

# 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: September 9, 2019  
Re: Town Manager's Report

---

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

## Departmental Reports

- **Downtown Partnership - Town Branding:** The Town staff marketing team has been working over the last two months to continue implementation of the Town and Public Schools' Positioning and Marketing Plan. Based on feedback from some departments, the main focus has been to develop some additional logos that represent key programs or buildings. This work has been completed successfully. The second area of focus has been the creation of a communications tool kit, which provides direction and guidelines on implementing the new brand system from e-mail to social media to clothing to signs. The goal is for the tool kit to be shared with all department heads in early October and then to be provided to all departments for implementation. A training with staff will occur as part of the implementation.
- **Emergency Management - Tornado update:** On the afternoon of Wednesday September 4, 2019 an EF-1 tornado caused damage in the Mansfield Depot section of Mansfield. Damage included multiple trees downed on Depot Rd, Plains Rd and Ravine Rd. A power line came down and damaged approximately 250 feet of asphalt on Plains Rd.
- **Human Resources - Please join us in recognizing our recent promotions and new employees:**
  - **Lynette Swanson** - former EHHD Environmental Safety Inspector, promoted to EHHD Chief Sanitarian, April 2019.
  - **Cecile Serazo** - hired as a Community Health and Wellness Coordinator, May 2019.
  - **Jillene Woodmansee** - former Planning and Development Administrative Assistant, promoted to Planning Specialist, May 2019.
  - **Lena Knowles** - former Facilities Administrative Assistant, promoted to Fire and Emergency Services Administrative Specialist, August 2019.
  - **Mark Gendron** - hired as a School Resource Officer, August 2019.
  - **Hans Danielson** - hired as a School Resource Officer, August 2019
  - **Kelly McKenney** - hires as the Youth Services Social Worker, August 2019
  - **Aga Gonzalez** - hired as the Senior Finance Manager, August 2019

- **Samuel Sweikert** - 2019/2020 MPA Intern in the Town Managers Office  
Congratulations and welcome to all.
- Information Technology - **New Website ([www.mansfieldct.gov](http://www.mansfieldct.gov))**: The new website has been very well received. Community members, businesses, visitors, and staff have all commented favorably. In particular, people find it more intuitive and easier to use than the old website, and find the design more attractive and appealing. Of the 31,703 visits to the website since its launch on August 1<sup>st</sup>, 49% have been from mobile devices (phones and tablets), so the site's compatibility with all devices (including smart phones) is proving to be very relevant. We also have migrated from our old email notification system (QNotify) to the website's newer email notification system (Notify Me). The public can sign-up to automatically receive agendas/packets/minutes, bid notices, and special interest lists such as press releases and public library information by going to [www.mansfieldct.gov/EmailLists](http://www.mansfieldct.gov/EmailLists). Each person can customize exactly which list to receive. Additionally, we have been training staff on how to post information to the website and will continue these trainings so that we can keep the resources on the site relevant, timely, and complete.
- Public Works - **Construction Update**: The Public Works Department completed resurfacing, guiderail installation/replacement of 4.2 miles of roadway including Chaffeeville Road, Woodmont Road, Phillip Drive, Hillcrest Road, Clover Mill Road, and a portion of Spring Hill Road and installed or replaced approximately 2,100 feet of pipe and 12 structures. A new walkway on Eastwood Road was completed along with resurfacing of the roadway. Construction has begun on the Safe Routes to School Project, which is a new walkway on Route 89 from Route 195 to Southeast School. The Four Corners Sewer Project is proceeding forward with 80% of the piping installed. Both pumping stations have been delivered and installed. The project is currently scheduled for completion next summer (2020) including paving. The system is scheduled to be operational in December 2019.

### Upcoming Events

- Free Community Puppet-Building Workshops: Pollinators! The Mansfield Downtown Partnership and the Ballard Institute & Museum of Puppetry invite residents and friends to help design and build life-size and over-life-size puppets for the Community Puppet Pageant at the Celebrate Mansfield Festival. This year's theme is "Pollinators!" The [Community Puppet-Building Workshops](#) will take place Saturday, September 14 and Sunday, September 15 from 10:00 AM to 5:00 PM. Participants are then welcome to be part of The Connecticut Pollinator Pageant, to be performed on Betsy Paterson Square at 3:00 PM during the Celebrate Mansfield Festival on Saturday, Sept. 21<sup>st</sup>. No experience is necessary to participate in these free community puppet-building workshops, but registration is requested. Participants can come for one or both days and are not required to stay for the entire time. Minors must be accompanied by an adult. To register for the workshop, or if you require accommodation to participate, contact the Ballard Institute by email ([bimp@uconn.edu](mailto:bimp@uconn.edu)) or call 860.486.8580.

- Celebrate Mansfield Festival, Saturday, September 21, 2019 - The Mansfield Downtown Partnership invites residents and friends to celebrate the people, businesses, and organizations that make Mansfield a special place to live, work, study, and visit! The 16<sup>th</sup> Annual Celebrate Mansfield Festival will be Saturday, September 21 from 2:00 PM to 8:00 PM in Downtown Storrs. Enjoy hands-on activities at over 70 booths hosted by community groups and local businesses, cooking demonstrations by talented chefs from UConn Dining Services, the Community Puppet Pageant, a free climbing wall, and musical entertainment on Betsy Paterson Square all afternoon. At 6:00 PM, everyone is invited to pick up some dinner at one of the Festival food booths or at one of our great downtown restaurants and head to the Square for a special concert to cap the festivities: Parsonsfield will perform from 6:30 PM to 8:00 PM. The Celebrate Mansfield Festival is free and open to everyone. For more information, please visit [downtownstorrsfestival.org](http://downtownstorrsfestival.org).
- Storrs Farmers Market - Since 1994, Storrs Farmers Market has been proud to provide the greater Mansfield community with fresh, local produce, meats, dairy, baked goods, and more. Everything sold at Storrs Farmers Market is grown and produced in Connecticut, so the offerings change with the seasons. Sign up for the weekly newsletters to learn what products will be available at each Market. Storrs Farmers Market is open every Saturday from 3:00 to 6:00 PM on the front lawn of the Mansfield Town Hall from May through November. Learn more at [storrsfarmersmarket.org](http://storrsfarmersmarket.org).

### **Upcoming Meetings \***

**All meetings are in Audrey P. Beck Building unless noted otherwise**

**CC - Council Chamber; CR B - Conference Room B; CR C - Conference Room C**

- Youth Services Advisory Board, September 10, 2019, 12:00PM, CRB
- Sustainability Committee, September 11, 2019, 5:30PM, CRB
- School Building Committee, September 12, 2019, 4:30PM, CC
- Personnel Committee, September 16, 2019, 5:30PM, CRB
- Cemetery Committee, September 18, 2019, 3:30PM, CRC
- Conservation Commission, September 18, 2019, 7:00PM, CRB
- PZC Regulatory Review Committee, September 19, 2019, 5:30PM, CRB
- Town Council, September 23, 2019, 7:00PM, CC

\*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.