

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: August 9, 2010
Re: Town Manager's Report

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

Council Requests for Information/Council Business

- *Assisted/independent Living Project* – representatives from Masonicare, the Town's preferred developer, were not available for tonight's meeting but will provide a project update at the August 23rd council meeting. Members of the Town's assisted/independent living project advisory committee who are available will also attend the session on August 23rd.
- *Charge to Mansfield Agriculture Committee* – Per the request of the Council and the Committee on Committees, this item has been added as a business item to tonight's agenda, along with relevant background information (see item #5).

Departmental/Division News

- *Retirement of Jo-Anne Roberts* - For the past 33 years Jo-Anne Roberts has worked for the Town of Mansfield in a variety of capacities, and has served as our Information Technology Manager since March 1, 2002. Jo-Anne has been an asset to the organization and has exercised a leadership role within the IT Department. Among other accomplishments, she has developed many ADMINS applications and was instrumental in designing and maintaining our municipal website. I wish Jo-Anne all the best in her retirement and thank her for her 33 years of service to the Town.
- *Finance Department, Year-End Results* – Preliminary results show the Town ending the fiscal year with revenues short of budget by approximately \$195,000. However, this shortfall is covered by savings in expenditures on both the general government and education components of the budget. We expect to finish the fiscal year with an increase fund balance of approximately \$20,000. Even more significant, with transfers from the Town and Board of Education, we will be able to compensate for the \$300,000 reduction in the Pequot Mohegan grant and end the fiscal year with a positive fund balance in the Capital Nonrecurring Fund. Furthermore, for the Recreation Fund we have closed the fiscal year with revenues exceeding expenditures by \$75,000, which leaves us with a fund balance of \$105,000 in the Recreation Fund. This is the third year in a row where we have run a positive fund balance in the Recreation Fund. These preliminary results are directly attributable to the diligent work of our elected officials, department heads, Superintendents of Schools and school administrators in monitoring and controlling their respective budgets.
- *Library* – Summer programs are winding down at the Mansfield Public Library with the ice cream social scheduled for Thursday, August 12 at 2:00 p.m. Attendance for special performances funded by the Friends of the Mansfield Library has averaged 100+, and participation in the Summer Reading Club has been strong as well.

- *Parks and Recreation*
 - *Family Fun Night* – The Mansfield Community Center continued with its popular family fun nights on August 4th where families enjoyed giant inflatable slides, drop-in games, ping pong, inflatable animal floats, family therapy pool use, family track hours, tot toys and puzzles, board games, poolside basketball, and open teen center. One more summer family fun night will be held on Saturday, August 28 from 6-9pm.
 - *Mansfield Mustangs* - Mansfield Parks & Recreation offered a 4-week summer youth service program called the Mansfield Mustangs. Their group slogan was “Serving the Community Through Nature, Animals & Hard Work” which was displayed on their blue and white tie dyed tee shirts. Nine children entering grades 6-9 worked with Jay O’Keefe, Assistant Director of Parks & Recreation to complete 21 hours community volunteer work helping local animals in need of care and creating hiking trails in Mansfield open space areas. Each day consisted of three hours of community work and the final hour of each day the Mustangs were rewarded with swimming and playing games at the Mansfield Community Center. On Mondays the group traveled to Tara Animal Rescue in Coventry to care for horses, mules, goats, pigs, cats and other farm animals. On Wednesdays the group marked trails, cleared brush and moved lumber for bridge building at the Albert E. Moss Wildlife Sanctuary in Mansfield.
 - *Summer Concert Series* - Mansfield Parks and Recreation held four concerts this summer and favorable weather allowed all four concerts to be held outside on the Mansfield Community Center Green. This year’s performers included the Jessica Prouty Band, Kidsville Kuckoo Revue, Shaded Soul Band and The Kerry Boys. Attendance ranged from about 150 for the 1st and 4th concerts to about 300 for the 2nd and 3rd concerts. The concerts are traditionally held on all Thursdays in July.
 - *Shut Down Week* – The Mansfield Community Center will be closed for its annual maintenance shut-down the week of August 16-22. The pools will close one day earlier to allow time for a complete washing of the pool surface. This process will take the entire week due to time needed to empty the pool water, wash the pool surface with special chemicals, have new pool water trucked in, re-heat, treat and circulate the new water. Other main projects include re-surfacing of the gym and dance/aerobics room floors which is a 4-5 day process, painting, floor cleaning and re-finishing, high dusting, locker room tile grouting, mechanical repairs, etc.
 - *Summer Camps* - Mansfield Parks and Recreation sponsors a series of specialty and sports camps each summer. This year, in addition to the traditional camps, we sponsored a Survival Skills Camp. Nine children ranging in age from 8-11 along with staff from Two Coyotes Wilderness School went out into the woods adjacent to Lion’s Club park and learned outdoor survival skills. We’re going to try for a winter survival camp during February vacation and definitely a repeat of the summer Survival Skills Camp next summer.
- *Public Works Department*
 - The Town’s first (of two) ARRA "stimulus" grant projects -- the overlay paving of Mansfield City Road near the Windham Town line - was completed this past week. Road striping and a few minor items remain. The project was 100% federally funded and cost approximately \$250,000.
 - The Town's second (of two) ARRA "stimulus grant projects" -- the completion of the Birch Road bikeway between Hunting Lodge Road and Route 44 - is slated to begin construction soon. The project has been bid and awarded to a local contractor and the necessary bonds, insurance and certifications are being filed now. This project should be completed this construction season and will cost approximately \$200,000.
- *Registrar of Voters* – Primaries for the Democratic offices of Governor, Lieutenant Governor, Secretary of the State and Comptroller and for the Republican offices of Governor, Lieutenant Governor, U.S. Senator, Representative in Congress and Attorney General will take place August 10, 2010. The polls will be open from 6:00 a.m. to 8:00 p.m. The polling locations are District 1 – Mansfield Community Center, 10 South Eagleville Road; District 2 – Mansfield Fire Department Station 107 @ Eagleville, 889 Stafford Road; and District 3 – Buchanan Auditorium at the Buchanan Center, Mansfield Library, 54 Warrenville Road.

- *Town Manager's Office* – The Mansfield Town-University Relations Committee will meet with members of the Windham Town/Gown Committee tomorrow during the regular Mansfield Committee meeting. The objective of the meeting is to share challenges and successes in our respective communities and to explore ways to assist each other through a collaboration of ideas and experience.

Major Projects and Initiatives

- *School Building Project* – At 5:30 PM in advance of the Council's regular meeting on August 23rd, we will conduct a workshop on the School Building Project. The key item for discussion at this session will consist of a presentation from Cherie Trahan regarding the financial projections related to the project, including potential impacts to the General Fund, capital improvement program and the debt service fund.

Member Organizations

- *Region #19 Athletic Track and Field Project* – On August 3, Region 19 conducted a public hearing on the proposed athletic track & field renovation project. The Region School Building Committee has worked to bring the scope of this project down, primarily for fiscal reasons. (The original project of \$3.8 million failed at referendum last year.) Following last week's public hearing, the Region Board of Education moved to send the revised project to referendum for \$2.167 million. The revised project focuses on playing surfaces for physical education classes, not just sporting events. The referendum is scheduled for Tuesday, September 28, 2010 from 6am to 8pm in all three towns. We urge everyone to vote on this important project.

Special Events

- *Dairy Farmers Forum* – On August 22, 2010 at 6:00 PM in the Council Chambers, Congressman Joe Courtney and the Town of Mansfield will host a town-hall style forum on dairy farming. The question and answer session with Congressman Courtney is being held specifically for dairy farmers from the second district and topics for discussion include any issue pertaining to the state of dairy farming in Connecticut.

Upcoming Meetings*

- Youth Service Bureau Advisory Board, August 10, 2010, 11:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Town-University Relations Committee, August 10, 2010, 4:00 PM, Community Room, Mansfield Community Center
- Historic District Commission, August 10, 2010, 8:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Ordinance Development and Review Subcommittee, August 11, 2010, 7:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, August 12, 2010, 4:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, August 16, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Committee on Committees, August 16, 2010, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, August 18, 2010, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Special Town Council Meeting, August 23, 2010, 5:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Town Council, August 23, 2010, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building

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