

# MEMORANDUM

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



To: Town Council  
From: John C. Carrington, Interim Town Manager  
Cc: Town Employees  
Date: February 13, 2018  
Re: 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:

## Council Business

- *New Council members* – Per the email sent: information for business cards needs to be received by the end of the day on Thursday February 15, 2018. Also, my office is working on a policy book, which will be available for you upon completion.

## Departmental Reports

- *Town Manager's Office:*
  - Please join me in welcoming our new employees to the Town of Mansfield:
    - **Elizabeth (Liz) Rice** is our new Assistant Town Clerk. She filled the vacancy left by Sharon Tyler's retirement. Liz comes to Mansfield with over 23 years of paralegal experience and an extensive background in records management, legal document processing, customer service and office administration.
    - **Elizabeth (Lizzie) Parent** is the new Member Services Coordinator for the Parks and Recreation Department. She has experience with marketing and the parks and recreation fields. She graduated from the University of New Hampshire with a degree in Recreation Management.
  - The Acting Assistant Town Manger and I will be attending the CT Council of Small Towns (COST) 2018 Connecticut Town Meeting tomorrow.
- *Public Works*
  - The Town is retrofitting all Town Owned street lights and decorative lights to LED lights in support of the Goals of Mansfield Tomorrow and reducing energy consumption. The Contractor is approximately 38% complete (through last Friday) and is scheduled to be completed by the end of next week (weather dependent).
  - The Department has responded to 25 events requiring snow removal or treatment of road surfaces. The Town Aid Road Fund which is used for funding snow removal currently has \$41,500.00 remaining. The Department is under budget on overtime and equipment rental but over budget on salt by approximately \$30,000. The town has hauled snow from the Downtown 6 times, one requiring a contractor resulting in spending approximately \$3,500.00 for the contractor cost.

- On Sunday, January 28th our Refuse, Curb Side Pickup and Recycling Contractor (Willimantic Waste Paper) suffered a serious fire at their sorting facility in Willimantic. Fortunately, there was no one present at the facility during the fire. This has impacted the Town's Operations Division trucking bulky waste to the Contractor's Plainfield facility. The Contractor secured a Temporary CTDEEP permit to allow for sorting to occur at the Willimantic Facility thus eliminating the additional trucking until a new facility can be constructed.

### **Upcoming Events**

- Storrs Farmers Market – Eat local all winter long! Storrs Farmers Market offers locally-grown foods all through the winter. Storrs Winter Farmers Market is open twice a month in the Buchanan Auditorium of the Mansfield Public Library from 3:00 – 5:00 PM on the following dates: February 23; March 10 and 24; April 7 and 21. Learn more at: [www.storrsfarmersmarket.org](http://www.storrsfarmersmarket.org)

### **Upcoming Meetings\***

- Sustainability Committee, February 14, 2018, 5:30PM, Conference Room C, Audrey P. Beck Building
- Regulations Review Committee, February 15, 2018, 8:30AM, Conference Room B, Audrey P. Beck Building
- Ad Hoc Committee on Police Services, February 15, 2018, 11:00AM, Council Chamber, Audrey P. Beck Building
- Economic Development Committee Meeting, February 16, 2018, 9:30AM, Conference Room B, Audrey P. Beck Building
- Personnel Committee, February 20, 2018, 5:30PM, Conference Room B, Audrey P. Beck Building
- Planning and Zoning Commission Meeting, February 20, 2018, 5:30PM, Council Chamber, Audrey P. Beck Building
- Committee on Committees, February 20, 2018, 6:00PM, Conference Room C, Audrey P. Beck Building
- Open Space Preservation Committee, February 20, 2018, 7:00PM, Conference Room B, Audrey P. Beck Building
- Conservation Commission, February 21, 2018, 7:00PM, Conference Room B, Audrey P. Beck Building
- Regulations Review Committee, February 22, 2018, 8:30AM, Conference Room B, Audrey P. Beck Building
- Partnership Positioning Task Force, February 22, 2018, 4:00PM, Conference Room B, Audrey P. Beck Building
- Town Council, February 26, 2018, 7:00PM, Council Chamber, Audrey P. Beck Building

*\*Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*