System:* The MES water treatment system is near completion. Earlier today, the new Chemical Feed Interlock Control Panel was mounted. CT Water Company (CWC) has provided the Town with the following checklist/schedule for remaining items with the expectation that the system is complete and fully operational by August 15:
 - Provide and install conduits and wires for power, digital control, and analog control for (3) chemical feed pumps, (1) sample return pumps, and (1) pH analyzer (1 Day, 8/12)
 - Finalize all plumbing, electrical components in place (8/13 or 8/14)
 - CWC collect bacteria sample (2-3 Business Days for report) (8/13 or 8/14)
 - Once sample report received CWC will have the Town sign and submit Certification of Completed Water or Treatment Works Construction/Installation (already drafted) with water quality report
 - Start-up (dry run) and commissioning (1 Day, either 8/15 or 8/18)
 - CT Department of Public Health (DPH) inspection scheduled for 8/22 (1 day)
 - Complete any action items noted in inspection and/or await DPH approval. The chemical feed system will be turned on once written approval is obtained from DPH.
 - Action items post completion/start-up:
 - ❖ Pull treated water through to distribution system
 - ❖ CWC will collect samples and test for copper within a week of treatment being online, and this process will continue weekly until samples show levels are below Action Level (AL) as established by DPH/EPA.
 - ❖ CWC will collect 20 compliance samples prior to December 31, 2025
- *MMS and MES Facility Preparations for New School Year:* Final cleaning preparations are being made at both schools. Every room has received a deep cleaning, minor touch-ups as needed, and new or freshly waxed flooring surfaces. The custodial teams are doing a great job to ensure their facilities shine in preparation for the new school year.
- *Public Works Updates*
 - Bassetts Bridge Road paving is complete and line striping has been applied as well. The new six inch-wide fog line was used. Driveway aprons and curbing began this past week. With the completion of this paving project, 40% of the Town's roads have been resurfaced within the past 10 years.
 - Reclamation and grading of Spring Hill Road between Storrs Road and Maple Road began on August 7 and will be completed on Wednesday. Paving is scheduled for Monday, August 18.
 - The drainage crew on Mulberry Road completed five of 17 catch basins and two of three pipe crossings. This project will continue throughout the summer.
 - The roadside mowing program is in full swing and several high-growth areas have been mowed a second time to ensure safe sight lines.
 - The street-sweeping program has been resumed intermittently as staffing allows
 - Personnel continue to replace missing signs, address miscellaneous citizen requests, patch potholes and pick up wood from trees that are the responsibility of the Town.
- The Town Manager's next monthly appearance on WILI-AM with Wayne Norman is scheduled for tomorrow, August 12.
 - The August/September issue of the Town's e-newsletter was published earlier this month and can be accessed [here](#).