

## MEMO

**To:** Town Council  
**CC:** Town Employees  
**From:** Ryan J. Aylesworth, Town Manager  
**Date:** November 10, 2025  
**Subject:** **Town Manager's Report**

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

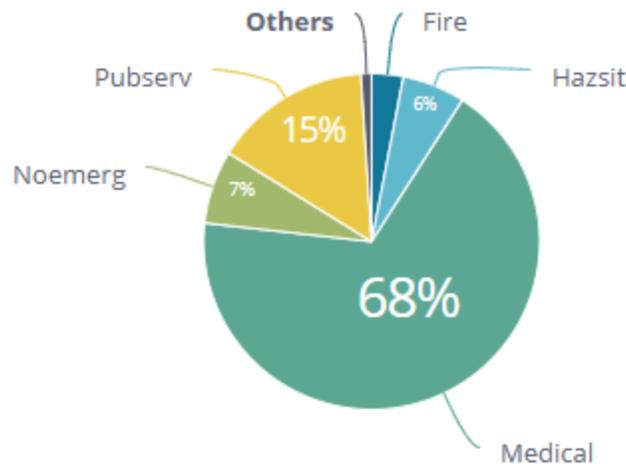
- Mansfield's Veterans Day observances have been a meaningful tribute to those who have served our nation. The celebration began this past Friday with a well-attended ceremony and brunch at the Mansfield Senior Center. This event included Mayor Moran reading the Town Council's recently adopted proclamation honoring Mansfield's veterans. On Saturday, there was a regional Veterans Day program jointly organized by the towns of Mansfield, Ashford, Willington, Eastford, and Union, with support from VFW Post 938. The event, held at E.O. Smith High School, brought residents from across the region together in appreciation of our local veterans- particularly Vietnam era veterans. A special thank you must be extended to Director of Human Services Jessica St. Louis and her staff for organizing such successful events on Friday and Saturday. The final event in this year's observance will take place tomorrow, November 11, when Mansfield Middle School hosts its annual Veterans Day program, providing students with the opportunity to learn from and honor the veterans in our community. These events reflect Mansfield's deep respect and gratitude for all who have served and continue to serve our country.
- "Don't Mess with Mansfield", the community-wide litter pickup day coordinated between the Town of Mansfield and the University of Connecticut's Institute of Environment and Energy took place on Saturday, November 8. About 10 community volunteers including members of the Mansfield Lions and high school students picked up litter along Pleasant Valley Road, but volunteers also covered their own neighborhood roadways. UConn also coordinated a litter pickup event on the roads on the perimeter of campus for students and community members. A final count on garbage collected and student participation numbers will be shared when the Litter Working Group of the Town-University Relations Committee receives numbers.
- I want to express my sincere appreciation to the Town Council for the thoughtful feedback and strong support conveyed during my recent annual performance review. I am truly grateful for the Council's confidence in my continued leadership and management of the organization. The success we have achieved for the Town is a direct reflection of the exceptional work of our department heads, supervisors, and employees, whose professionalism, creativity, and dedication enable Mansfield to consistently deliver high-quality services and pursue meaningful progress on the goals established by the Council. Mansfield is a truly wonderful community, and I look forward to building on this shared momentum in the year ahead.
- This year's municipal election was well-executed. The Town once again stood up two Early Voting locations – one at the UConn Bookstore and another at Town Hall. Between those two sites, a total of 914 residents took part in Early Voting, 71 cast absentee ballots, and 22 individuals registered and voted on Election Day through Same Day Registration. Altogether, 3,144 registered voters (33.44% of all registered voters) cast a ballot, which is a pretty a solid level of participation for a local election year. We should commend our new Registrars of Voters, Al Fratoni and Ron Manizza, for successfully coordinating their first municipal election. They were supported by their experienced

deputies, Anne Greineder and Vera Ward, who previously served as our elected Registrars and provided valuable guidance to our new Registrars throughout the process. The staff in the Town Clerk's Office also did an exemplary job ensuring that absentee voting went smoothly. Of course, none of this would be possible without our dedicated poll workers who give their time to training and serving at the polls. With multiple days of Early Voting now – and at two different locations – the election period is longer and more complex than ever, and their commitment makes it all possible. Complete election results can be accessed via the [CT Secretary of the State's Election Center](#).

- As the Council is aware, the Town Manager and Chief of Shared Services and Administration recently attended the 2025 ICMA Annual Conference in Tampa, which brought together local government professionals from across the country (and globe) to exchange ideas, innovations, and best practices in municipal management. The sessions provided valuable insights into emerging trends in areas such as community engagement, data-driven decision-making, housing and economic development, and strategies for strengthening organizational culture and employee well-being. The opportunity to learn from thought leaders in local government and leadership more broadly, connect with peers facing similar challenges, and share Mansfield's own experiences was extremely rewarding. Several concepts explored at the conference—particularly those related to enhancing service delivery through technology, supporting workforce development, and advancing sustainability goals—will directly inform our ongoing efforts to improve efficiency, responsiveness, and long-term community resilience in Mansfield.
- Over the past couple of weeks, the Town made important initial progress in its work with EDM Studios (architecture and design firm) regarding the municipal services campus master plan. As a reminder, a \$250,000 grant from the Community Investment Fund (CIF) administered by DECD 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. During the last two weeks members of the Town's management team took part in multiple days of facility walkthroughs and in-person meetings involving present and future needs of Town Hall, Mansfield Senior Center, Mansfield Community Center, and Mansfield Public Library. 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.
- We have now completed nine of the 12 sessions of this year's Mansfield Local Government Academy. The last two sessions focused on Mansfield Parks and Recreation and the Town's open space management, and Human Services. The tenth session, which will be held this Thursday, November 13, will entail a detailed exploration of the myriad services and programs offered by Mansfield Public Library and the important work of Eastern Highlands Health District.
- *Mansfield Planning and Development Updates*
  - Mansfield Tomorrow Plan of Conservation and Development (POCD) Update: Work continues on the Draft Goals, Strategies, and Actions and Plan Narrative. Stay informed and follow the plan's progress at [www.mansfieldtomorrow.org](http://www.mansfieldtomorrow.org).
  - The Mark at Mansfield (Formerly "The Hub – Site B"): The zoning permit for The Mark at Mansfield was issued on November 6. Demolition of the existing building is expected to occur soon, followed by construction of the new development. The project includes 593 bedrooms and 6,932 square feet of retail/restaurant space. It is anticipated the project will generate a \$1.68 million contribution to the Mansfield Affordable Housing Trust Fund.
  - Planning and Zoning Commission Upcoming Public Hearings (December 1, 2025):
    - 6:00 PM – Agricultural Use Regulations: Replace outdated livestock lot-size standards with clear, resource-protective regulations.
    - 6:05 PM – Residential Use Table and Definitions: Reorganize and clarify permitted residential uses and related definitions.
- *Mansfield Public Library Updates:*

- The Library hosted a reception for MES fourth-grade artists and their families on Thursday, November 6. The new Art Wall will feature the work of these young artists all throughout the month of November and the public can stop by to view the art any time that the library is open.
- The Library will hold a Kids Coat Swap on Saturday, November 15th (and beyond, while supplies last). Community members and visitors can donate gently-used, good-condition kids' coats by bringing them into the Library's Main Desk anytime between November 1st and November 14th. Then, visit the Library on Saturday, November 15th to find new-to-you, FREE kids' coats! No donation of a coat is necessary to benefit from receiving a coat.
- The Library will hold a "Feel Your Best Self" Storytime and puppet-making workshop on November 15 in partnership with Mansfield Youth Services.
- *Mansfield Parks and Recreation Updates:*
  - Park Improvement Projects: Requests for Qualifications (RFQs) for planning and design services related to improvements at Southeast Park, Sunny Acres Park, and establishment and design of a Mansfield Dog Park – including ADA compliance and accessibility upgrades – was recently posted and group site visits were conducted this past week for firms expressing interest in bidding on the work. Bids are due on November 13; follow-up interviews with selected vendors are anticipated in December.
  - Bicentennial Pond Bathhouse: Mansfield Parks and Recreation continues to work collaboratively with multiple Town departments, the Town's architecture and design firm (PFA Architecture), and pertinent vendors/contractors to develop detailed plans for a new bathhouse at Bicentennial Pond.
  - The Winter Parks and Recreation brochure was mailed to Mansfield households last week. Registration for winter programs begins December 8.
  - The Mansfield Community Center Member Appreciation Week will take place November 17–23, featuring special treats, giveaways, and prize drawings in partnership with local businesses and the MCC.
  - Tickets are now on sale for the annual Parks and Recreation Nutcracker Show, which will be held at Mansfield Middle School on December 13 and 14.
- *Mansfield Downtown Partnership Updates:* Plans are underway for Winter Welcome on Saturday, December 5 from 4:00 to 6:30 PM around Betsy Paterson Square. This fun celebration at the onset of winter provides entertainment and a warm sense of community. Additional details can be found [here](#).
- *Human Services Updates:*
  - The Energy Assistance Program, offered in partnership with the Access Agency, continues to keep the Adult Services team very busy. As colder weather approaches, residents in need of heating assistance are encouraged to apply soon to ensure timely processing. Appointments can be scheduled by contacting the Human Services Office at (860) 429-3315.
  - The department has launched its annual Season of Giving campaign, offering multiple opportunities for residents to support local families in need. This includes the popular "Sponsor a Family/Child" program and other initiatives to assist households experiencing financial hardship.
  - Human Services staff continue to monitor the impacts of the federal government shutdown and its potential effects on residents, particularly related to SNAP benefits. The team is coordinating with local food pantry partners to ensure continued access to food support. The Town's food pantry has seen a rise in demand, and staff are working diligently to keep it well-stocked.
    - A new fresh produce distribution program will begin November 13 to provide families with healthy food options.
    - While the status of SNAP benefits remains uncertain, residents may visit the pantry on a weekly basis.

- The department is accepting both food and monetary donations to sustain these essential efforts. More information is available at [mansfieldct.gov/1896/Food-Programs](https://mansfieldct.gov/1896/Food-Programs).
- The department extends heartfelt gratitude to the community for its extraordinary generosity in response to recent social media posts promoting the Amazon and Walmart Wish Lists for the Mansfield Food Pantry. The daily outpouring of donations and volunteer offers has been inspiring and serves as a powerful reminder of Mansfield's strong community spirit and compassion. Residents interested in contributing or volunteering to assist with food organization and distribution may contact Mansfield Human Services at (860) 429-3315 or [human.services@mansfieldct.org](mailto:human.services@mansfieldct.org).
- On November 5, Emergency Management Director Adam Libros led an informative session on emergency preparedness, covering essential steps for creating a household plan, connecting to the Town's CodeRED alert system, and ensuring that smoke and CO<sub>2</sub> detectors are in working order. The session was well attended and sparked meaningful conversation. Human Services is grateful for its ongoing partnership with the Mansfield Fire and Emergency Services, whose staff provide valuable resources for our community.
- The Teen Center continues to be an active and welcoming space for young people. Youth Services saw a significant increase in high school participation, with total visits rising from 112 in September to 279 in October. While high school attendance has grown, there have been fewer middle school students compared to last year and Youth Services is exploring new outreach strategies to re-engage this group.
- Youth Services hosted a Teen Center Open House for caregivers and students on November 5, offering the opportunity to learn more about programs and meet staff.
- On November 12, Mansfield Youth Services, in partnership with Mansfield Middle School, will host a community screening of the documentary *Screenagers*, which explores healthy digital habits and youth well-being in today's tech-connected world. The event will take place in the Mansfield Middle School Auditorium, with pizza served at 6:00 PM and the film beginning at 6:30 PM. All are welcome to attend this free, family-friendly event. To RSVP or learn more, please contact Youth Services at 860-429-3319 or email [ysb@mansfieldct.org](mailto:ysb@mansfieldct.org).
- *Public Safety Updates:*
  - The fall "Party Patrol" season for the Mansfield Resident Troopers has concluded successfully. A total of 42 nuisance tickets were issued during the fall semester – slightly higher than last year's total, though not to a statistically significant degree. Halloween weekend was busy but within expectations and consistent with planning efforts. Two large gatherings occurred, each drawing several thousand attendees.
  - We are very happy to share that Deputy Chief Danielson, who the Council will recall was the first to respond to the home fire at 441 Warrenville Road the evening of October 21, was successfully treated at the Bridgeport Burn Center for smoke inhalation incurred in the course of his rescue efforts and is now back at home – and back to work – in Mansfield.
  - Mansfield Fire and Emergency Services responded to 99 calls over the past two weeks



**Facilities Management Updates:**

- *Mansfield Middle School (MMS) Main Entrance/Security Improvement Project:* The main entrance canopy construction is awaiting delivery of the steel roof panels, which will be installed in the coming days and enable completion of this component of the project. Following the canopy construction, paver installation and additional exterior work will take place throughout early-November. The arrival of the new/replacement elevator car is still now anticipated by December 2.
- *MMS HVAC Construction Project:* Work continues to progress steadily on the grant-funded MMS HVAC improvement project. The contractor has completed installation of the secondary piping to all units and will begin work on the primary piping next. Electrical wiring for the hallway and classroom units has been completed, and the new electrical panel added through a recent change order is now fully installed. The controls contractor also began running wires this week. In the gymnasium, the steel work for the rooftop units has been completed, and layout markings were made this week for the openings that will be cut next week to accommodate the steel posts and curbs. The project remains on schedule, with more than half of the work now complete and substantial completion still expected by the end of December. Special thanks to Principal Larry Barlow and the MMS staff team for their ongoing cooperation in providing contractors access to necessary spaces as work continues.
- *MES Playground:* The Department of Public Works Grounds Division graciously assisted Facilities with site preparation and planting of deer-resistant conifers on the fence line between Mansfield Elementary School and adjacent private property near the end of Pinewoods Lane. We are also happy to report that the new shade structure to complement MES playground has been successfully installed as well, and the DPW Grounds Division is now assisting with the application/spread of topsoil and seeding the area around the new shade structure.
- *Historic Town Hall/Admin Building Repairs and Improvements:* Interior work to the historic Town Hall society has progressed with the near completion of the ADA-compliant restroom.
- **Public Works Updates:**
  - As of November 6, the South Eagleville Pedestrian Improvements Project reached its 122nd day under contract. Major construction milestones have been achieved, including the resurfacing of South Eagleville Road, completion of sidewalk ramps and concrete sidewalks, and installation of the base course for the new 10-foot-wide multi-use trail. The contractor has also completed underground conduits and foundations to support decorative sidewalk lighting and Rapid Rectangular Flashing Beacons (RRFBs), which will enhance lighting and pedestrian safety throughout the corridor. Line striping has been completed, and the RRFBs are awaiting delivery of poles for installation. The primary remaining delay relates to utility

relocations, which began in April. Eversource and Frontier have started transferring their wires to newly installed poles located within the snow shelf area between the road and trail. Once all wires have been restrung, the old poles—currently positioned too close to the multi-use trail—can be removed, allowing the final pavement layer of the trail to be installed. If the utility relocations extend into colder weather, the Town anticipates opening the trail for public use over the winter before the final paving is completed in spring.

- Westwood Road is resurfaced. Driveway aprons and curbing will be installed this week.
- Road crews have backfilled edges and restored lawns on Mulberry Road, curbing is complete and the paving of aprons will be this week.
- The Mansfield Center sidewalks are ready for paving. Paving should be starting soon.
- We conducted Test pits on Maple Road to locate the gas line for the design work needed for that road project.
- A crew has been cleaning out the lower pit at the transfer station to make room for the relocated brush pile and wood chips clearing and removing material on the old landfill getting that area ready for the upcoming solar project while.
- The signalization project at the intersection of Route 275 and Separatist Road is being managed by the Connecticut Department of Transportation (CTDOT). According to CTDOT, the project's original completion date was scheduled for December 2024. However, procurement challenges related to the signal mast arms and associated equipment have caused delays. The current anticipated completion date is now January 2026.
- The Taste of Mansfield is making plans for a Community Dinner on Wednesday, November 19 from 5:30 to 7 PM at E.O. Smith High School Cafeteria. Reservations will be required to attend the free dinner which will feature locally grown foods prepared by the Mansfield Public Schools Food Services Department. Taste of Mansfield 2025 Champion Award Winners will also be recognized.
- The Town Manager's latest monthly appearance on WILI-AM with Wayne Norman took place this past Friday, November 7, and can be accessed [here](#).
- The December/January issue of the Town's bimonthly newsletter is in production with an anticipated publication date of December 1.