

MEMO

To: Town Council
CC: Town Employees
From: Ryan J. Aylesworth, Town Manager
Date: November 24, 2025
Subject: **Town Manager's Report**

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

- With the new Town Council now seated following the municipal elections earlier this month, the Council's biannual goal-setting session will take place at the Mansfield Senior Center beginning at 7:00 PM on December 8 and will largely supplant other "normal business" to ensure the bulk of the Council's time and attention can be focused on this important exercise. The Town Manager and other pertinent staff are in the process of preparing associated reference materials and activities that will guide the goal-setting session.
- Following the conversation between the University, Town and CTDOT on September 10, 2025, the CTDOT Division of Traffic Engineering issued an investigative study on November 17, 2025 to the University and Town. This study sought to improve safety on Route 195 (Storrs Road) within the corridor between Cedar Swamp Road and Route 44. The investigation specifically centered on buffered shoulders, speed reduction markings and illumination. As a result of this investigation, installation of speed reduction markings were not recommended due to crash history and roadway characteristics. The investigation further detailed that the Town may pursue additional illumination at its own expense as the corridor reportedly meets national highway guidelines. Lastly, the State is supporting the installation of additional pavement markings to create a buffered shoulder between Cedar Swamp Road and Timber Drive. This is a disappointing result and the Town and University will continue discussions on next steps.
- Town staff continue to move forward in our 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. Earlier in the month, 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. The EDM project team has subsequently posed numerous follow-up lines of inquiry with staff to further understand existing facility attributes/limitations and clarify needs and preferences for new/redesigned facilities. 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 11 of the 12 sessions of this year's Mansfield Local Government Academy. The last two sessions focused on Mansfield Public Library, Eastern Highlands Health District, and our two public school districts. The final session of this year's LGA will be held on December 4, and will include an overview of municipal boards and committees and general wrap up information. This

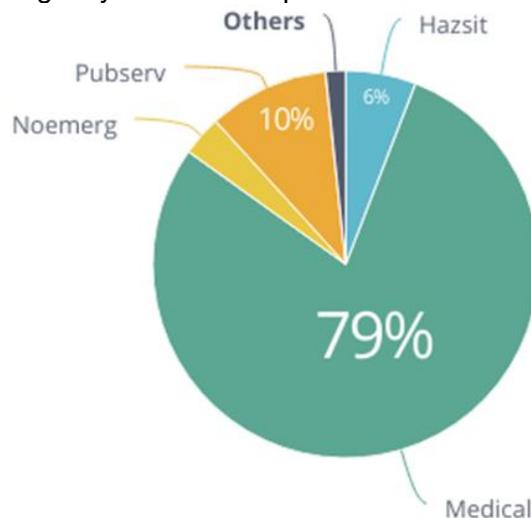
year's cohort has been particularly engaged throughout all the sessions, and we have been very appreciative of the positive and supportive feedback we receive each week.

- More than 100 community members enjoyed the free Taste of Mansfield Community Dinner at the E.O. Smith High School Cafeteria. The dinner was prepared by the Mansfield Schools Food Services Field to Tray staff, directed by Chef Maraiah Popeleski-Tilley, featuring locally grown ingredients. The dinner also provided an opportunity to honor the three Taste of Mansfield Local Food Champions, introduced by Mayor Moran and Economic Development Chair Dwight Codr. The Champions are Dominic Shooks of Shooks Apiaries, Robert Landolphi of UConn Dining Services, and G.M. Thompson & Sons, Inc.
- This past week we were delighted to learn that – as a result of achieving the “Climate Leader” designation in the course of attaining Gold Certification from SustainableCT – the Town of Mansfield will be receiving a \$12,500 award. The funds can be used for "municipal projects that advance climate mitigation efforts in your community," such as:
 - Tree planting program
 - “Cool roof” installation on a municipal or Board of Education building
 - Complete streets infrastructure build-out
 - Purchase of an electric vehicle or electric bus for municipal use
 - EV charger purchase and/or installation
 - Energy benchmarking or energy planning
 - Energy efficiency projects in Town buildings
 - Renewable energy or battery storage system installation in Town buildings or properties
 - Municipal energy audit and/or implementation of recommendations from a previously completed Town building energy audit
 - Community energy campaign
- *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.
 - Capitol Region Council of Governments (CRCOG) Regional Housing Strategy “Dive into the Data” Virtual Public Meeting: Goman+York will present findings from their analysis of demographic and housing data for the CRCOG region on December 3 at 6:30 PM. Register by clicking [here](#) or by visiting the project [webpage](#).
 - 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:*
 - As part of the fun and whimsy that the Mansfield Public Library staff will be bringing to their table at Winter Welcome, visitors will be invited to participate in a puzzle swap as a fun activity through the chilly months ahead. Folks can bring a puzzle to swap at the event itself or drop off donated puzzles to the Library between November 29 and December 5.
 - Mansfield Public Library will also be hosting a Toy Swap with donations of gently-used, giftable toys being accepted at the front desk December 1 through 12 during open hours, and the swap event itself taking place on Saturday, December 13 (and beyond, as supplies last). Does your family have toys in great condition that you no longer use? Please consider donating to the swap! Please only bring items that are in good condition that you would want to bring home for your child to play with.
- *Mansfield Parks and Recreation Updates:*
 - Park Improvement Projects: The Town received several bids from qualified firms in response to the Requests for Qualifications (RFQs) that were recently issued (closing on November 13)

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. Interviews with selected vendors are anticipated in December or early-January.

- A successful Mansfield Community Center Member Appreciation Week was held November 17-23 with various prizes and give-a-ways associated with several local businesses and MCC, and special treats provided throughout the week.
- Communication reminders continue to be forward to Silver Sneaker and Renew-Active members regarding the continuation of these Insurance Supported Membership programs into 2026. These memberships will carry on seamlessly into 2026. No reapplication or additional forms are needed.
- Tickets are now on sale for the annual Parks and Recreation presentation of *The Nutcracker*, which will be held at Mansfield Middle School on December 13 and 14.
- The annual Holiday Craft Fair and family Jingle Jog events will be held at the Mansfield Community Center on Saturday, December 13th. More than 30 local craft vendors will display and have items for sale. Jingle Jog will be held on the indoor track. Bells are provided and prizes distributed to participants for this non-competitive, family-fun activity.
- The annual cost of service analysis of Mansfield Parks and Recreation programs and services commenced this month with support from 110% Inc., the independent contractor that worked with the Town to complete the comprehensive 2024 Parks and Recreation Master Plan and Financial Sustainability Strategy.
- 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.
- *Mansfield Downtown Partnership (MDP) Updates:*
 - MDP is running its Gameday Shuttle for every UConn Men's and Women's Basketball home game. The pick-up spot is directly outside Huskies Restaurant & Bar, which is directly across the street from the Nash Zimmer Transportation Center (NZTC) on Royce Circle. Parking in the garage is free for the first two hours then only \$1/hr thereafter. Residents and visitors attending home games can then pick from any of the 28 restaurants currently located in our Downtown. The Gameday Shuttle provides an easy and convenient way to enjoy dinner and a UConn Huskies basketball game while avoiding the traffic/congestion and added expense of parking on campus.
 - Preparations are being finalized for Winter Welcome on Saturday, December 6 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.
 - This season, the Mansfield Human Services Department is working to support 160 children across 67 families who qualify for Seasonal Assistance. Thanks to generous community sponsors, about one-third of these children have already been matched. Unmatched families will receive gifts through donations collected from the Annual Toy Drive and the "Stuff a Cruiser" event. Every contribution, whether a toy, gift card, or financial donation, helps ensure no child goes without joy this holiday season. To sponsor a child or family, or to donate, please contact Human Services at 860-429-3315 by next Monday, December 1.

- The Resident State Troopers Office is once again hosting its Annual Toy Drive to help local children celebrate the holidays with warmth and joy. All donations go directly to Mansfield Human Services for distribution to families in need. We welcome new, unwrapped toys, gift cards, and monetary donations from anyone who wants to give. These can be delivered at a few locations within Mansfield, including during Winter Welcome on Saturday, December 6. This is a festive chance to donate in person and share in the spirit of giving.
- This past Wednesday, November 19, the Mansfield Senior Center hosted its annual Thanksgiving Feast. The traditional meal was served to 80 seniors and was a resounding success. The kitchen staff and team at the Mansfield Senior Center worked hard to prepare an amazing feast that all enjoyed in the company of friends, and family.
- On November 12, Mansfield Youth Services partnered with Mansfield Middle School to host a screening of *Screenagers*, a documentary exploring healthy digital habits and youth well-being. About 50 families attended the event, which included complimentary pizza and childcare. It was a meaningful evening of learning and connection around the challenges and opportunities of growing up in a tech-driven world.
- 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 7, the Youth Services team participated in the CT Youth Services Association annual conference. The event provided valuable insights into innovative programs across the state and fostered connections with regional partners. The team returned inspired, with fresh ideas to enhance services for Mansfield's youth and families.
- *Fire and Emergency Services Updates:*
 - Prior to the start of tonight's regular business meeting of the Town Council, the Town Manager and Fire Chief will be formally recognizing Deputy Fire Chief Kevin Danielson for his selfless and heroic actions in response to the Warrentville Road structure fire on October 21.
 - Mansfield Fire and Emergency Services responded to 119 calls over the past two weeks



Facilities Management Updates:

- Mansfield Elementary School (MES) Construction Project: The MES Building Committee held a meeting this past Thursday, November 20, that included finalizing the bid package and preparing for bid solicitation posting related to the cafeteria/Great Room sound mitigation project.
- Mansfield Middle School (MMS) Main Entrance/Security Improvement Project: Work at MMS continues to advance on several fronts. The installation of new pavers at the main entrance was completed this past week. Looking ahead, contractors are coordinating a small but important asbestos abatement effort scheduled for November 26, once the school building

has closed for the day. This work will take place within the elevator shaft, where an asbestos-containing coating was identified on portions of the shaft wall. The material must be removed to allow for the installation of structural steel that will support the elevator car within the hoistway.

- MMS HVAC Construction Project: The project is progressing on schedule and within budget. Installation work on the third floor and in the gymnasium continues, and contractors have been focused on completing the structural steel supports on the roof that are required for the new rooftop cooling units expected to arrive in mid-December. This rooftop steel work is anticipated to be finished next week.
- Historic Town Hall/Admin Building Repairs and Improvements: Interior work has progressed with completion of the ADA-compliant restroom. Contractors are now painting the interior spaces and have laid out the sidewalk and entrance stairs at the rear of the building in preparation for concrete.
- New Animal Shelter Project: Test pits are being excavated this week at the site of the existing Animal Control building. This work is intended to confirm whether a new or replacement shelter can be constructed on the same site while allowing the current facility to remain in place and fully operational throughout the construction period. The results of this assessment will help confirm the feasibility of the existing site and inform/determine the sequencing of various aspects of the project as the Town moves forward with its planning.
- Spring Hill Fire Station (Station 307) Renovations: The town is currently soliciting proposals for budgeted renovation work at the Spring Hill Fire Station (Station 307), which consists of relatively minor renovations to the kitchen space, and lower level. A second walk through was performed this past week and bids are now due on December 9.
- Facilities Management personnel, with support from Public Works, has been busily installing the seasonal lighting display in the Downtown area as well as Mansfield Center village.
- *Public Works Updates:*
 - As of November 20, the South Eagleville Pedestrian Improvements Project has reached Day 136 of the construction contract, with substantial progress made across multiple components. Resurfacing of South Eagleville Road is complete, as are all sidewalk ramps and the concrete sidewalk. The base course of the new 10-foot-wide multi-use trail has also been installed. During this period, the contractor finished installing underground conduits and foundations that will support decorative sidewalk lighting and the Rapid Rectangular Flashing Beacons (RRFBs), which will enhance visibility and safety along the corridor. Line striping has been completed as well. Installation of the RRFBs is pending delivery of the remaining pole components. The primary source of delay continues to be the utility relocations that began in April. Both Eversource and Frontier have started transferring their wires onto new utility poles located within the snow shelf between the roadway and the trail. Once all wires are relocated and the old poles—currently too close to the trail alignment—are removed, the final pavement layer for the multi-use trail can be installed. If utility relocations cannot be completed in time for paving before winter conditions set in, the multi-use trail will be opened to the public in its current base-course condition until final paving can occur in the spring.
 - After incurring unfortunate delays primarily as a result of additional/unexpected requirements being imposed by CT Department of Transportation, the Mansfield Center sidewalks project on both the east and west sides of Storrs Road/CT-195 is moving forward with paving starting today, November 24.
 - Public Works conducted test pits on Maple Road to locate the gas line for the design work needed for that road project.
 - A crew continues to clean 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.

- The Public Works in-house tree crew removed eight trees over the past two weeks, as well as trimmed others and cleaned up fallen ones from the recent wind storms events.
- 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 Town Manager's next monthly appearance on WILI-AM with Wayne Norman will take place on Friday, December 7.
- The December/January issue of the Town's bimonthly newsletter is in final production with an anticipated publication date of December 1.