TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Monday, April 12, 2010
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

CALL TO ORDER Page

ROLL CALL

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OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

REPORT OF THE TOWN MANAGER

REPORTS AND COMMENTS OF COUNCIL MEMBERS

OLD BUSINESS

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3. Community Water and Wastewater Issues (Item #4, 03-22-10 Agenda) (Oral Report)

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OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

FUTURE AGENDAS

EXECUTIVE SESSION

30. Sale or purchase of real property, in accordance with CGS §1-200(6)(d)

ADJOURNMENT

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
March 31, 2010

DRAFT

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Haddad, Kochenburger, Lindsey, Moran, Paterson, Paulhus, Ryan Schaefer
Excused: Keane

II. BOARD OF EDUCATION BUDGET

The Town Council will meet with the Mansfield Board of Education on April 15th to discuss the specifics of their budget and discuss any programmatic concerns that Council members might have. Director of Finance Cherie Trahan outlined the highlights of the Education budget, noting there is a slight decrease in the overall budget.

III. GENERAL FUND REVENUE REVIEW

Council members and staff discussed the significant changes in the proposed revenue budget. Town Manager Matt Hart commented the Town has worked to diversify its revenue sources.

IV. PROGRAMMATIC REVIEW

Council members and staff discussed the major changes proposed in the current services budget. The Director of Finance will provide a line item budget for the next Council meeting.
Flag – Review of proposed membership to MetroHartford Alliance. The Town Manager will provide information on benefits of membership.
Flag – Review of cost and benefits of rejoining COST.
Flag – Explanation of the Town Attorney's contract
Flag – Clarification of Library FTE count
Flag – Director of Human Services to provide summary information on area agencies requesting contributions.
Flag – Review Contribution to Area Agencies narrative
Flag – Provide current unemployment and foreclosure statistics for Mansfield
Flag – Provide estimates for cost of legal notices and other mandated advertising.
The Library Board will meet with the Town Council to discuss the Library budget on a date in April yet to be determined.
Mayor Paterson thanked staff for all their work throughout the year.

V. ADJOURNMENT

Mr. Paulhus moved and Mr. Ryan seconded to adjourn the meeting.

Motion passed unanimously,

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
March 25, 2010

DRAFT

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 7:00 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Keane, Moran, Paterson, Paulhus, Ryan
Excused: Haddad, Kochenburger, Lindsey, Schaefer

II. MAJOR COST DRIVERS

Director of Finance Cherie Trahan discussed the major cost drivers of the budget.

III. POLICY CHANGES AND INITIATIVES

Town Manager Matt Hart stated that his proposed budget is designed to support the policy goals established by the Council.
Flag – Staff to prepare separate work sheet on bonding options

IV. GENERAL DISCUSSION/COUNCIL QUESTIONS

Council members discussed the limited areas of discretionary spending available for reduction if current services are used as a base.

V. ADJOURNMENT

Mr. Paulhus moved and Mr. Ryan seconded to adjourn the meeting at 8:35 p.m. Motion passed by all.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

REGULAR MEETING – MANSFIELD TOWN COUNCIL
March 22, 2010

DRAFT

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Haddad, Keane, Kochenburger, Moran, Paterson, Paulhus, Ryan
Excused: Lindsey, Schaefer

II. APPROVAL OF MINUTES

Mr. Paulhus moved and Mr. Ryan seconded to approve the minutes of the March 8, 2010 meeting as corrected. Motion passed unanimously.

III. PUBLIC HEARING

1. Proposed Open Space Acquisition – Ossen/McCoy Property, Birchwood Heights

Director of Planning Gregory Padick described the location and benefits of the parcel under consideration noting the purchase would be consistent with the Plan of Conservation and Development and is supported by the Open Space Preservation Committee.

David Freudmann, Eastwood Road, spoke in support of the purchase of the Ossen/McCoy property and suggested any trail be placed on the eastern property line so the property could possibly be sold for a profit in the future. (Statement attached)

Mike Sikoski, Wildwood Road, spoke in support of the purchase and asked for additional details on the financial impact of open space parcels.

The public hearing was closed at 7:45 p.m.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Sharry Goldman, Browns Road, presented information on research she has conducted regarding volunteer driver programs for seniors. (Statement attached).

Jane Blanshard, Sycamore Drive, requested information regarding the weekly senior WRTD bus trip be widely advertised.

Ric Hossack, Middle Turnpike, restated the questions he asked at the February 8, 2010 meeting and asked for answers. Mr. Hossack questioned why an ambulance was in front of the Red Rock Café at 7:30 p.m. on Saturday night and questioned the purchases made with the JAG Recovery Grant.

David Freudmann, Eastwood Road, expressed his opposition to the proposed Off Street Parking on Residential Property Ordinance. (Statement attached)

Betty Wassmundt, Old Turnpike Road, suggested a delay in any implementation of a Parking Code and a review of the Housing Code. Ms. Wassmundt also questioned the increase in the property tax since 2001. (Statement attached)

Howard Raphaelson, Timber Drive, commented that his experience with Mansfield Town staff has been very positive and asked that his compliment be passed on to the department heads in Town.

Mike Sikoski, Wildwood Road, inquired why the question regarding the meeting on collective bargaining was answered by the Town Attorney and not just directed to the Freedom of Information Commission.

V. REPORT OF TOWN MANAGER

Report attached.
Town Manager Matthew Hart remarked on the recent passing of Jody Newmyer, calling her a truly wonderful woman who contributed to the Town of Mansfield in many ways. A memorial service will be held on March 27th at 11:00 a.m. at Saint Paul's Episcopal Church.
The Town Manager will ask Chief Dagon about the ambulance reportedly parked in front of the Red Rock Café and thanked Jim Greene for his suggestion to embed links in his report to items in the packet. Mr. Hart will look into Ms. Goldman's claim that the Town had a dedicated van for seniors in 2007 and explained that a number of small energy inefficient refrigerators were exchanged for a larger more efficient model.
The Town Manager announced that Director of Planning Gregory Padick and Zoning Enforcement Officer Curt Hirsch were honored with lifetime achievement awards from the Connecticut Federation of Planning and Zoning Agencies.

VI. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Paterson urged all citizens to fill out their census forms. Ms. Paterson extended her condolences to the Newmyer family noting that Jody served on an early Town Council and was a wonderful friend, mentor and member of the community.

VII. OLD BUSINESS

2. Proposed Open Space Acquisition – Ossen/McCoy Property, Birchwood Heights

Mr. Haddad moved and Mr. Paulhus seconded, effective March 22, 2010, to authorize the Town Manager to finalize and to execute the purchase of the .9-acre property known as the Ossen/McCoy property.

Motion passed unanimously.

3. Community/Campus Relations

The Town Manager reported the Town/University Committee met and discussed the Storrs Road Improvement Project. He also noted that he and the Mayor met with the representatives of the group of UConn students who have proposed an alternate plan for Spring Weekend. Mr. Hart commended the overall goals and objectives of the group but commented there were a number of issues, including preparation time limits and the lack of a plan to deal with underage drinkers, which could be problematic. The Mayor and the Town Manager will continue to work with the group. Council members discussed the Town's responsibility to address health and safety issues at Spring Weekend and the ability of the Town to manage liability.

4. Community Water and Wastewater Issues

The Four Corners Water and Sewer Advisory Committee met with members of environmental advocacy groups to discuss the project. Town Manager Matt Hart reported early indications from an analysis of the local aquifer in the Four Corners area are hopeful.

5. Ordinance Regarding Off Street Parking on Residential Property

Mr. Kochenburger reported on the efforts of the Ordinance Development and Review Subcommittee to review and modify the proposed ordinance. Subcommittee members stated the purpose of the ordinance is to target the specific safety issues surrounding parking and noted that changes have been made that will assist property owners with the required plans. Members reiterated that this proposal in not an attempt to regulate occasional parties and landowners like all other businesses provide a service and must comply with certain regulations.

Mr. Paulhus moved and Mr. Kochenburger seconded to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on April 26, 2010, regarding a proposed ordinance titled "An Ordinance Regarding Off Street Parking on Residential Rental Property."

Motion passed unanimously.

VIII. NEW BUSINESS

6. Last Green Valley Grant Program – Moss Sanctuary Public Accessibility and Awareness

Mr. Haddad moved and Mr. Paulhus seconded, effective March 22, 2010, to authorize staff to seek funds in the amount of $13,150 from the Last Green Valley to improve public accessibility and awareness of the Moss Sanctuary.

Motion passed unanimously.

7. Presentation of Town Manager's FY 2010/11 Proposed Budget

Town Manager Matt Hart thanked the budget team for their work and presented an overview of his 2010/11 budget. The approach used in his budget is to maintain core services and programs, control and reduce expenditures where feasible without compromising core services, advance key council goals and objectives, and to allocate additional General Fund monies for capital projects.

Mr. Hart reviewed the potential impact on the taxpayer noting that the mill rate would decrease from 25.71 to 25.62 mills and presented a sample tax impact on a median home in Town. Mr. Haddad requested an analysis on how the revaluation process affects various categories of housing in Town. (Powerpoint attached)

IX. QUARTERLY REPORT

Distributed

X. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

XI. REPORTS OF COUNCIL COMMITTEES

Mr. Haddad reported the Personnel Committee is continuing to review the Ethics Ordinance.

Ms. Moran moved to appoint the following recommendations of the Committee on Committees to the Mansfield Advocates for Children: Lisa Dahn, Sonya Conrad, Patricia Braithwaite, Lisa Holle, Anne Bladen, Susan Daley and Judith Stoughton.
Motion to approve the recommendations passed unanimously.

Ms. Moran moved to appoint Ron Schurin to the Communication Advisory Committee.
Motion to approve the nomination passed unanimously.

Ms. Moran distributed a draft announcement identifying committee openings and asked for Council approval to disseminate it. By consensus the Council agreed.

XII. PETITIONS, REQUEST AND COMMUNICATIONS

8. U. Palaniswamy re: Housing Code
9. J. Yorks re: Thank you
10. M. Hart re: Waiver of Electricity Usage Costs
11. D. O'Brien re: Strategy or Negotiations re: Collective Bargaining
12. School Building Committee Report – March 2010
13. CCM Municipal Action Day
14. Connecticut Clean Energy Fund re: Clean Energy Communities Program
15. Chronicle "Letter to the Editor" - 03-03-10
16. Chronicle "Reval impacts Mansfield grand list" – 03-08-10
17. Chronicle "Council Oks bikeway, road paving projects" – 03-10-10

XIII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

David Freudmann, Eastwood Road, spoke in opposition to the parking ordinance

Betty Wassmundt, Old Turnpike Road, commented on the need for Council to provide supporting data for their views, the vending machines and the wellness program and fiduciary oversight.

XIV. FUTURE AGENDAS

No items added

XV. ADJOURNMENT

Mr. Ryan moved and Mr. Paulhus seconded to adjourn the meeting at 9:35 p.m.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

Mansfield, Connecticut Public Hearing March 22, 2010
Public comment by David Freudmann, 22 Eastwood Rd.,
Storrs, CT 06268, 860-429-0763
Topic: Proposed Open Space Acquisition - Ossen/McCoy

Those of you who recall my opposition, on two occasions last year, to the purchase of the Moss Sanctuary, know that I am by no means a kneejerk supporter of open space acquisitions. Too often, such acquisitions included disjointed lots that are neither trailheads nor links to other open space. But I do support the purchase of the Ossen/McCoy property on Birchwood Heights Rd. It is, after all, 0.9 acres of land along a paved town road. It would afford the opportunity for a trail linking it to Monticello Rd. via properties where an easement agreement already exists. And it is available for only $500.

I do have a suggestion regarding the placement of a trail on this lot if it is purchased by the town. Consider placing it along the eastern property line that abuts 41 Birchwood Heights Rd. I do not know whether any part of the 0.9 acre property is dry enough for construction of a house. But it is my understanding that the eastern half of the property is the wetter half. Indeed, the map provided on page 24 in the packet for tonight's Council meeting identifies an existing drainage easement along that property line.

By judicious placement of the trail and its associated easement, the town would not preclude the possibility that the lot might be suitable for sale, with the trail easement intact of course, at a substantial profit when economic times improve. As long as the trail easement does not go near an area where a house could possibly be built, then the potential marketability of the lot will not be compromised.

David Freudmann

David Freudmann

Mansfield, Connecticut Town Council Meeting March 22, 2010
Public comment by David Freudmann, 22 Eastwood Rd.,
Storrs, CT 06268, 860-429-0763
Topic: An Ordinance Regarding Off-Street Parking on
Residential Rental Property

My house is in a neighborhood closer to the University of Connecticut than any other in Mansfield. Indeed, I have seen nine houses in the Eastwood/Westwood/Hillside Circle neighborhood change from owner-occupied to rentals over the past ten years. Yet, I strongly oppose the proposed ordinance.

This ordinance targets a particular group of residents - tenants - with lifestyle restrictions. It would limit their ability to entertain guests at will. It is shameful that you would even countenance that such a thing even be put on your agenda. I know that Director of Planning Gregory Padick assures us that it is done in Pougkeepsie and is allowed by the courts. So what? Being legal doesn't make it right.

This ordinance places yet another burden on landlords - the many good ones as well as the few bad ones. By requiring Parking Space Site Plans (drawn to scale), application fees, etc., you would be adding another bureaucratic obstacle to a property owner's ability to derive the fruits of his investment.

This ordinance will succeed in harassing people and will please some angry residents who have witnessed the deterioration of their neighborhoods and want to see someone punished. But it will do nothing to reverse the immutable demographic trends and economic laws at play here: A large and growing university attracting a transient population seeking housing. Aging housing stock which becomes more economically viable as rental property for an entrepreneur than as a home for owners to live in. You'll never change that.

This ordinance will increase the size and cost of government. The $35 application fee and the occasional $90 fine will be nothing compared to the additional costs of staffing and office overhead needed for administration and enforcement.

In conclusion, if a motion is introduced to send this ordinance to a public hearing, I urge you to vote no. Such an onerous, elitist and discriminatory ordinance does not deserve a public hearing.

David Freudmann

David Freudmann

Sharry L. Goldman

187 Browns Road, Storrs, Connecticut 06268

March 22, 2010

To the Mansfield Town Council:

On June 8, 2009 the director of Human Services reported to the Town Council on a volunteer driver program. Such a program has been the stated goal of the senior population for many years, and that goal is well documented. The Human Services director's presentation, a 23 page document and oral report, stressed obstacles he perceived including liability and cost.

Since I am aware that many other towns have successful volunteer driver programs, I began researching them to try to determine why it is that they have programs and we don't. I interviewed human service directors and transportation professionals, both active and retired from other towns and the region.

I. ROLLING STOCK- investigation of the provision rolling stock for volunteer driver programs in this town and others.

A. Mansfield's seniors had a town van dedicated to their use as of the last time the Human Services Advisory Committee met on in 2007.
(What happened to van....and what happened to Advisory committee?)

B. Mansfield seniors currently have one car assigned to them.
Previous staff claim that more than one car was assigned to seniors in the past. (How is the present car used, and if there were multiple cars at one time, how were they used? How was the van used?)

C. Other towns have funded vans for volunteer driver programs by applying for a DOT 53.10 grant for rolling stock.
The deadline this year is March 26. Was the senior van (that is no longer assigned to seniors) bought on a DOT grant? If it was bought on the grant, is it eligible to be assigned elsewhere? Who made the decision to remove the Sr. van from the seniors? If we choose to have a program and have a van, we need to keep the March 2011 deadline in mind so we don't miss yet another funding cycle. If we apply for a van, who would write the application?

II. OPERATING EXPENSES - Mansfield currently gets $32,000 in funding for annual operating expenses for senior transportation.

A. Providers in other towns note that Mansfield is granted more money but offers fewer services. (Who makes the decisions as to how the money is spent? Who reviews the decisions?)

B. LIABILITY. Liability was not listed as an issue in any town or region I surveyed. There are several models used, and none of them found liability an issue. Towns with the most robust programs use town vehicles covered by town insurance. The value of the insurance, along with repairs to the vehicles and the value of the volunteer drivers' time is used as the match required by the granting agency.

C. STAFFING. Coventry has a part time coordinator who is paid for 10-12 hours a week. Her salary is covered by the operating grant.

D. TRANSPORTATION CHOICES. Some professionals I surveyed indicated that they believe that Mansfield is using their grant money for very expensive services from outside providers which results in the grant, even though larger than many other towns get, providing less service due to cost.

III. RECOMMENDATIONS

Last week, the Director of Human Services offered the Mansfield Senior Association the opportunity to run a volunteer driver program alone, or in concert with the Director of Human Service. While it's understandable that Mansfield Seniors are very eager to finally have a program, I think that their Association has a complete portfolio without this added task.

I believe that the Mansfield Town Council would be well advised to refer the questions listed above for independent review. I have worked in Mansfield on transportation matters for over 30 years by collaborating with the Transportation Advisory Committee and town staff. It has been a productive and effective relationship. I believe we would be well-served if they could evaluate current practices and make recommendations for improvements. I am confident that with the help of the TAC, Mansfield seniors can have an interim volunteer driving program in place very quickly, and a robust and effective program in place within a year or less. I would be happy to help the TAC in any way they see fit.

Town Manager's Office
Town of Mansfield

Memo

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Town Employees
Date: March 22, 2010
Re: Town Manager's Report

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

Budget and Finance

- *FY 20010/11 Budget* – At tonight's meeting I will present the Proposed FY 2010/11 Budget. The Town Council will review the proposed budget during the latter part of March and throughout the month of April. Interested residents are encouraged to see the Town's website for budget related information.

Council Requests for Information/Council Business

- *CCM Municipal Action Day* – Mayor Paterson and I will be attending this event tomorrow. Please see item number 13 in your 3/22/10 Council packet for more information.
- *Labor Negotiations* – Please see item number 11 in your 3/22/10 Council packet for a letter from Town Attorney O'Brien regarding strategy or negotiations in respect to collective bargaining.

Departmental/Division News

- *Human Services*
  - *Social worker recruitment* – The Town Council is invited to a reception to welcome Ms. Barbara Lavoie as our new Social Worker at the Mansfield Senior Center. The reception will be held at the Senior Center on Tuesday, March 30 at 10:00.
  - *Volunteer recognition program* – The Mansfield Senior Center Association has invited the Town Council to attend its volunteer appreciation day at the center, to be held at noon on Wednesday, April 21, 2010.
  - *Volunteer transportation program* - At is March 10th meeting, the Executive Committee of the Senior Center Association endorsed an option for a volunteer transportation program. The program would be co-sponsored by both the association and the Town, and would be coordinated by senior volunteers who would recruit volunteer drivers, maintain a database and schedule rides. Town staff would assist with all functions including ensuring annual driver training, vehicle inspection, and program promotion. Marilyn Gerling, Lida Bilokur (Association Volunteer) and Kevin Grunwald are working on developing the program and will present a more detailed proposal to the Executive Committee at its April 2010 meeting. We will keep the Council apprised of the progress of this initiative.
  - *WRTD transportation update* - Beginning on Monday, March 15, the Windham Region Transit District will operate a weekly bus trip from several senior residences in Mansfield to the Mansfield Public Library, Big Y, the Eastbrook Mall, the Willimantic Food Co-op and Walmart. The van will pick up riders at the Glen Ridge Retirement Community at 1:00 PM, and will then proceed to Juniper Hill and the Mansfield Senior Center to pick up additional passengers. The return trip will leave Walmart at approximately 2:45pm and should reach the library by 3:15pm. This trip is an expansion of a popular route that was discontinued last year when the funding was temporarily suspended. It is supported by a municipal grant from the State of CT Department of Transportation to the Town of Mansfield to expand transportation options for seniors and residents

with disabilities. This grant is also used to fund rides to medical appointments that are located outside of the 10-town Dial-A-Ride region. There is no cost for this trip, but donations to the Town of Mansfield are appreciated to subsidize the cost of this service. Individuals who are interested in this trip should contact Dial-A-Ride at 860-456-1462. Additional information regarding transportation for seniors and residents with disabilities can also be obtained by contacting either the Town of Mansfield Human Service Department at 860-429-3315, or the Mansfield Senior Center at 860-429-0262.

- *Mansfield Resident Trooper's Office* – On March 11, 2010, the Statewide Narcotic Task Force - East Field Office assisted by the Mansfield Resident Troopers Office & State Police, Troop C-Tolland executed a narcotic related search warrant at 1901 Storrs Road, Mansfield, CT. This search warrant resulted in the discovery of a large scale marijuana cultivation operation and a hallucinogen psilocin mushroom lab at the residence. Investigators seized approximately 30 marijuana plants at various stages of cultivation, an amount of marijuana, hundreds of hallucinogenic mushroom spores, an amount of hallucinogenic mushrooms, numerous chemical components and materials utilized in the cultivation process of marijuana and hallucinogenic mushrooms. Four individuals were arrested for various narcotics related charges.
- *Planning and Zoning*
  - On March 13th, a number of Mansfield residents and staff members participated in a state wide Municipal Summit on Climate Action sponsored by The Governor's Steering Committee on Climate Change with support from the Emily Tremaine Foundation and the Yale School of Forestry and Environmental Studies. Sustainability Committee member and State Department of Environmental Protection staff member, Lynn Stoddard, served as a primary event organizer and as a speaker. Cynthia van Zelm, Director of the Mansfield Downtown Partnership and Gregory Padick, Mansfield Director of Planning conducted a workshop on Smart Growth Initiatives in Mansfield: Storrs Center Case Study. Other Mansfield participants included Sustainability Committee and Energy Education Team members Virginia Walton, Leigh Duffy, Coleen Spurlock and Dan Britton and Board of Education member Chris Kueffner. Information regarding state and municipal efforts to address climate change can be found at: http://ctclimatechange.com/
  - On March 18th, The Connecticut Federation of Planning and Zoning Agencies honored four Mansfield residents. Kay Holt and Betty Gardner of the Planning and Zoning Commission received Length of Service Awards and Gregory Padick, Director of Planning and Curt Hirsch, Zoning Agent, received Lifetime Achievement awards.

Major Projects and Initiatives

- *Probate Court Consolidation* – Last week my colleagues in Coventry, Tolland and Willington and I, along with Probate Judges Cheryl Brown and Claire Twerdy, met with Probate Court Administrator Paul Knierim to review various issues regarding the planned probate court consolidation. We did arrive at a name for the court – the "Mansfield/Tolland Probate Court" – but did not come to any decision regarding the location. Both the current Mansfield and Tolland Court locations have their weaknesses. The CEO's will prepare a communication to our respective Board of Selectmen and Town Councils to review the four potential options for the location of the consolidated court, and to solicit your input.
- *School Building Project* – On March 15, 2010 the Mansfield School Building Committee conducted a public information session on our Proposed New Community PreK-4 Elementary School and Mansfield Middle School Project. Several Council members were able to attend this session. The report was not well-received by the members of the public who were in attendance. This week, the building committee will debrief the public information session to determine whether there are additional issues that need to be researched; the Mansfield Board of Education has commenced its review of the report. Also, the League of Women Voters and the Mansfield Advocates for Children will sponsor a moderated forum on this topic, to be held at 5:30 PM on Tuesday, April 13, 2010 in the Council Chambers here at the Beck Building.

Upcoming Meetings*

- Traffic Authority, March 23, 2010, 10:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Cemetery Committee, March 24, 2010, 3:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- School Building Committee, March 24, 2010, 5:30 PM, Council Chambers, Audrey P. Beck Municipal Building
- Sustainability Committee, March 24, 2010, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Regulatory Review Committee, March 30, 2010, 2:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Four Corners Sewer and Water Advisory Committee, March 30, 2010, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, April 1, 2010, 4:00 PM, Mansfield Downtown Partnership Office
- Ethics Board, April 1, 2010, 4:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, April 5, 2010, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Beautification Committee, April 5, 2010, 7:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Communications Advisory Committee, April 5, 2010, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Committee on Committees, April 6, 2010, 7:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Agriculture Committee, April 6, 2010, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, April 7, 2010, 5:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Emergency Management Advisory Committee, April 8, 2010, 9:30 AM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, April 8, 2010, 4:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Historic District Commission, April 12, 2010, 8:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Town Council, April 12, 2010, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building
- Meetings on the Budget:
    - Town Council Budget Workshop, March 25, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
    - Town Council Budget Workshop, March 31, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
    - Public Information Session on Manager's Budget, April 1, 2010, Council Chambers, Audrey P. Beck Municipal Building
    - Town Council Budget Workshop, April 5, 2010, 6:30 PM, Buchanan Auditorium, Mansfield Public Library
    - Town Council Budget Workshop, April 8, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
    - Public Hearing on the Budget, April 12, 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.*

Town of Mansfield
FY 2010/11 Proposed Budget

Matthew Hart, Town Manager
Cherie Trahan, Director of Finance
Paula Jeffers, Controller/Treasurer
Maria Capriola, Assistant to Town Manager

March 22, 2010

Economic Outlook

- National economic crisis continues
  - Banking, real estate, insurance industries, etc.
  - State and local revenues continue to decline
  - Challenging time for residents and taxpayers
  - Challenging time to prepare budget
    - Demand for services v. declining revenue

FY '11 Budget Overview

- General Fund

Town and MBOE	$33,613,055
Region 19 Contribution	$ 9,924,230
General Fund Total	$43,537,285

- Capital Fund $19,074,420[1]

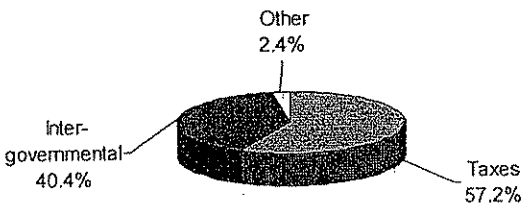
- Capital & Nonrecurring Fund $ 900,045[2]

[1]Includes nearly $17.6 million in state and federal grants for Storrs Center projects.

[2]Includes a $365,045 transfer to the Capital Fund.

FY '11 General Fund Revenues: $43,537,285[1]

FY '11 General Fund Revenues



[1] Includes funding for Region 19.

[2] Intergovernmental includes PILOT and other state and federal funds.

[3]Other includes fees, licenses and other funds.

FY '11 Revenue Outlook

- Grand List increases by 4.64% to $969,090,991
  - Real estate increases by 5.12%
  - Personal property decreases by 1.78%
  - Motor vehicle increases by 1.96%
  - $160,139 generated in new revenue from Grand List growth

FY '11 Revenue Outlook

- Non-tax revenue projected to decrease by $830,730 or 4.3%
- Decrease in statutory formula grants[1]
  - Education grants relatively flat
  - PILOT funds $7,224,400 – decrease of $830,955 or 10.3%
  - Pequot/Mohegan – increase of $187,336 or 95.9%

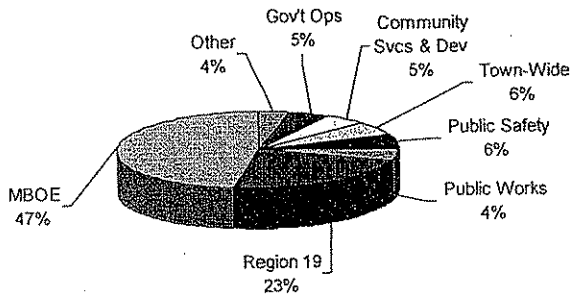
[1]Using Feb 2010 OPM Estimates.

Budget Preparation and Analysis

- Approach to Budget
  - Maintain core services and programs despite declining revenues
  - Control and reduce expenditures where feasible without compromising core services
  - Advance key Council goals and objectives
  - Allocate additional General Fund monies for capital projects

FY '11 General Fund Expenditures: $43,537,285[1]

FY '11 General Fund Expenditures



[1]Includes Town's expenditures for Region 19.

[2]Town-wide includes insurance and employee benefits.

[3]Government Operations includes energy costs for the Town.

FY '11 General Fund Expenditures

General Fund	FY 2009/2010	FY 2010/2011	$ Amt. Dec/Inc	% Dec/Inc
Town	$12,839,750	$13,024,895	$185,145	1.4%
MBOE	$20,595,570	$20,588,160	-$7,410	-0%
Region 19	$9,924,817	$9,924,230	-$587	-0%
General Fund Total	***$43,360,137***	***$43,537,285***	***$177,148***	***0.4%***

FY '11 Expenditure Trends

- General Government
  - $122,000 increase in the Town's contribution to the Municipal Employee Retirement System
    - State mandated increase
  - $260,000 increase to the Debt Service Fund
  - $200,000 increase from the General Fund for capital projects
    - In absence of three cost drivers, general government expenditures decreased by $46,855 or -0.4%

FY '11 Expenditure Trends

- MBOE
  - $402,240 increase (3.0%) in MBOE salary costs
  - $186,130 decrease (-5.37%) in MBOE employee benefit costs
  - $60,000 decrease in special education outplacement costs
  - $60,000 decrease in energy costs
  - $103,520 net decrease in all other operating costs

FY '11 Capital and Nonrecurring Fund: $900,045

- Capital and Nonrecurring Fund
  - $900,045 total budget including:
    - $365,045 transfer to capital fund
    - $150,000 transfer to debt service fund
    - $150,000 transfer to management services fund
    - $80,000 for final debt payment for fire truck
    - $70,000 transfer to compensated absences fund
    - $50,000 for parks and recreation activities
    - $35,000 for property tax revaluation fund

FY '11 Capital Fund Revenues: $19,074,420

FY 2011 Capital Budget Revenues		
State & Federal Grants	$17,582,100	92.2%
Bonds	$896,020	4.7%
CNR transfer in	$365,045	1.9%
LOCIP Grant	$182,255	1.0%
Other	$49,000	0.3%
TOTAL	***$19,074,420***	***100%***

FY '11 Capital Fund Expenditures: $19,074,420

FY 2011 Capital Budget Expenditures		
Community Development	$16,575,000	86.9%
Public Works	$1,968,120	10.3%
Facilities Maintenance	$238,000	1.2%
General Government	$132,000	0.7%
Community Services	$98,300	0.5%
Public Safety	$63,000	0.3%
TOTAL	***$19,074,420***	***100.0%***

Impact on the Taxpayer

- Under proposed budget, mill rate decreases from 25.71 to 25.62 mills
- New growth in grand list not sufficient to cover loss of non-tax revenue
- Non-tax revenue decrease equivalent to 0.86 mills
- Despite a declining mill rate, if assessment has increased most taxpayers will see tax increase

Impact on the Taxpayer (Con't)

Sample Tax Impact – No Revaluation:

Grand List increase would have been 0.67%

Estimated Mill Rate would have been 26.63

Increase of 0.92 Mills or 3.6%

2004 Valuation - Median Home	$168,350
Taxes at current mill rate - 25.71	$ 4,328
Taxes at estimated mill rate - 26.63	$ 4,483
Tax Increase	$ 155

Impact on the Taxpayer (Con't)

Sample Tax Impact – With Revaluation:

Average Real Estate Increase 5.12%

2004 Valuation - Median Home	$168,350
2009 Valuation – Median Home	$176,970
Current Taxes – Mill Rate 25.71	$ 4,328
New Taxes – Mill Rate 25.62	$ 4,534
Tax Increase	$ 206
Percentage Increase	4.76%

Key Budget Dates

Town Council Budget Review	March 20-April 15, 2010	Varies
Public Information Session	April 1, 2010	7:00pm
Public Hearing	April 12, 2010	7:30pm
Council Adoption of Budget	April 19, 2010	7:30pm
Public Information Session	April 21, 2010	7:00pm
Region 19 Budget Referendum	May 4, 2010	6am-8pm
Annual Town Meeting	May 11, 2010	7:00pm

Dates & Times Subject to Revision
Check www.mansfieldct.org for locations & other meeting information

March 22, 2010

To: Town Council

From: Betty Wassmundt

I see you are returning to the Parking Code. I spoke with Carl Schaefer a couple of weeks ago about some town issues and he said that I, maybe we, never like anything that you do. I'm going to suggest something that I (likely, we) would applaud you all for. You don't have to do this Parking Code immediately; there's a blight ordinance that can be relied upon, if necessary. Before you do anything more at all about this Parking Code, Review the Housing Code that was established a couple of years ago. Council has mentioned on several occasions that there should be a review of all new codes and procedures but it doesn't ever get done. I suggest that you review the Housing Code **with public participation allowed**. I suggest that you invite two or three landlords, and no more, to participate with you in a review of the Housing Code. I would suggest: Jake Friedman and Chris Keuffner. I haven't spoken with these men but I think they would do this and they are very reasonable people. I would do this without town management's participation; you've heard from management. Give the public an opportunity to discuss with Council. A discussion will give you much more information than will these one sided Public Hearings. You can limit the time assigned. Put the Parking Code on hold and do this. Please try it.

Next, budget season is here. I had my 2002 income tax information out the other day and I see that my property tax in '02 (just for my residence – no changes have been made to it) was $3748. This would be for the list as of October '01. My tax bill for '09, which is on the list as of October '08, was $5574. That's a 49% increase in my tax bill in 7 years. What has this town provided to me or any other tax payer within the last 7 years to warrant a 49% increase in taxes? I want to refer you to the CPI for that period. This can be found at http://www.bls.gov/cpi/ Table 24, Historical Consumer Price Index for all urban consumers. According to this chart, the CPI for that period, '01 through '08, shows a 21.5% increase. Mansfield's tax increase is more than double the CPI for the same period. I think you need to tell us why before thinking of increasing our taxes any more. WHY? This same chart shows a **negative** CPI of .4% for the year 2009. Let's see a decrease in our property tax. How can you justify a 49% increase in 7 years?

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LEGAL NOTICE
TOWN OF MANSFIELD
PUBLIC HEARING
FY 2010/11 BUDGET

The Mansfield Town Council will hold a Public Hearing on the proposed 2010/2011 Budget on April 12, 2010 at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Municipal Building, 4 South Eagleville Road.

At this hearing persons may be heard and written communications received.

Dated at Mansfield, Connecticut this 3rd day of April, 2010

Mary Stanton
Mansfield Town Clerk

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Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager MGH
CC: Jaime Russell, IT Director
Date: April 12, 2010
Re: Presentation: Design Improvements for the Town of Mansfield Website

Subject Matter/Background

At Monday's Meeting, Jaime Russell, our IT Director, will provide a preview of an improved design for the Town of Mansfield website. This website layout will support communication with the public through an intuitive, user-friendly and attractive design.

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Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to the Town Manager; Curt Vincente, Director of Parks & Recreation, Jay O'Keefe Assistant Director of Parks & Recreation, Jennifer Kaufman, Parks Coordinator, Virginia Walton, Recycling Coordinator
Date: April 12, 2010
Re: Proclamation Commemorating Earth Day 2010

Subject Matter/Background
The commemoration of Earth Day is designed to inspire awareness and appreciation for the Earth's environment. It was founded by U.S. Senator Gaylord Nelson (D-Wisconsin) as an environmental teach-in in 1970 and is celebrated in many countries every year.

The Earth Day Network (EDN – see www.earthday.org) was founded by Denis Hayes and the organizers of the first Earth Day in 1970, and by other national organizers to promote environmental activism and year-round progressive action, domestically and internationally. In observance of the 40th anniversary of Earth Day, EDN has created multiple global initiatives, ranging from a Global Day of Conversation with mayors worldwide, which is focused on green investment and building a green economy; an Athletes for the Earth Campaign that brings Olympic, professional and every day athletes' voices to help promote a solution to climate change; a Billion Acts of Green Campaign which will aggregate the millions of environmental service commitments that individuals and organizations around the world make each year; to Artists for the Earth, a campaign that involves hundreds of arts institutions and artists worldwide to create environmental awareness. EDN expects at least 1.5 billion people to participate in these global events and programs.

The Parks and Recreation Department is working with their national association, the National Recreation and Parks Association, to maintain awareness of the importance of Earth Day. This year being the 40th Anniversary of Earth Day, it is especially important to continue awareness of this day and what it symbolizes. The Town of Mansfield has been a leader in environmental sustainability, energy conservation and the use of clean energy. Passage of the attached proclamation will emphasize our continued local effort to recognize Earth Day.

Recommendation
Staff recommends that the Council authorize Mayor Paterson to issue the attached proclamation.

If the Town Council concurs with this recommendation, the following motion is in order:

Move, effective April 12, 2010, to authorize the Mayor to issue the attached Proclamation Commemorating Earth Day 2010.

Attachments

1) Proclamation Commemorating Earth Day 2010

Environmental Proclamation
Earth Day 2010

April 22, 2010

WHEREAS the global community now faces extraordinary challenges such as environmental degradation, climate change, food and water shortages, and global health issues; and

WHEREAS all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment; and

WHEREAS it is understood that the citizens of the global community must step forward and take action to create positive environmental change to combat the aforementioned global challenges; and

WHEREAS a sustainable environment can be achieved on the individual level through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS it is necessary to broaden and diversify the environmental movement to achieve maximum success;

Now, therefore, be it resolved that, I, Elizabeth Paterson, Mayor of the Town of Mansfield, Connecticut, hereby pledge this Earth Day, April 22, 2010, to support environmental initiatives in Mansfield and to encourage others to undertake similar actions.

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Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matthew W. Hart, Town Manager
CC: Maria Capriola, Assistant to the Town Manager; Curt Vincente, Director of Parks & Recreation, Jay O'Keefe, Assistant Director of Parks & Recreation
Date: April 12, 2010
Re: Recognition of Girls 7th and 8th Grade Basketball Teams

Subject Matter/Background

It is important to acknowledge the efforts of local youth sports teams and the value of programs that teach our youth fundamental skills, sportsmanship, teamwork, and how to be good representatives of our community. We would like to take a few minutes to publicly recognize the special efforts of both the Mansfield Middle School and Mansfield Parks and Recreation Department Girls 7th and 8th grade basketball teams, which are essentially the same group of Mansfield youth. The 2009-10 season proved to be very successful for each team - the Mansfield Middle School team won 16 games with no losses and were the champions of the Northeast Middle School Athletic Conference (NEMSAC), while the Mansfield Parks & Recreation Department Travel Team won 20 games with no losses and were the champions of the Nutmeg League and the Marlborough March Madness annual tournament. While the combined 36 wins and no losses are extraordinary, the more notable aspects of the successful season were that the girls proved to be excellent representatives of our community through their hard work, dedication and positive displays of sportsmanship. The players also served as model students for their peers.

The Mayor and I recommend that at Monday's meeting the Council distribute a certificate and briefly recognize each player. The players are scheduled to come in around 8:30 PM. We appreciate your support!

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Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager; Gregory Padick, Director of Planning; Cynthia van Zelm, Director Mansfield Downtown Partnership; Mary Stanton, Town Clerk
Date: April 12, 2010
Re: Proposed Resolution: Northeastern Connecticut Economic Partnership

Subject Matter/Background

In 1999, the Northeastern Connecticut Economic Partnership was established to develop a Comprehensive Economic Development Strategy (CEDS) for the region. This effort has been coordinated by the Northeastern Connecticut Council of Governments and the Windham Region Council of Governments; all twenty-one (21) Towns within these councils are considered partnership members. The partnership also includes the Town of Sprague from the Southeastern Connecticut Council of Governments. The chairs of the two primary Council of Governments chair the partnership.

In 2002, the Northeastern Connecticut Economic Partnership prepared an initial CEDS and in 2007 issued a Five Year CEDS Update (portions of the Five Year update are attached). The Mansfield Storrs Center Downtown project is included in the 2007 plan as a priority community and economic development project and the North Hillside Road Extension, the Mansfield Four Corners and UConn Technology Incubator Space are listed as future projects. The Northeastern Connecticut Economic Partnership is presently updating the CEDS with a goal of completing the update by June 1, 2010. A municipality cannot belong in more than one CEDS; Mansfield representatives participated in the 2007 update and plan to assist with the 2010 plan.

In association with the CEDS update, the Northeastern Economic Partnership also intends to seek federal recognition as a Regional Economic Development District. This designation, which is administered by the US Department of Commerce's Economic Development Administration (EDA), would enable the partnership to receive planning grants for the region and would make all member municipalities eligible to apply for and receive federal funds for economic development projects. To be eligible to apply for a Regional Economic Development district designation, all member municipalities must approve a resolution stating their commitment to join the Northeastern Connecticut Economic Partnership. The attached resolution has been forwarded to Mansfield for Town Council consideration. There is no financial commitment to join the partnership. If Mansfield applies for and receives federal money for a project, the Town would be

responsible for complying with grant conditions, including any monetary match. Currently, Connecticut is one of only two states in the United States that does not have Economic Development Districts.

Financial Impact
There is no financial impact to formally joining the Northeastern Connecticut Economic Partnership. Mansfield already is considered a member through our membership in the Windham Region Council of Governments. Future grants that may result from membership would have commitments that the Town would have to evaluate on a case by case basis.

Legal Review
The proposed resolution has been reviewed by the Town Attorney and no legal issues have been identified.

Recommendation
Staff recommends Mansfield's continued participation in the efforts of the Northeastern Connecticut Economic Partnership and 2010 CEDS update, which would promote the goals, objectives and recommendations contained in both Mansfield's Plan of Conservation and Development and *Mansfield 2020: A Unified Vision* (strategic plan). Staff anticipates that obtaining Economic Development District status for Northeastern Connecticut would enhance our opportunities to receive federal assistance for local projects, including the Storrs Center and Four Corners initiatives, and for projects in other partnership municipalities. Formally joining the partnership is a federal requirement for communities seeking Economic Development District status.

Accordingly, staff recommends that the Town Council endorse the attached resolution, entitled "A Resolution of the Governing board regarding a Regional Economic Partnership."

Attachments
1) Portions of the 2007 Comprehensive Economic Development Strategy (CEDS) for the Northeastern Connecticut Economic Partnership
2) Proposed Resolution of the Governing board regarding a Regional Economic Partnership

A Resolution of the Governing Board
regarding a
Regional Economic Partnership

WHEREAS, the Town of _____ would like to join the Northeastern Connecticut Economic Partnership,

WHEREAS, this partnership will be applying for Federal Designation through the Economic Development Administration to be a Regional **Economic Development District** representing the 21 towns of the Northeast Connecticut Council of Governments and the Windham Region Council of Governments, and one additional community from the Southeast Council of Governments.

NOW, THEREFORE, BE IT RESOLVED, the Town of _____ hereby agrees to become a member of the Northeast Connecticut Economic Partnership.

I hereby certify the preceding is a true vote of _____, at its meeting on _____, a quorum being present.

_____
Name:
Title:

_____
Date

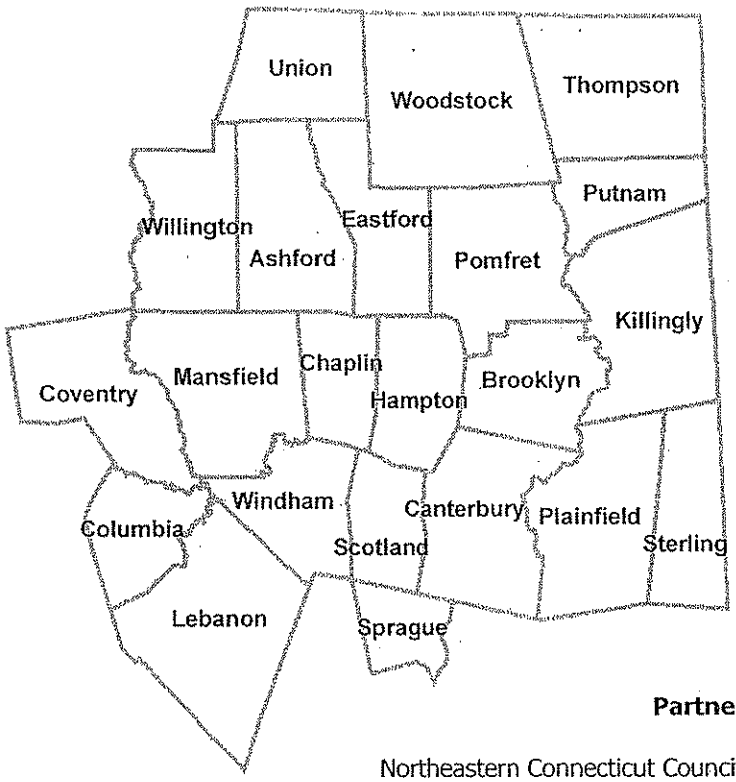
TOWN SEAL

Northeastern Connecticut Economic Partnership

Comprehensive Economic Development Strategy

2007 Five-Year Update

Partnership Communities:



Partnership Contacts:

Northeastern Connecticut Council of Governments
John Filchak, Executive Director
125 Putnam Pike, Post Office Box 759
Dayville, CT 06241

Windham Region Council of Governments
Mark Paquette, Executive Director
968 Main Street
Willimantic, CT 06226

Adopted -- June 14, 2007

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Executive Summary

The following document is the 2007 Comprehensive Economic Development Strategy Five-Year Update for the Northeastern Connecticut Economic Partnership. The Northeastern Connecticut Economic Partnership, established in 1999, was the joining of two regional planning organizations, the Northeastern Connecticut Council of Governments (NECCOG) and the Windham Region Council of Governments (WINCOG) to work together to develop a Comprehensive Economic Development Strategy (CEDS) in accordance with U.S. Economic Development Administration guidelines. The Partnership Region includes all communities in the two planning regions (21), and an additional community from the Southeastern Connecticut Council of Governments (SECCOG).

Representation from all major interests in the region was drawn from these communities to participate in the process of updating the 2002 Comprehensive Economic Development Strategy. The Northeastern Connecticut Economic Partnership is the CEDS Committee and a dynamic group of people that are committed to improving the economic standing of the region. The CEDS document includes the following items:

Northeastern Connecticut Economic Partnership will foster a vibrant and sustainable economy that provides a skilled workforce through outstanding educational and training opportunities, preserves a healthy natural environment and the rural character of our communities, expands economic opportunity, and improves the quality of life for all residents.

1. **Planning Process:** This section summarizes the process undertaken to complete the initial Comprehensive Economic Development Strategy and its Five-Year Update, lists membership of the CEDS Committee, and inventories Partners for Economic Development in the Partnership Region.

2. **Background Data and Current Trends:** This section highlights the current conditions and trends that make the Partnership Region unique from an economic development perspective.

3. **Area Assessment of Strengths and Weaknesses:** Strengths, Weaknesses, Opportunities, and Threats are identified for the Partnership Region. This section also includes a discussion on Industry Clusters and those, which present the region with significant economic opportunity.

4. **Vision Statement:** This section includes an updated Vision Statement and the goals and objectives identified by the CEDS Committee to realize that vision.

5. **Action Plan:** This section delineates the economic development activities for the upcoming years. Also included in the section is the 2007 Project Listing.

6. **Evaluation:** This section outlines the evaluation methodology developed by the CEDS Committee to ensure accountability for the achievement of the CEDS program.

A great deal of momentum was created from this process and there is a firm desire to have it continue. Obtaining funding from the Economic Development Administration will be essential for the continuation of the process to take place. Much valuable information was obtained in preparing this CEDS document and it is the intent of the Northeastern Economic Partnership to make this information available to the public and private sectors in the Partnership Region. Continued implementation of this plan is a priority of the members of the Partnership.

IV. Vision and Goals

The CEDS Committee has developed the following goals and objectives in 2007 to guide the work of the CEDS program. These goals reflect themes outlined in the updated vision statement.

Vision

Northeastern Connecticut Economic Partnership will foster a vibrant and sustainable economy that provides a skilled workforce through outstanding educational and training opportunities, preserves a healthy natural environment and the rural character of our communities, expands economic opportunity and improves the quality of life for all residents.

The Northeastern Connecticut Economic Partnership will have in place an ongoing comprehensive planning process that creates the opportunity to realize the stated goals and objectives and to refine the CEDS plan to meet the changing needs of the Partnership region.

Goal 1 – Foster a strong and innovative regional economy

Objectives

A. Attract new businesses while retaining and expanding existing businesses

B. Encourage entrepreneurship

C. Build upon strong traditional and regionally emerging economic clusters that are or have the potential to be recognized by the State of Connecticut

D. Provide programs that enhance and redefine the skills of our workforce

Goal 2 – Maintain and strengthen our economic competitiveness

Objectives

A. Strengthen and support a strong educational and training system that prepares the region's population for employment and lifelong learning

B. Improve multi-modal transportation access and capacity throughout the region
C. Continue to upgrade the region's telecommunications infrastructure

D. Increase housing opportunities to accommodate a variety of housing types and needs

Goal 3 – Balance growth with the desire to protect the region's rural character and natural resources

Objectives

A. Increase awareness of the interrelationships among land use planning, economic development and conservation of resources

B. Direct development to regional growth centers and areas with existing physical infrastructure

Goal 4 – Improve the Quality of Life of Residents

Objectives

A. Strengthen the coordination of social service agencies to increase efficiencies

B. Promote active and passive recreational opportunities for all age groups

C. Provide a sufficient amount of quality and affordable daycare and after-school care programs for children of the working population

D. Support the expansion and access of high quality health services and facilities

Goal 5 – Strengthen Regional Economic Collaboration

Objectives

A. Continue and expand initiatives for projects and programs that foster regional collaboration at the Partnership, sub-regional, or town to town level

B. Expand growing regional economic cooperation to serve as the foundation for successful marketing and outreach

V. Action Plan

The following section lays out a strategy for the implementation of this CEDS program. The strategy includes both action items to support progress towards stated goals and economic development and infrastructure projects. Both action items and projects will be evaluated on an annual basis. The timeframe for measurable progress for all action items is by the last year of this 5-year plan.

Action Items

Goal 1 – Foster a strong and innovative regional economy

Actions

- Maintain and have ready access to a comprehensive list of commercial properties
- Encourage programs, such as the Small Business Support Center at Quinebaug Valley Community College, that foster entrepreneurship and encourage home-based businesses that are compatible with residential settings
- Enhance the region's tourism potential by supporting the work of the Quinebaug Shetucket Heritage Corridor
- Continue to nurture the development of business incubators in the region by adding capacity and accessing operating grants
- Work with and support programs and actions of the Eastern Connecticut Workforce Investment Board
- Maintain a local survey and use other primary research to identify the key skills needs of area employers, and ensure that these needs are being addressed through job training programs
- Work with and support efforts of the Northeast CT Economic Alliance
- Maintain local surveys conducted by partner organizations and when necessary use other primary research to identify the key skills needs of area employers, and ensure that these needs are being addressed through job training programs
- Promote economic viability of agriculture in the region through programs which support youth interested in horticulture, creating co-ops, and establishing a value-

added products center for year-round processing and selling of local agricultural products

Goal 2 – Maintain and strengthen our economic competitiveness

Actions

- Foster ongoing dialogue with representatives from the region's institutions of higher learning/training to strengthen relationships and collaboration for mutual benefit
- Continue to expand opportunities for higher education and life-long learning
- Expand employment and career objective exploration of youth with an increase in internships, employment, and entrepreneurial opportunities
- Continue to represent the interest of the Partnership region in the I-395 Transportation Investment Area (TIA) process
- Advocate for expanded service areas, hours of operation, and interregional connections of bus transit providers
- Advocate for passenger rail connection from New London to Worcester to link Northeastern Connecticut to both the Worcester and Boston labor markets
- Work to improve the east-west transportation connection, explore bus and rail options as a potential solution
- Identify barriers to affordable housing and compile a range of strategies and resources to address housing needs in the region
- Assist and encourage communities to help create housing that is attractive, affordable and an asset to the neighborhood
- Support the State's efforts to improve service at and to attract air carriers to the Windham and Danielson Airports.

Goal 3 – Balance growth with the desire to protect the region's rural character and natural resources

Actions

- Update National Scenic Byway Route 169 Management Plan
- Assist towns in the development and implementation of open space plans by encouraging towns to work together and to use the resources available through Uconn's Center for Land Use Education and Research (CLEAR)
- Support the work of the Institute for Sustainable Energy at Eastern Connecticut State University and create models for sustainability and renewable energy applications in the region
- Utilize programs such as the Village District Act and the CT Main Street to revitalize our downtowns and rural villages
- Maintain an inventory of vacant and underutilized mills and brownfield sites, provide incentives for the redevelopment of these sites, and develop a revolving loan fund for the restoration and adaptive reuse of mill buildings
- Educate landowners and municipalities on conservation options for farmland and open space in Connecticut, such as easements and purchase of development rights

Goal 4 – Improve the quality of life of residents

Actions

- Complete the East Coast Greenway and encourage the development and improvement of other trail-based recreational opportunities and linkages
- Take advantage of the confluence of the Airline Trail and National Scenic Byway Route 169 by creating a trailhead/visitors center with amenities not currently available
- Advocate for quality daycare opportunities
- Promote collaboration among human service providers through the Nonprofit Alliance of Northeast Connecticut to identify the region's key human service issues and to create strategies to effectively address those issues

Goal 3 – Balance growth with the desire to protect the region's rural character and natural resources

Actions

- Update National Scenic Byway Route 169 Management Plan
- Assist towns in the development and implementation of open space plans by encouraging towns to work together and to use the resources available through Uconn's Center for Land Use Education and Research (CLEAR)
- Support the work of the Institute for Sustainable Energy at Eastern Connecticut State University and create models for sustainability and renewable energy applications in the region
- Utilize programs such as the Village District Act and the CT Main Street to revitalize our downtowns and rural villages
- Maintain an inventory of vacant and underutilized mills and brownfield sites, provide incentives for the redevelopment of these sites, and develop a revolving loan fund for the restoration and adaptive reuse of mill buildings
- Educate landowners and municipalities on conservation options for farmland and open space in Connecticut, such as easements and purchase of development rights

Goal 4 – Improve the quality of life of residents

Actions

- Complete the East Coast Greenway and encourage the development and improvement of other trail-based recreational opportunities and linkages
- Take advantage of the confluence of the Airline Trail and National Scenic Byway Route 169 by creating a trailhead/visitors center with amenities not currently available
- Advocate for quality daycare opportunities
- Promote collaboration among human service providers through the Nonprofit Alliance of Northeast Connecticut to identify the region's key human service issues and to create strategies to effectively address those issues

VI. Project Listing

During the CEDS planning process of 2007, the Northeastern Connecticut Economic Partnership solicited municipalities and nonprofit organizations to submit regionally significant economic development projects for the 2007 Project Listing. In response, over thirty projects were submitted for consideration.

The Northeastern Connecticut Economic Partnership evaluated all projects submitted by the Partnership Region with regard to the goals and objectives developed by the CEDS Committee. To assist in evaluating projects a priority project nomination form was completed for each project (See Appendix H). The questions listed below served as the criteria to assist in categorizing the projects as either priority or future.

1. Is there a strong local commitment to the project?
2. What is the current status of the project?
3. How many full time jobs will be created and/or retained as a result of the project?
4. Which CEDS objectives will be addressed upon the completion of the project?
5. Which EDA Investment Goals will be addressed upon the completion of the project?

The following section lists the priority community and economic development projects for the Northeastern Connecticut Economic Partnership. The projects are listed alphabetically by town, and no priority within the list should be inferred by the order in which they appear. Based on the above criteria, the Priority Projects were selected and listed below. However, this does not diminish the value or importance of projects listed for future.

Priority Projects

(12 projects are listed)

Project Name: **Hop River Bridge**
Community: Coventry
Responsible Entity: Town of Coventry and Private Developer
Proposed Project Amount: $ 1.2 million, Received $2.5 million SAFTEALU for upgrade of Storrs Road
Prospective Funding Sources: EDA ($600,000), Developer ($600,000)
Description: The proposal involves the design, permitting, and construction of a bridge over the Hop River from Route 6 to facilitate the development of a 100 plus acres of commercial or mixed-use property. The construction of the bridge is necessary to allow for the development of this key

commercial property. A bridge, road system, and layout of the developable areas have been preliminarily designed and the Planning and Zoning Commission is in the process of drafting mixed-use design regulations.

Project Name: **Killingly Industrial Park Expansion**
Community: Killingly
Proposed Project Amount: $6 million
Description: The Killingly Industrial Park is currently at capacity. In order to recruit new businesses a 2,000-foot extension of road and utilities at the Killingly Industrial Park is necessary.

Project Name: **Mansfield Storrs Center Downtown**
Community: Mansfield
Proposed Project Amount: $175 million, $2.5 million SAFETEA-LU, $2.5 million Connecticut Bond Commission, $1 million Transportation Enhancement Funds
Description: The Mansfield Storrs Center Downtown Project includes roads, parking, utilities, and public space improvements associated with expansion of commercial development and new housing. A Concept Master Plan has been prepared. The planned development will incorporate a mix of land uses and architectural characteristics similar to those found in a traditional New England university town center. Market-rate residential structures, mixed-use structures (retail, commercial, office and/or residential), a village green and other open space, streetscape improvements, a boutique hotel, entertainment venues, and appropriate traffic improvements are all being considered as part of the planned development. A critical infrastructure element of the Storrs Center Project is the intermodal facility, which will provide necessary parking. The facility will also include bus stops for regional and local service.

Project Name: **Nitrification/Denitrification Plant**
Community: Putnam
Proposed Project Amount: $2,390,000
Description: The proposed project is to upgrade the wastewater system in Putnam, a conventional activated sludge plant that was placed in service in the early 1970's. This will enable the wastewater system to accept higher industrial B.O.D. loads and to remove nitrogen from treatment plant effluent. The Nitrification/Denitrification project will assist the region in attracting industries with higher B.O.D. treatment requirements.

Project Name: **Cargill Falls**
Community: Putnam
Proposed Project Amount: $2,590,000
Description: The proposed project will enable public participation in a private developer's renovation of the 157,000 square foot former Hale Mill into a multi-use project in the commercial center of Putnam. Proposed uses are to include a hydroelectric plant, hotel with restaurant, condominiums, offices, and public access riverfront park area.

Adopted -- June 14, 2007

Future Projects

Revitalization of Mill in East Brooklyn	Brooklyn
Coventry Extension of Sewers	Coventry
Water Street Redevelopment	Killingly
Prym Mill	Killingly
Lebanon Town Center Parking	Lebanon
Equestrian Complex	Lebanon
North Hillside Road Extension	Mansfield
Mansfield Four Corners	Mansfield
Technology Incubator Space	Mansfield
Town Library	Plainfield
Vacant High School for Business Use	Plainfield
Plainfield Smart Park	Plainfield
Airline Trailhead/ 169 Scenic Byway Center	Pomfret
Sewer Improvements	Sprague
Phase II/Industrial Park/Infrastructure	Sterling
School Re-use/Town Municipal Building	Sterling
Revere Site Renovation	Sterling
Business Park Development on Reardon Property	Thompson
Public Works Garage and Airport Expansion	Windham
Town Hall Preservation & Restoration	Windham
Nitrification/Dentrification Project	Windham
Downtown Wireless Hotspot	Windham
QVCC Middle College High School	Killingly

Adopted -- June 14, 2007

Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager MWH
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: April 12, 2010
Re: Fee Schedule for the Riverside Burying Ground

Subject Matter/Background

Over the last few years the Cemetery Committee has been working to develop a cremation burial and scattering area adjacent to the Riverside Burying Ground located on Gurleyville Road. Committee members, working with Town staff, have designed the cemetery designating an urn burial area and a large scattering ground. The Town crew has prepared the area which provides 3x3 plots for the burial of cremation remains and a natural setting area for the scattering of ashes. The rules and regulations for the town cemeteries have been updated to include this new area and the Town Attorney has reviewed and approved the scattering authorization for the Riverside Burying Ground Scattering Authorization.

The current price of a 4x6 burial plot is $300 and the plot may be used for a casket burial or an urn burial. For the Riverside Burying Ground the Cemetery Committee is recommending a fee of $300 for the 3x3 burial plots and $175 for the right to scatter ashes. The recommended fees are based on Committee member Rudy Favretti's review of fees charged in Hartford area cemeteries.

Recommendation

If the Council is in agreement with this pricing structure the following motion would be in order.

Move, effective April 12, 2010 to approve fees for the cremation burial and scattering area adjacent to the Riverside Burying Ground on Gurleyville Road. The fee for a cremation burial plot shall be $300 and the fee for a scattering authorization shall be $175.

Attachments

1) Riverside Burying Ground Rules and Regulations
2) Riverside Burying Ground Scattering Authorization

PERPETUAL CARE

All gravesites/plots which are sold will be furnished perpetual care which shall include regular mowing of grass and trimming of grass. Perpetual care shall not include maintenance, repair or replacement of monuments or markers.

PLANTINGS

1. Trees, gardens, curbing, fencing, hedging, shrubs, borders, statuary or enclosures of any kind shall not be allowed on or around the gravesite or plot. The Town reserves the right, without prior notice to remove same if so erected, planted or placed.

2. Container plants may be placed on the gravesite or plot, provided, however that the Town may remove the plants if they have died or if the plants are in a state of decline. Artificial decorations are permitted, they may be removed by the Town if they become discolored or if they leave wires causing a threat to cemetery maintenance activities.

3. No glass containers shall be used to contain flowers or plants. Only plastic or clay containers shall be used. At the end of the growing season all containers shall be removed. The Town reserves the right to remove any and all containers for good reason. The Town further reserves the right to remove and restrict the placement of any and all decorations/remembrances in accordance with these rules.

4. The Town reserves the right to remove any tree, shrub or obstacle on any lot that may hinder the efforts of opening of graves or the proper maintenance of the cemetery, or in the judgment of the Town shall seem desirable.

5. No person shall apply toxic chemicals (such as weed killers or pesticides) on gravesites.

RIVERSIDE BURYING GROUND

RULES AND REGULATIONS FOR CREMATION REMAINS

SCATTERING AREA

The scattering area is along the perimeter of the cremation section of this cemetery, outside of the designated walkway.

1. Application for scattering of cremation remains shall be made through the Sexton or the Town Clerk.

2. The applicant must present a SCATTERING AUTHORIZATION FORM properly completed. Forms are available from the Town Clerk's office.

3. The sexton shall inform the applicant of the procedure and location for scattering. The sexton need not be present during the actual scattering.

plicant desires the name, year of birth and year of death to be placed on the central memorial in the scattering area, arrangements and payment (current cost) may be made through the Town. The plaques will be added to the central memorial on a periodic basis. No monuments or commemorations of any kind will be allowed in the scattering area.

IN-GROUND REMAINS

The in-ground remains area is within the walkway in the central portion of the cremation remains section. It is delineated by four granite posts. Plots 3' x 3' are laid out within this section. One or two burials of ashes are allowed within each plot.

1. Application for an in-ground remains plot must be made through the Sexton.

2. The Sexton or his/her designated representative must be present during interment.

3. The remains must be interred at the depth specified by the Sexton. Any associated cost for interment shall be borne by the responsible party.

4. The fee for the plot is $300.00.

5. A marker of the slanted granite type (commonly called a "head stone") may be placed on the 3' x 3' plot, but it must not exceed one foot at the highest point or exceed 18" in width. The Sexton shall be informed before a stone is installed.

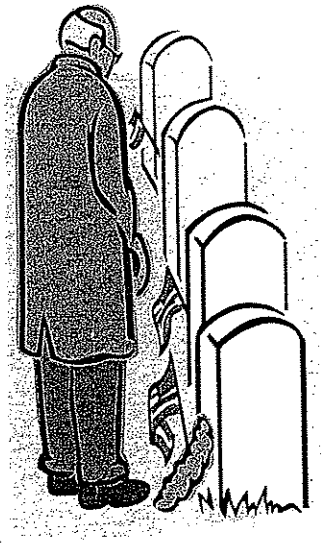
6. Because of the natural setting, no plastic flowers or plantings of any kind are allowed.

RULES & REGULATIONS FOR Mansfield Center Cemetery Pink Ravine Cemetery Riverside Burying Ground

Town of Mansfield
4 South Eagleville Rd
Mansfield, CT 06268

October 2009

Cemeteries are precious and fragile records of the Town's history. It is important to preserve these cemeteries and the artwork of the carvers as well as the integrity and sanctity of the site as a whole. Therefore, please understand that:



- **The right of admittance to the grounds is reserved.**
- **All persons shall respect the solemnity of the cemetery and strictly observe the rules which have been established for the purpose of ensuring quiet and good order at all times within the grounds.**

Reasonable efforts are made to protect approved memorials, flowers, trees and shrubs, but the Town disclaims responsibility for any damage or injury thereto.

- **Children will be permitted on the grounds only if accompanied by parent, guardian or other adult, who shall be responsible for their conduct.**
- **The Town, acting through its Sexton or other appropriate official, may expel from the cemeteries or cause to be arrested any persons disturbing its sanctity by noisy, boisterous or other improper conduct, or any person violating any of the rules and regulations.**
- **There shall be no decoration, adornment, use of monument, inscriptions or planting except as expressly permitted under these rules. The right is reserved by the Town/Sexton to enter upon any lot and prohibit, modify or remove any object, adornment, monument, inscription, planting or work done contrary to the rules.**
- **Dumping of fill materials, compost, wood materials, rubbish, old flowers etc. will not be permitted.**
- **All persons are strictly prohibited from any unauthorized picking or pruning of flowers, plants or shrubs, whether cultivated or wild; breaking or injuring any tree or shrub; marring any memorial, defacing property in any way, or disturbing birds or other wildlife.**

Please report any theft or vandalism to the Mansfield Public Works Department and the Resident State Trooper's Office.

1. The Sexton shall be authorized to sell gravesites or plots (two or more gravesites) and act on behalf of the Town Clerk in the activities described herein. The price for graves/plots shall be set by the Town Council. A Certificate of Burial Rights shall be prepared by the Town Clerk for each gravesite or plot sold. Full payment shall be rendered before interment. The Town Clerk shall keep records showing the name of the purchaser or owner of burial rights for each gravesite or plot.

2. A Certificate of Burial Rights grants to the purchaser the right to interment and extends this right to his/her heirs and family descendants.

3. If a Certificate of Burial Rights of the lot or grave has been lost or mislaid, a substitute Certificate of Burial Rights may be issued to the person who has established legal right to the grave/plot. In establishing this legal right:

a) An affidavit sworn to before a notary public must be presented in which the person claiming rights to interment privileges in said plot must identify him/herself, establish his/her rights to said plot, and state that no other party has prior or equal rights to said plot. Upon the presentation of the affidavit, the Town Clerk shall have the right to rely on the statements contained therein, and the person(s) making the affidavit shall be responsible for any errors or omissions of the affidavit.

b) In case of the loss of Certificate of Burial Rights to a lot or grave a substitute certificate may be issued to the person who has established legal right to it after satisfactory proof of said loss and ownership has been presented to the Town Clerk, together with an affidavit, reasonably satisfactory in form and substance to the Town Clerk, by a person having personal knowledge of the facts which may be conclusively relied upon by the Town Clerk to permit the use of unoccupied portions of any interment space referred to in such affidavit.

4. The use of a plot or gravesite is for the plot holder or plot holder's relatives for interment purposes only. A person not a member of the plot holder's family may be interred in said plot. The plot holder shall not have any right to sell, transfer, exchange, or in any manner dispose of said plot without the written permission of the Town Clerk. Any transfer is subject to these rules and regulations and to the payment of the transfer fee established by the Town Council.

5. The owner is responsible for designating grave locations within each burial plot; confirmation of such location is to be made prior to interment.

OWNERSHIP AND TRANSFER OF INTERMENT RIGHTS - DESCENT OF OWNERSHIP

1. When an interment of an owner or relative is made and the owner or any joint owner dies without making disposition of the remaining interment space, it shall be held and reserved as the interment space of the original owner's family.

2. In a family interment space, one plot may be used for the owner's interment, one for the owner's spouse, if any, or named person referenced on the deed who ceased owner acquire vested rights of interment in any remaining ... space and may be interred in order of death without the consent of any other person claiming any interest in such interment space. If no child or parent survives, the vested rights of interment go in order of death, first to the spouse of any child of the owner and, second, in order of death to the next heirs at law of the owner.

3. In unusual circumstances cemetery plots that cannot be used by the owner may be sold back to the Town for the purchase price originally paid, unless said plot already has a burial within it.

INTERMENTS

1. No body except that of a human being may be interred in the town cemeteries. A concrete or other permanent vault is required for all burials. There shall be only one vault per gravesite. No stacking of vaults is permitted. Several urn interments may be placed in one gravesite.

2. All graves shall be opened and closed under the supervision of the Sexton. No interment or disinterment shall be allowed without the consent of the Sexton. Interments or disinterments shall be made only by a contractor authorized by the Sexton or other authorized representative of the Town. Notice of at least twenty-four hours shall be given to the Sexton of any desired grave opening. No grave shall be opened or interment made on legal holidays unless required for public health reasons and ordered by the Sexton. Funerals and/or graveside services shall be concluded so that the grave can be closed by sundown unless the Sexton expressly permits otherwise in consideration of special hardship.

MONUMENTS, MARKERS

No gravesite or plot monuments or markers shall be located and set without approval of the Sexton. Corner plot markers shall be flush with ground surface. Cost of monuments and markers re the responsibility of the owner. The erection or installation of monuments or memorial markers shall not take place on Sundays or legal holidays. No monument work, once installed, shall be removed from a grave unless approved by the Sexton. Only one large monument shall be allowed on each family plot and one monument or marker on each grave site. No other objects, such as benches, are permitted. **Large family monuments shall be located near the center line of each dual row of gravesites. As such, a family must own graves on either side of the center line of the row in order to place a large monument on the family plot.**

SCATTERING
JTHORIZATION

RIVERSIDE BURYING GROUND

Town of Mansfield, Connecticut

SCATTERING NO_____

IDENTIFICATION OF DECEASED

ıme_____Date of Birth_____Date of Death_____

ldress_____

ace of Death_____

TO BE READ AND SIGNED BY AUTHORIZED AGENT

_____, hereinafter referred to as the "Authorized Agent", hereby certify the I am related to
e deceased as his/her _____, and/or that I am the person having legal custody of the remains of the deceased
rsuant to Section 45a-318 of the Connecticut General Statutes, and, as such, possess the legal authority and power granted to me by
)nnecticut State Law to arrange for the disposition of the cremated remains of the deceased by scattering at the Riverside Burying
:ounds adjacent to the Riverside Cemetery on Gurleyville Road in Mansfield, Connecticut. I am aware of no objection to this
attering by any other person who may also have the legal authority to control the final disposition of the deceased. I understand that
e scattered remains will not be recoverable and may be commingled with particles of other cremated remains previously or hereafter
attered.

s Authorized Agent, I hereby agree to release and hold harmless the Town of Mansfield, its officers, directors, agents and
nployees, from any and all claims, demands and suits of every kind, in law or equity, including any liability, legal fees, costs and
:penses, arising as a result of this authorization, including but not limited to my failure as Authorized Agent to properly identify the
emated remains delivered to the Riverside Burying Grounds, claims brought by any other persons claiming the right to control the
sposition of the cremated remains of the deceased, or any action, performed by the Town of Mansfield, its officers, agents, or
nployees, pursuant to this authorization.

y executing this Scattering Authorization form, I warrant that all representations contained on this form are true and correct, and that
have read and understand the provisions contained on this form. Therefore, with these representations in mind, as the undersigned
uthorized Agent, I hereby request authorization from the Town of Mansfield, Connecticut to scatter the remains of the deceased in
:e scattering area at the Riverside Burying Grounds.

ignature of Authorized Agent: _____Date_____

.ddress: _____
Street City State Zip

TO BE READ AND SIGNED BY THE FUNERAL DIRECTOR

lame of Funeral Home: _____
'uneral Director Making Arrangements: _____

ly executing this authorization form as a licensed funeral director and agent of the funeral home indicated above, I warrant to the best
f my knowledge the following:

1. That our funeral home is responsible for making arrangements with the Authorized Agent for scattering the cremated remains of
ıe deceased and that I have reviewed this authorization form with him/her.
2. That the cremated remains delivered to Riverside Burying Grounds are represented as the human remains specified on this form
nd are in fact the human remains that were identified to our funeral home as the deceased.
3. That no member of our funeral home has any knowledge that would lead us to believe that the representations provided on this
orm and warranted by the Authorized Agent are incorrect.

understand that in the event that there are no next-of- kin surviving the deceased, the custody and control of the cremated remains of
he deceased must be decided by the Probate Court in accordance with the laws of the State of Connecticut. If such custody and
ontrol is awarded to a person suitable to the Probate Court, that person's signature must appear in the space designated "Authorized
\gent" and a copy of the Probate Order awarding such custody and control must be affixed to this form.

'uneral Director's Signature_____Date Signed_____

-FOR CEMETERY USE ONLY-

AUTHORIZED ON _____
Date Time Sexton

Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager
CC: Mary Stanton, Town Clerk
Date: April 12, 2010
Re: Historic Documents Preservation Grant

Subject Matter/Background

Attached please find an application in the amount of $3,000 to the state's Historic Documents Preservation Grant Program. As explained in the application, the grant funds would be used to hire Mr. Peter Bartucca of Document Management Consultants to assist with the review and organization of capital project files and to create finding aids to facilitate access and retrieval of these records.

The state funds the grant program via a specific $3.00 filing fee charged with the filing of land records, in which the municipality retains $1.00 and remits the $2.00 balance to the state. The State Library's Office of the Public Records Administrator oversees the fund and coordinates the grant program for Connecticut municipalities.

The Town of Mansfield has received Historic Preservation Grants for the last six years with awards ranging from $3000 to $7000 for targeted grants based on population as well as a competitive grant award of $47,924 in 2008. These awards have allowed us to conduct a record management survey and implement a records management program for the Town, install compact mobile storage units in the vault, and review and organize hundreds of cubic feet of record material. Capital projects files, the subject of this grant application, are the last large volume of record material to be reviewed and organized.

Financial Impact

The grant program does not require a local "match" or contribution.

Recommendation

Staff recommends that the Council authorize the Town Manager to submit the grant application on behalf of the town. If the Town Council supports this recommendation, the following resolution is in order:

Resolved: That Matthew W. Hart, Mansfield Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Attachments

1) Proposed Grant Application

APPLICATION
TARGETED GRANT FY 2011
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 12/09)

STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at www.cslib.org/publicrecords/histdoc/grantforms.htm.

Name of Municipality:	**Town of Mansfield**		
Name of Municipal CEO:	**Matthew W. Hart**	**Title:**	**Town Manager**
Phone with Area Code:	860-429-3336	**FAX:**	860-429-7785
Email:	Hartmw@mansfieldct.org		
Name of Town Clerk:	**Mary Stanton**	**Title:**	**Town Clerk**
Phone with Area Code:	860-429-3303	**FAX:**	860-429-3303
Email:	stantonml@mansfieldct.org	**Check if Designated Applicant:**	☐
TC Mailing Address:	4 South Eagleville Road Mansfield, CT 06268		
MCEO Address if Different:			

Grant Application Deadline:
☒ Cycle 1: April 30, 2010
☐ Cycle 2: September 30, 2010

Grant Contract Period:
The contract period begins after July 1, 2010 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2011.

Maximum Grant Allowed:

$3,000	Small Municipality	Population less than 25,000
$6,000	Medium Municipality	Population between 25,000 and 99,999
$9,000	Large Municipality	Population of 100,000 or greater

Amount Requested: $ **3000**

Grant Category(ies):
☐ Inventory and Planning
☐ Program Development
☐ Preservation/Conservation
☒ Organization and Indexing
☐ Storage and Facilities

Budget Summary	**Grant Funds (A)**	**Local Funds (B)**	**Total Funds (A+B)**
1. Consultants/Vendors (Total cost for all consultants and vendors)	$ 2800.00	$	$ 2800.00
2. Equipment (Total cost for eligible items, i.e. shelving)	$	$	$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	$ 200.00	$	$ 200.00
4. Town Personnel Costs (Total cost for all town personnel)	[1]$	[2]$	$
5. Other (Please identify on a separate sheet)	$	$	$
6. TOTAL	$ **3000.00**	$	$ **3000.00**

[1] Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.
[2] Personnel taxes and benefits paid by the municipality if grant funds used for base pay.

Narrative Description

On a separate sheet, answer the following four questions. If more than one project, include information on each project. A vendor's proposal or prepared text may not be used in place of the applicant's own words.

1. **Describe the project(s).** Identify the specific records involved (type of records, volume numbers and dates), what will be done, and why.

2. **Identify the vendors and/or town personnel.** Include their assigned duties and the timeframe for completing the work.

3. **Describe what the municipality hopes to accomplish with the grant.** For example, describe how the project(s) will impact the records, the office and the municipality.

4. **Provide a detailed budget that supports the Budget Summary.** Using the same headings (Consultants/Vendors, Equipment, Supplies, Town Personnel Costs), itemize the expenses under each budget category. Total each category and provide a grand total, ensuring that these totals match those shown in the Budget Summary. List grant funds and local funds separately, if applicable. (If itemizing Town Personnel Costs, include the job title, hourly rate, and total number of working hours for each individual.)

   Attach copies of supporting documentation. For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

   Note: If applying for only **one project**, and using only **one vendor**, you may **omit** the detailed budget provided that the expenses are clearly indicated on the attached vendor proposal.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, _____, the Town Clerk, as the agent for making the above application.

_____ _____
Signature of MCEO Date

_____
Typed Name and Title of MCEO

Certification of Application

This section must be signed by the applicant.
If the Town Clerk has been designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2011 Targeted Grant Guidelines* have been met.

_____ _____
Signature of Applicant (MCEO or Town Clerk if Designated) Date (*must be same as or later than above date*)

Matthew W. Hart, Town Manager
Typed Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: $_____ Grant Number: _____-_____-_____

_____ _____
Signature of Public Records Administrator Date

Town of Mansfield
Narrative Description FY 2011

1. The Town of Mansfield has accumulated a large volume of records related to capital projects which have been undertaken by the town since the early 1980's. Certain records of construction, repair or remedial work must be maintained for the life of the structure, while other records have a shorter retention period. All existing files will be reviewed to eliminate irrelevant materials. The remaining records that have continuing administrative or historical value will be organized and finding aids created to facilitate access/retrieval of records from the newly organized body of material. Different categories of documents which must be maintained for various periods of time will be foldered separately and the retention period for each category identified. Each project will be treated as an individual set of records. The final result will be body of permanent capital project files that are organized, inventoried and accessible.

2. Peter Bartucca, Record Management Consultants, will be our consultant on this project. Mr. Bartucca will outline a process for the town to use in this endeavor and his guidance and assistance will be invaluable. Not only are many of these records, including many of the permanent documents, in bad physical shape but they are in a variety of locations. Mr. Bartucca will be able to advise us as to the best way to preserve these important documents and also insure that all required documents are included in the record files. The development of finding aids will also prove to be valuable.

3. Capital project files are the last large volume of record materials still to be addressed by the town. Work on town records over the last 6 years has been extensive and productive. This particular project is very important as a number of our long time employees who have dealt with many of the capital projects under discussion are nearing retirement making it extremely urgent to address this body of documents while their input is still available. Since beginning this town record management program in 2004 the difference, not only in the organization and management of record documents but also in the attitude and understanding of employees as to the importance of a records management system, has been truly amazing. The systems that have been established are working and the process of record retention and disposal has become part of the culture town government.

4. The budget for this grant consists of $2800 for our consultant, Peter Bartucca and $200 for banker boxes and archival storage materials. A total of 56 consulting hours at $50.00 per hour will provide sufficient guidance and assistance to complete this project. With Mr. Bartucca's assistance we will establish a prototype file of records and begin to work through the documents. Staff will continue the work in Mr. Bartucca's absence reserving our questions and concerns for his next visit. The supply budget will be used for recommended storage materials.

PAGE
BREAK

Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance; Paula Jeffers, Controller/Treasurer
Date: April 12, 2010
Re: WPCA, FY 2009/10 Windham Sewer Budget

Subject Matter/Background

Attached is a proposed 2009/10 Willimantic Sewer budget. The Town pays the Town of Windham for sewer service for those Mansfield residents connected to the Willimantic system. The Town bills the users a fee that is appropriate to fund the budget.

The Finance Committee will meet to review the proposed budget on April 12, 2010.

Financial Impact

This proposed budget anticipates no increase in revenue and will result in an estimated operating income of $2,590. Based on this budget, we estimate that retained earnings will increase from $331,995 to $334,585 at June 30, 2010.

Recommendation

If the Finance Committee wishes to recommend that the Town Council acting as the Water Pollution Control Authority (WPCA) approve the budget as proposed, the following motion would be in order:

Move, effective April 12, 2010, to adopt the FY 2009/10 Windham Sewer Budget as prepared by town staff and endorsed by the Finance Committee.

Attachments

1) Willimantic Sewer Enterprise Fund Estimated Budget

TOWN OF MANSFIELD
WILLIMANTIC SEWER ENTERPRISE FUND ESTIMATED BUDGET

		2008/09 Actual*	2009/10 Proposed
OPERATING REVENUES:			
Sewer Charges		$158,710	$160,000
Other Revenues		372	1,000
Total Operating Revenues*		159,082	161,000
OPERATING EXPENSES:			
Sewer Billings		66,072	118,338
Purchased Services & Supplies	**	418,461	25,799
Depreciation		14,273	14,273
Total Operating Expenses*		498,806	158,410
Operating Income/(Deficit)		(339,724)	2,590
Retained Earnings, July 1 (restated)		671,719	331,995
Retained Earnings, June 30		$331,995	$334,585

* Agrees with Exhibit C-2 of 2008/09 CAFR
** Legal Services were $373,340

Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance; Paula Jeffers, Controller/Treasurer
Date: April 12, 2010
Re: WPCA, FY 2009/10 UConn Sewer Budget

Subject Matter/Background

Attached is a proposed UConn Sewer budget for 2009/10. As you may know, we had several years of sporadic water/sewer invoicing from UConn. In addition there were several significant rate increases, a change to a third party billing agency (NEWUS), and a change in staffing in the Finance office. Therefore, the Finance Department initiated a full audit of the UConn Water/Sewer billings for the last five years. In addition, a new budget and billing process has been developed to ensure timely and accurate water/sewer billings to the water/sewer customers going forward.

The Finance Committee will meet to review the proposed budget on April 12, 2010.

Financial Impact

This proposed budget reflects an adjustment to the customer charges for the current fiscal year based on the five year audit. (Based on the adjustment and process improvements that we have initiated, we anticipate that rates for the next few years will be more in line with the FY 2009/10 proposed column.) The proposed budget will reduce the Fund Balance of the UConn Water/Sewer Enterprise Fund by $44,998 to an estimated June 30, 2010 balance of $314,498. This would restore the fund balance to the appropriate level of reserve, prior to the billing issues.

Recommendation

If the Finance Committee wishes to recommend that the Town Council acting as the Water Pollution Control Authority (WPCA) approve the budget as proposed, the following motion would be in order:

Move, effective April 12, 2010, to adopt the FY 2009/10 UConn Sewer Budget as prepared by town staff and endorsed by the Finance Committee.

Attachments

1) UConn Water/Sewer fund Comparison of Proposed Water/Sewer Billing by Customer 09/10 Versus Actual 08/09
2) UConn Water/Sewer Enterprise Fund Estimated Budgets

UCONN WATER/SEWER FUND
COMPARISON OF PROPOSED WATER/SEWER BILLING
BY CUSTOMER 09/10 VERSUS ACTUAL 08/09

	2008/09 Actual	2009/10 Proposed	+ Prior Year Adjustment	= **2009/10 Total**	Increase (Decrease)	%
Wrights A - Sewer Only	$4,581	$3,954	$2,865	6,819	$2,238	48.9%
Wrights B - Sewer Only	1,850	1,250	(323)	927	($923)	-49.9%
Holinko - Sewer Only	16,905	11,380	(5,386)	5,994	($10,911)	-64.5%
Senior Center - Water and Sewer	2,568	687	(8,477)	(7,790)	($10,358)	-403.3%
Total Town of Mansfield	25,904	17,271	(11,321)	5,950	(19,954)	-77.0%
Wrights A - Water Only	4,526	3,879	2,574	6,453	$1,927	42.6%
Wrights B - Water Only	1,981	1,310	(400)	910	($1,071)	-54.1%
Holinko - Water Only	17,176	11,440	(5,508)	5,932	($11,244)	-65.5%
Total Mansfield Housing Authority	23,683	16,629	(3,334)	13,295	(10,388)	-43.9%
Mansfield Retirement Comm. (Juniper Hill) Water and Sewer	25,342	$23,650	($7,765)	15,885	($9,457)	-37.3%
Mansfield Retirement Co-op (Glen Ridge) Water and Sewer	20,736	14,570	(7,699)	6,871	($13,865)	-66.9%
Center for Rehabilitation and Nursing Water and Sewer	28,845	$25,520	($14,879)	10,641	($18,204)	-63.1%
	$124,510	$97,640	($44,998)	$52,642	($71,868)	-57.7%

TOWN OF MANSFIELD
UCONN WATER/SEWER ENTERPRISE FUND ESTIMATED BUDGETS

	2008/09 Actual*	2009/10 Proposed	Prior Year + Adjustment =	**2009/10 Total**
OPERATING REVENUES:				
Water/Sewer Charges	$124,510	$97,640	($44,998)	$52,642
Total Operating Revenues*	124,510	97,640	(44,998)	52,642
OPERATING EXPENSES:				
Water/Sewer Billings	84,618			80,852
Purchased Services & Supplies[1]	12,739			7,225
Depreciation	9,563			9,563
Total Operating Expenses*	106,920			97,640
Operating Income/(Deficit)	17,590			(44,998)
Retained Earnings, July 1 (restated)	341,906			359,496
Retained Earnings, June 30	$359,496			$314,498

[1]Primarily electricity for sewer pumps
* Agrees with Exhibit C-2 of 2008/09 CAFR

PAGE
BREAK

TOWN OF MANSFIELD
PERSONNEL COMMITTEE

Monday, February 22, 2010
Beck Municipal Building, Conference Room C
Minutes

Members Present: Deputy Mayor Gregg Haddad (Chair), Chris Paulhus, Peter Kochenburger, Mayor Elizabeth Paterson (ex-offico, via phone)

Staff Present: Maria Capriola, Assistant to Town Manager

The meeting was called to order at 5:50 p.m.

1. APPROVAL OF MINUTES
The meeting minutes of 1/25/10 were moved by Mr. Paulhus, seconded by Mr. Kochenburger, and adopted as presented by all members present.

2. ETHICS CODE
The Committee discussed next steps for the review of draft revisions to the Ethics Ordinance, as recommended by the Ethics Board on 1/7/10. Items flagged and/or discussed:

- 25-3C – Numbers 1-7 within definition should be moved to 25-4C.(consensus)
- 25-4 – Lettering should be re-formatted so the introductory paragraph becomes Section "A." (consensus)
- 25-4B(2) – Sentence 1 and 2 conflict with Sentence 3. (flagged, consensus).
- 25-4B(3) – How do appearances differ from representation? What purpose do they each serve? Should be clarified. (flagged)
- 25-4B(4) – Second sentence should be removed from 25-4B(4) and be the new 25-4B(5) and labeled "political activity." (consensus)
- 25-4C(3) – Should there be a life events exception? (flagged)
- 25-4C(4) – Should the emphasis be on financial transactions? Charitable activities should be separated from this section. (flagged, consensus).
- 25-4C(5) – Deals with representation, which is also addressed in 25-4C(2); should be moved to same section (consensus).
- 25-4C(6) – annual disclosure should not include political candidates or political party committee officers (consensus). Third paragraph – language should be tightened (flagged).

3. OPEN AND TRANSPARENT GOVERNMENT POLICY
The Committee did not have time to review this agenda item (tabled to a future meeting).

Mr. Paulhus made a motion to adjourn. The meeting adjourned at 6:31 p.m.

Respectfully Submitted,
Maria E. Capriola, M.P.A.
Assistant to Town Manager

MINUTES

Mansfield Advisory Committee on Persons with Disabilities

Regular Meeting - Tuesday February 23, 2010

2:30 PM - Conference Room B - Audrey P. Beck Building

I. Recording Attendance: Chair W. Gibbs called the meeting to order at 2:35 PM.

PRESENT: Briana Hoganson (guest), C. Colon-Semenza, W. Gibbs (Chair), F. Goetz, J. Tanner, J. Blanshard, K.A. Easley (staff), K. Grunwald (staff)

REGRETS: J. Sidney

II. Approval of Minutes: the Minutes for the January 26, 2010 meeting were accepted as written.

III. New Business

a. Network for parents of children with disabilities: Melissa Shippee is interested in being on this committee but was unable to attend this meeting. She is interested in connecting with other parents of children with disabilities. C. Colon-Semenza suggested utilizing the iParentNetwork's website, the school nurse, and Crossroads Physical Therapy in Columbia. Camp Horizons may be a potential resource as well. J. Blanshard checked with the bus company about identifying other children, and was told that confidentiality

prohibits this. Suggestion made to advertise in the Reminder. K.A. Easley suggested using the website to establish these links with other organizations.

b. ADA Grievance Procedure: K. Grunwald distributed copies of a draft ADA Grievance Procedure. Discussion about the procedure and the scope of the responsibility of the committee. J. Tanner feels that it should be specified that this only relates to the Town. Also a feeling that there should be a clearer charge from the Committee on Committees along with a review by the Town Attorney regarding the grievance procedure. C. Colon-Semenza questioned whether or not the Town Attorney would have a conflict in providing consultation regarding an employee complaint. K. Grunwald will request clarification regarding the history of this role, scope and the role of Human Resources. We also may need training on this. Invite Maria Capriola to the next meeting.

c. "Other": F. Goetz announced that there will be a walkathon to support the Brain Injury Association. He has sent the web link to K.A. Easley and she will post this link on the website as well.

IV. Old Business

a. Transportation Resources: K. Grunwald will create a press release to publicize information in Sparks, Horizons, Mansfield Today and the newsletters at Jensen's, Glen Ridge and Juniper Hill and at the library. He will also send information to local churches.

b. Accessible Parking Fines/Signs: J. Tanner has started taking pictures of the private spaces in town where the new signs are needed. W. Gibbs reported that the fine on the UConn campus is $131; he will see if they can post those signs as well. W. Gibbs will draft a letter to be sent to landlords of commercial buildings.

c. Publicity efforts: K.A. Easley is looking for suggestions for links to add to the website. She has established a link with www.disabilityisnatural. J. Tanner suggested the website for the CT Chapter of the MS Society, along with a link to a website for adaptive equipment. C. Colon-Semenza suggested linking to the Nayden Clinic's site, along with a link for a rowing group for people with disabilities. C. Colon-Semenza mentioned that the birth-3 program is another resource to link with and provide information to.

d. Status of other accessibility issues previously identified: no discussion.

e. Commission on Aging Meeting: K. Grunwald reminded members that they are invited to the COA Meeting on March 8 at 9:30. J. Blanshard will make a brief statement on behalf of the Committee.

V. Adjournment: Meeting adjourned at 3:25 PM. The next meeting is March 23.

Respectfully submitted,

Kevin Grunwald

Mansfield Historic District Commission

Minutes, Meeting February 9, 2010

Members present: I. Atwood, A. Bacon, G. Bruhn, T. Holt and D.Spencer

The meeting was called to order at 8:05 P.M. by Chairperson Bruhn. Alternate Holt was declared a voting member for the meeting.

Bill Gray, of 93 Mansfield Hollow Road, attended the meeting. He has, on his property, an outbuilding which is beyond repair. He wishes to tear it down and replace it with a new construction. The building straddles the property line between his property and that of Rhoda Dyjak. She, too, wishes to have the building removed, but she has no plans to build a replacement. Mr. Gray was informed by the Commission that he needed to take several actions which are as follows:

- He needs to get his builder to supply him with detailed plans showing dimensions, materials and other pertinent design details for the new building.
- He needs a site plan to show building location. His original idea had been to build the new structure on the property line with Ms. Dyjak. He was told by the Commission that he needed to be at least 10 feet away from any property line. (Note: That may not be correct. So, he needs to talk with the Zoning Enforcement Officer. See below.)
- He needs to talk with the Zoning Enforcement Officer to determine where he can locate the building and what else, if anything, he needs to do.
- He needs to appear at a hearing which the Commission will hold at its next meeting, 3/9/10.

The minutes of the 1/12/10 meeting were approved.

Copies of Jack Nardi's report on "Support Materials needed when applying for a Certificate of Appropriateness" were distributed and a discussion followed. It was felt that this was a useful part of a definition of the materials needed by the Commission to consider applications for a C.of A. The Chair suggested that it would be useful to hold a workshop at which we could put together the numerous ideas which have been discussed over the months. The goal would be to arrive at a concise statement of what the Commission expects from applicants. The Chair will schedule a workshop.

The discussion of possible letters to historic districts residents was put off until the business of the workshop is successfully completed.

The meeting adjourned at 9:10 P.M.

Respectfully submitted,

Tony Holt
Acting Secretary

CEMETERY COMMITTEE MINUTES
October 7, 2009
3:30 pm
ROOM B
AUDREY P. BECK BUILDING

Present: Isabelle Atwood (Chair), Barry Burnham, Rudy Favretti, Winston Hawkins, Mary Landeck,
Staff present: Lon Hultgren, Mary Stanton, Carolyn Stearns (Sexton)

- Minutes- The minutes of the August 8, 2009 meeting were approved as presented.

- Maintenance- Committee members discussed the damage being done by the maintenance crew in the Mount Hope, Gurleyville and Gurley Cemeteries. By consensus the Committee agreed that Lon Hultgren would write a sternly worded letter that expressed the Committee's wish that the crew show respect for the Town's historical cemeteries while at the same time letting them know that it is not necessary to be meticulous around the grave stones.

- Restoration – Committee members Landeck and Burnham updated the other members on their review of the maintenance and restoration work that needs to be done in the cemeteries. Members agreed that Mike Landeck and Kenny Pelletier (Quintana's) would be able to do the majority of the work. Mary Landeck and Carolyn Stearns (Sexton) will coordinate the efforts. Additionally Mary Landeck will talk to Kenny Pelletier about repairing the brown monolith in the Mansfield Center Cemetery. At this time the Committee would like Quintana's to fill the space with the designated mixture. If they are unable to do the work, Ms. Landeck will contact Jonathan Appell of Gravestone Preservation.

- Riverside Burying Grounds – The Committee reviewed the rules and regulations and the scattering authorization for the Riverside Burying Ground. By consensus the members agreed the price for scattering would be $175.00. If a memorial plaque is desired the family would be able, facilitated by the Town, to purchase a plaque at the current rate. A number of other suggested changes will be incorporated in the documents. The Town Clerk will include the new information in the redesign of the Active Cemetery Rules and Regulations brochure. Prior to the opening of the Riverside Burying Grounds the new regulations and accompanying information will be provided to the Town Council. After which time the information will be posted on the Town's website and a press release issued.

- Other – Prior to the next meeting Rudy Favretti and Lon Hultgren will design signs indicating the rules and regulations for Gurley Cemetery and Riverside Burying Grounds.
- Committee members approved the 2010 meeting scheduled as presented by staff.

The meeting adjourned at 4:34 P M.

Mary Stanton, Town Clerk

TOWN OF MANSFIELD
Sustainability Committee
Minutes of the Meeting
January 27, 2010

Present: Stafford, Stoddard, Duffy (chair), Hart, Lennon, Ryan, Hultgren, Walton, Coleen Spurlock (guest), Lisa Spirito (guest), Michael Allison (guest), Jim Morrow (guest), Vicky Wetherell (guest), Ken Feathers (guest)

The meeting was called to order at 7:08 p.m.

The December 9, 2009 minutes were reviewed and accepted.

Members of the Open Space Preservation Committee briefed the committee on their role in creating a sustainable community. The Open Space Preservation Committee advises council on open space acquisitions and also reviews subdivision plans for the open space set aside. A set of criteria was developed for the most recent Plan of Conservation and Development (the Town's vision statement and guidance document). The criteria are used to evaluate proposed open space acquisitions. Two important features to preserve are woodlands, which protect water and air quality, and farmland. The Open Space Preservation Committee is also working on creating connections without the use of motorized transport. The sustainability committee could help with educating homeowners on how to steward their land. Joining large and small land owners together within a certain ecosystem to work on preserving the whole system was one strategy discussed. Working with local developers to help them understand the Town's vision and how the Town would like developers to participate in it is another critical way that the sustainability committee could offer help. Forest fragmentation mapping is a useful tool. Jim Gibbons, from the extension service, offers presentations on land development. The sustainability committee will review the open space literature to further familiarize themselves with information that is available to residents.

Lisa Spirito, a UConn student intern, reported on the first draft of the Small Town Carbon Calculator. The Town buildings were ranked by energy use and carbon dioxide output. The same data was gathered for municipal vehicles. It was suggested that the school buses be included in the vehicle data. The carbon dioxide output per square foot was calculated, but to accurately evaluate square foot production, the hours of building use needs to be included in the data. Stoddard stated that the Energy Star benchmark information includes this rating. Walton will check to see if Bill Hammon already has this information from the Siemens energy audit.

The committee discussed the best way to learn about and have input into the school building process. Since the school building committee is not available to brief the committee, it was suggested that committee members attend one of the four upcoming school open houses. After members have attended an open house, the committee will decide on the next step. Stoddard will put together an outline of the kind of sustainability issues relevant to a building project.

Walton stated that the Town website is being revised. Walton recommended that certain departments – planning and zoning, maintenance, parks and recreation, public works, Downtown Partnership, for instance - should have a page devoted to their sustainable initiatives. The committee agreed that Walton should work with these departments to help create their own pages related to sustainability.

Duffy reported that at the one year anniversary mark, June 2010, the sustainability committee will need to present a progress report to the Town Council.

For the next meeting, February 24, 2010, WINCOG will be presenting their regional economic development plan.

The meeting was adjourned at 9:10 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

Cc: Lon R. Hultgren, Director of Public Works, Members, file, Town Manager, Town Clerk

TOWN OF MANSFIELD/MANSFIELD PUBLIC SCHOOLS
SCHOOL BUILDING COMMITTEE
March 3, 2010
Mansfield Community Center
Community Meeting Room

MINUTES

Present: Fred Baruzzi, Matt Hart, Mark LaPlaca, Anne Willenborg, Mark Boyer, Mary Feathers, Elizabeth Paterson

Staff: Bill Hammon, Cherie Trahan, Allen Corson, Jaime Russell, Jeff Cryan, Debra Adamczyk

Guest: Rick Lawrence of Lawrence Associates, Tom Dimauro of Newfield Construction

1. Call to Order/Roll Call

Meeting called to order at 5:35p.m.

2. Meeting Minutes

The minutes of February 24, 2010 were approved unanimously.

3. Opportunity for the public to address the Committee

No Comment

4. MMS Fuel Conversion Project

Mr. Hammon reported that the co-gen system was started and CL&P will be out to test the system. The contractor is removing the fencing and trailers from the school site.

5. Final Ranking of Options

After discussing the positives and negatives of each option, the committee unanimously voted to recommend to the Mansfield Board of Education Option D. (Please note, Ms. Paterson and Mr. LaPlaca abstained.)

6. Preparation for informational meeting to be held on March 15, 2010

Prepare a comprehensive report to present at the Mansfield Board of Education meeting on March 11, 2010. The report will be distributed at the Public Information Session on March 15, 2010.

Report will consist of a brief history of the committees steps leading to their decision of Option D.

At the Public Information Session, presentation will focus on Option D; the site selection process; present 2 different plot plans on the Southeast School site; potential uses of 3 schools that would be closed.

7. Other

Ms. Adamcyzk commended the Committee for their hard work.

8. Adjournment

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Alicia Ducharme

TOWN OF MANSFIELD/MANSFIELD PUBLIC SCHOOLS
SCHOOL BUILDING COMMITTEE
March 10, 2010
Audrey P. Beck Municipal Building
Council Chambers

MINUTES

Present: Fred Baruzzi, Matt Hart, Mark LaPlaca, Anne Willenborg, Mark Boyer, Mary Feathers, Elizabeth Paterson

Staff: Bill Hammon, Cherie Trahan, Allen Corson, Jaime Russell

Guest: Rick Lawrence of Lawrence Associates, Tom Dimauro of Newfield Construction

1. Call to Order/Roll Call
Meeting called to order at 5:05p.m.

2. Opportunity for the public to address the Committee
No Comment

3. Preparation for Public Information Session on March 15, 2010

Mr. Hart reviewed the draft Committee Report to the Mansfield Board of Education.
Mr. Baruzzi will present the report to the Board.

To notify the public:
Flyers are being sent home with students on Friday, March 12, 2010;
Press release on March 15, 2010;
Q-Notify will be used;
Notices will be placed in all public Town buildings.

Mr. Boyer will do the introduction.
Mr. Lawrence will do a PowerPoint presentation.

Hard copies of the Committee's report, PowerPoint presentation, and financial informational will be available for the public.

4. Other
none

5. Adjournment
The meeting was adjourned at 6:40 p.m.

Respectfully submitted,
Alicia Ducharme

MINUTES
MANSFIELD ADVOCATES FOR CHILDREN

Wednesday, March 3, 2010
6:00-8:00 PM
Council Chambers- Town Hall

Present: K. Grunwald (staff), J. Goldman, J. Higham, L. Dahn, J. Greene, P. Braithwaite, G. Bent (Chair), S. Baxter (staff), MJ Newman, J. Stoughton (Chair), R. Leclerc, K. Paulhus, T. Berthelot, C. Guerreri

Item	Discussion	Outcomes
Actions Needed	-Welcome: J. Stoughton called the meeting to order at 6:15 PM. -Adopt Minutes of February 3, 2010: J. Goldman identified two corrections to the minutes: Under the unmet needs survey, it should read " survey the current cohort of pre-school children and try to identify if and where they attend pre-school. " In the section on MAC co-sponsoring a Community Conversation on the 4-Schools Project, the Purpose is: "to discuss community opinions on the options being presented."	The minutes were accepted as corrected.
Updates	Downtown Partnership –Winter Fun Day: J. Goldman reported that the event went very well. S. Baxter asked the group to consider how this event could be incorporated into the Plan, particularly for consideration for next year. Downtown Partnership –Planning & Design Meeting: T. Berthelot and G. Bent attended this meeting; they both felt that it went well. The committee asked a lot of questions about MAC and was open to the idea to building a playscape in the Storrs Downtown. They would be open to contributing space if another group would assume the expense of the playscape. The Downtown Partnership provided a letter of support for our grant application. J. Higham has a contact with an organization that builds playgrounds and is willing to research this.	Follow-up on funding options for a play space.
NEW BUSINESS	S. Baxter announced that the Graustein grant application was delivered on time last Friday. She thanked the individuals who worked on it, and distributed some attachments from the application. C. Guerreri reported that we should hear back from Graustein the week of April 19. Fifteen applications were submitted and ten will be funded. -Week of the Young Child-S. Baxter reported that she met with Lisa Young (MDD), Debbie (WH), J. Stoughton and Sonya Conrad to discuss activities. This group is working on planning events. All activities will connect to our Plan. Teams will decide on an activity for the WOYC related to Plan goals or Team Strategies. Discussion about using this as an opportunity to solicit feedback and recruit new members. J. Stoughton announced that there will not be a pre-school Fun Fair this year, which could have been tied into this week.	

	MJ Newman suggested having a "reverse fun fair" that would be hosted by Centers. Children at MDD have invited President Hogan and his wife to visit the Center. -Timelines review individual team timelines and Group Timeline: to e done in Team meetings. -Work/Life Expo-J. Goldman reported that on April 21, 2010 from 9:00AM-3:00PM the Human Resources Dept. is hosting this event for faculty and staff in the Student Union. A request was made for MAC to have a table, and Jane suggested having a Mansfield Human Services table. Discussion about using this to recruit new members and identifying focus group attendees. G. Bent reported that MAC and the LWV of M are attempting to find a date to co-host a forum on the four school options. They are looking for panelists with expertise in different areas to participate in this. She will keep this group posted on the progress of this event.	
New Team Business	*Team Work* *-Review WOYC activities for connection to Plan and your team strategies* -Complete "Report Out " form so reports can be shared electronically and not use meeting time	
Plan Time	Team Leaders give Team Plan work between now and next meeting – agenda item for next meeting to Sandy before leaving tonight	
Adjournment/ Next Meeting	-Meeting adjourned at 8:00 PM. Next meeting: Wednesday, April 7, 2009- Town Hall, Council Chambers.	Any suggestions for that agenda, send to Sandy

Respectfully submitted,

Kevin Grunwald

TOWN OF MANSFIELD
COMMUNITY QUALITY OF LIFE COMMITTEE
MINUTES
THURSDAY , MARCH 4, 2010

Present: T. Moran, D. Morse, D. Keane, S. Rhodes, J. Fried (Committee members); G. Padick, M. Ninteau (staff); J. Hintz (university staff)

1. The meeting was called to order by T. Moran at 7:30.
2. Jane Fried was appointed recording secretary by unanimous vote.
3. Corrections to minutes of previous meeting:
    a. Toni Moran was present at the meeting of February 4;
    b. In item 6c the sentence regarding the definition of family to be mde by ordinance should be deleted;
    c. Item 6d correct typo in "previous;"
    d. Item 5d should be deleted.
    e. Rhodes moved approval of changes, Keane seconded, passed unanimously
4. Additional comments were made by the public. Comments below represent a summary of opinions expressed. Citizens who wish their comments to be included in the minutes *verbatim* should submit them to the secretary electronically.
    a. There were several comments about the need to focus on student behavior as the main concern and not to attempt to address the problems of noise, "party houses" and potential blight in neighborhoods by methods which might have "unintended consequences."
    b. Landlords continued to address the issue of reduction in the legal number of occupants as a major element in reducing their incomes. This potential action by the Council was described as evidence of the Town Council acting like "Gestapo." Several people commented on the fact that their expenses would not decline regardless of the number of occupants in their properties and that the vast majority of rental properties in town do not present the kinds of problems that these proposed ordinances and regulations are designed to address.
    c. The landlords are now beginning to discuss the creation of a landlords' association which would, among other things, address the issues of student behavior in rental properties, explore the creation of common elements related to behavioral expectations to be included in leases and to speak with the committee regarding landlord concerns.
    d. Comments were once again made that there are apparently a maximum of 20 "party houses" and that residents of other houses are well-behaved members of their neighborhoods.
    e. Comments were made about the economic impact of reducing occupancy levels since this makes purchase of residential properties

for rental purposes less attractive and may depress real estate values throughout the town.

f. Comments were also made about the lack of creativity used in creating the solutions the committee has proposed and a request was made to suspend the rules and create a dialogue. One person remarked that freedom is never absolute and that no property holder has the absolute right to use his or her property for any purpose without considering impact on the neighborhood in which the property exists. Other residents asserted that they believe they do have this absolute right to use their property as they wish and that interfering with their right to control their income constitutes a violation of their Constitutional rights to liberty.

g. A copy of a letter from J. Friedman to the Committee for its February 3 meeting is attached.

5. Chairperson's report. Toni Moran was substituting for J. Briody who could not be present. There was no chairperson's report. Moran commented that the creation of a landlords' association would be valuable. Morse reminded the group that the town has no capacity to force a landlord to enforce a lease.
6. Communication:
   a. Language to close code loopholes has not yet been reviewed by the attorney. Status is postponed until the review occurs.
   b. Housing code proposed changes – 901.1 language is continuing to be reviewed so that it achieves the goals of the proposed change.
   c. Preliminary draft of the definition of Family, February 26, 2010: Padick explained the details of the suggested Family Zoning definition. Use of the zoning regulations permits the designation of "nonconforming use" of properties also known as grandfathering. The purpose of these changes is to act as a disincentive for creation of additional rental properties in the future, not to stop people who are currently renting properties.
7. Additional information: Copies of statements submitted to the committee in writing are on file with these minutes.
8. Discussion ensued within the committee about the purposes of the proposed changes. Rhodes reminded the group that the town's goal is to preserve single family neighborhoods and to separate these neighborhoods from commercial areas. The mission of the CQOL is to make recommendations to the PZC, the Town Council and other elected groups. If these bodies do not agree with the recommendations of the committee, they do not have to adopt them. The committee then formally considered the following motion:
   a. The CQOL recommends that the Planning and Zoning Commission Board consider and approve a revised definition of family for the purpose of preserving the residential character of residential neighborhoods in Mansfield, including a reduction from 4 unrelated persons to 3 unrelated persons in rental properties in residential areas as defined in the expanded definition of family, February 26,

2010 draft. Motion made by Rhodes and seconded by Keane. Passed unanimously.

b. Keane told the committee that segments of the February 26 draft B, D, E, and I are inconsistent with DEMAS regulations and that she will address these inconsistencies before any official action is taken.

9. Rhodes suggested that the committee invite people from the real estate and banking professions to give us information about property values and economic variables that typically affect these values in situations similar to the one Mansfield is now facing. Hintz informed the committee about the creation of sample leases he is involved in. The spreadsheet of committee priorities will be revised and distributed for the next meeting.
10. The next meeting date has been changed to April 7 at 7:30 because of scheduling conflicts.
11. The meeting adjourned at 9:30. Rhodes moved, Keane seconded.

Respectfully submitted,
Jane Fried, Recording Secretary

COMMITTEE ON COMMITTEES
March 15, 2010 @ 6:00 p.m.
Room B, Audrey P Beck Building

1. CALL TO ORDER

Chair Toni Moran called the meeting to order at 6:00 p.m.
Present: Meredith Lindsey, Toni Moran, Bill Ryan

2. OPPORTUNITY FOR PUBLIC COMMENTS

No comments were offered

3. APPROVAL OF MINUTES

Ms. Lindsey moved and Mr. Ryan to approve the minutes of the February 17, 2010 meeting as presented. Motion passed unanimously.

4. REVIEW OF COMMITTEES FOLLOW UP

Ms. Moran reported Wes Bell is interested in looking at other committees. Brien Buckman asked his application be put on hold pending the outcome of the nominating process of the state representative contest. Ms. Moran was not able to contact John and Christine Dittrich, but will try again. Mr. Ryan reported Judith Stoughton would like to be appointed to the Mansfield Advocates for Children and Laurie Grunske McMorrow would prefer to await an opening on the Commission on Aging. Ms. Lindsey reported that Lida Bilokur would also prefer to wait until an opening on the Commission on Aging occurs and Sylvia Mcclain is moving to Texas.
The Town Clerk reviewed the information she obtained regarding the Mansfield Advocates for Children and agreed to contact Mark LaPlaca regarding the expired position recently held by Katherine Paulhus. She will also contact Mike Ninteau and ask him for suggestions for members for the Building Board of Appeals.
By consensus the Committee will develop a waiting list of volunteers.

5. COMMITTEE APPOINTMENTS

Committee members agreed to present the following nominations to the Council:

Mansfield Advocates for Children; Lisa Dahn, Sonya Conrad, Patricia Braithwaite, Lisa Holle, Anne Bladen, Susan Daley and Judith Stoughton (replacing Louise Bailey).
Communication Advisory Committee: Ron Schurin

Ms. Moran will talk to Leila Fecho and Patrick McGlamery to assess their interest in being reappointed to the Communication Advisory Committee. Ms. Moran will also call Jake Freidman to let him know there are no current appointments on the Community Quality of Life Committee and ask him if there is another committee that might be of interest to him. The Town Clerk will ask Curt Vincente about Darren Cook's appointment to the Recreation Advisory Committee and

ask if he has any other suggestions for volunteer members. The Town Clerk will ask Virginia Walton about Dennis Roberts's appointment to the Solid Waste Advisory Committee and ask if she has any other suggestions for volunteer members.

6. STRATEGIES TO ANNOUNCE AND ADVERTISE VACANCIES

Mr. Ryan moved and Ms. Lindsey seconded to bring the draft announcements for volunteer openings to the Council for approval. Motion passed by all.

7. FUTURE AGENDA ITEMS

Additional discussion of the existing Town Council policy regarding the submission of all comments and concerns of town-wide importance from advisory committees and staff to the Council and not to State or private parties will be on the agenda for the next meeting. Prior to the meeting the Town Clerk will research the history of the policy, research the independent statutory role of the Conservation Commission and request input from the Town Attorney, if needed.

8. OTHER

No discussion

9. ADJOURNMENT

Mr. Ryan moved and Ms. Lindsey seconded to adjourn the meeting at 6:58 p.m. Motion passed unanimously.

Mary Stanton, Town Clerk

Town of Mansfield
Parks Advisory Committee
Minutes
February 3, 2010
Secretary – Al Montoya

Present: Sue Harrington, Tom Harrington, Jennifer Kaufman, Al Montoya, and Ethan Avery

I. The meeting was called to order at 7:35 P.M.

II. The minutes for the January meeting were approved.

III. Continuing Business
   a. Discussion was held on the presentation to the Town Council. There was a joint meeting with the Open Space committee on January 25, 2010 where they revised the presentation. Jennifer reviewed the presentation with the group and changes were made to focus on the benefits of these committees. The presentation to the Town Council will be on March 8, 2010 and a dry run will be on February 16th.
   b. The Dunhamtown Forest management plan has been turned into Jennifer and any further information regarding specifics needs to be turned in.

IV. New Business
   a. The committee reviewed the Schoolhouse Brook Park management plan and determined that it appeared to be a good plan and is in better shape than the other management plans. Tom requested that the geological aspects with the quartz be added to the plan. In addition it was noted that there is currently sign damage. Jennifer added that plant monitors had been inspecting the foliage in the area and trees have been cut for safety reasons. Sue stated that the general goal should be to monitor trails for erosion and keep management plans general, with more specifics being raised in the committee meetings. It was also noted that Schoolhouse Brook Park is the only park where mountain biking is allowed.
   b. Walking weekend plans were discussed. The plans for the walking weekend activities are due March 5th. Various parks and activities were discussed. The plans will be finalized by the next meeting.

V. Other Committee Minutes
   a. Open Space meeting minutes were reviewed without comments.

VI. Other

a. Jennifer informed the committee that there is some additional money available for the Wildlife Habitat Incentive Program. These resources could potentially be utilized for the Eagleville preserve. She also stated that there are very prescribed rules for how this money can be spent.
b. The NAV award will be presented at the next meeting on March 3rd therefore the meeting will start at 7:00.

VII. The meeting was adjourned at 8:20 P.M.

Respectfully submitted, Al Montoya, Secretary

MINUTES

MANSFIELD ADVOCATES FOR CHILDREN
Wednesday, December 2, 2009
6:00-8:00 PM
Council Chambers- Town Hall

PRESENT: K. Grunwald (staff), C. Guerreri, J. Greene, M. Baker, G. Bent (Co-Chair), MJ Newman, L. Dahn, J. Goldman, S. Baxter (staff), F. Baruzzi (staff), A. Bloom, J. Stoughton (Co-Chair), D. McLaughlin, R. Leclerc (staff), V. Fry,
J. Higham, K. Paulhus, P. Braithwaite
REGRETS: A. Lapsis, S. Conrad, L. Holle, T. Berthelot, L. Young, A. Bladen, L. Buczynski

ITEM	DISCUSSION	OUTCOME
Actions Needed	-Welcome: S. Baxter talked about Winter Carnival at the Community Center to decide whether or not MAC wanted to cover a crafts table from 11:00AM-2:00PM -S. Baxter distributed flyers on the Freedom of Information Act. The United Way is willing to continue to be our Collaborative Agent, but is no longer able to provide staffing for the collaborative. They can continue to be a resource in a variety of ways. There was some discussion about other potential 501C (3) agencies that could serve as our Collaborative Agent. C. Guerreri encouraged the group to look locally for that function. S. Baxter reported that she has been notified by Graustein that we will not know anything about funding for Option I until January 15 due to questions about funding contributions from the State. Communities will be given six weeks to complete the application. There will be opportunities for public comment on December 8 or 9 on the State contribution. -Adopt Minutes of 11/04/09	Refer to Executive Committee; see if United Way is willing to sign a contract extension to March 31. K. Grunwald will ask Mayor Paterson to advocate at the state level for the funding. Email legislators to support state funding; indicate "constituent" in the topic line. The minutes of the November meeting were adopted as written.

Updates- For Your Information	BOE Update-Electronically Announcement re: By-Laws Adoption: under Section III, voting. The revision changes the order of voting and non-voting members. New MAC Structure Chart: J. Stoughton discussed changes in the graphic being used to describe the structure of MAC, showing the intersection of committees. J. Higham pointed out that the committees also need to show an overlap with the community. Create new ad hoc committee to work on seeking more and new funding: S. Baxter reported that to acquire the $25,000 match for the Option I application we will approach the Town Council and Board of Ed, but will also need to identify other sources of financial support. The goal is to support infrastructure as opposed to programming. An example would be ongoing data collection and analysis. A. Bloom pointed out that many grant opportunities are targeted for 501c(3) corporations. She would be willing to help write a grant application if we locate an opportunity.	Proposed by-laws changes were adopted via email vote. The graphic will be revised and sent to the reviewers of the plan to identify changes in structure that are consistent with the Plan. Anyone who is interested in working on this should contact Sandy.
New Business	Team Work: -Decide on regular meeting date, time and place -Participate in team discussion to prioritize strategies, list partners and consider recruitment of partners who are not already participating -Decide if present data is sufficient- what further data may be needed -Choose one strategy to begin to focus on in each area	Individuals joined one of the three teams that have formed and were tasked with the items listed. Teams will report out at the next MAC meeting.
Evaluate the Meeting	-Plus/Delta - Positives and Suggestions to improve flow of meeting: Members liked the small groups and structure; although it was pointed out that there was too much to accomplish in the available time.	Structure will be that half of the meeting time will be set aside for small group; outside meetings if needed.
Next Meeting	-Meeting adjourned at 8:00 PM; Next meeting: Wednesday, January 6, 2009- Town Hall, Council Chambers. Agenda Items for next meeting: Annual Meeting, Week of the Young Child, School Readiness Unmet Needs Survey, Memoranda of Agreements with key Partners, and Funding sources	

Respectfully submitted,

Kevin Grunwald

MINUTES
MANSFIELD ADVOCATES FOR CHILDREN
Wednesday, January 6, 2010
6:00-8:00 PM
Council Chambers- Town Hall

PRESENT: K. Grunwald (staff), K. Paulhus, C. Guerreri, P. Braithwaite, J. Higham, L. Holle, T. Berthelot, J. Stoughton (Chair), S. Baxter (staff), V. Fry, R. Leclerc (staff), J. Goldman, F. Baruzzi (staff), S. Daley, MJ Newman, L. Young, A. Bloom, L. Dahn
REGRETS: M. Baker, B. Lehmann, J. Greene, D. McLaughlin, A. Bladen, S. Conrad, G. Bent

ITEM	DISCUSSION	OUTCOME
Actions Needed	-Welcome -Adopt Minutes of 12/02/09	J.Stoughton called the meeting to order at 6:12 PM; the minutes of the December meeting were adopted unanimously.
Updates- For Your Information	BOE Update- K. Paulhus announced that the discussion of a new school was deferred until Jan. 11. There has been a request made to explore multiple sites. Information on this is posted on the town's website. F. Baruzzi explained that a new school is one of four options being considered. A. Bloom added that the Health District has been approached to be a part of a grant application to conduct a health impact study on each of these four options. New MAC Structure Chart and Narrative: S. Baxter distributed copies of the new organizational chart and the response to the feedback on the Governance and Accountability area of our plan. Create new ad hoc committee to work on seeking more & new funding: S. Baxter reports that she has not had any response in terms of interest in this committee. There was some discussion about individual teams developing their own financing plans. There was also some discussion about what will qualify as a cash match; this will become	

	clearer when we receive the RFP for the grant. MJ Newman suggested that members be informed when the application is received to brainstorm around options for a cash match.	S. Baxter will schedule a meeting to discuss this following 1/15.
	Downtown Partnership –Winter Fun Day- MAC Table- 2/13/10, 11-2: looking for volunteers to work on a craft table.	J. Goldman, T.Berthelot, V. Fry, and L. Holle agreed to help
	Downtown Partnership –1/19/10; 5:00PM Planning & Design Meeting: this group has asked that this item be deferred to the Feb. 16 meeting.	J. Higham asked members to attend; specifically members of the Community Connectedness team, T. Berthelot thought she could attend.
	United Way Collaborative Agent Services-MAC Exec. Council Recommendations: the Executive Council is recommending that MAC continue with the United Way as the Collaborative Agent. C. Guerreri stated that the preference is that the Collaborative Agent be present at the collaborative table. She added that this will need to be clear in our application to Graustein. Liz Buczynski from United Way has offered to review our grant application.	Members voted unanimously that we will continue with the United Way as our Collaborative Agent.
New Business	<u>Team Work-</u> Decide on a regular meeting time outside of MAC meeting. -Participate in team discussion to prioritize strategies, list partners and consider recruitment of partners who are not already participating -Decide if present data is sufficient- what further data may be needed -Complete new "Report Out " form so reports can be shared electronically and not use meeting time	Team Leaders will send an electronic copy to Sandy.
Evaluation	- Positives and Suggestions to improve flow of meeting: K. Grunwald suggested that future meetings be adjourned at 7:00 PM to allow a full hour for Team	Future meetings will be scheduled to adjourn at 7:00

	meetings -Rate New Report Out Form: no discussion.	PM.
Next Meeting	-Meeting adjourned at 8:00 PM. Next meeting: Wednesday, February 3, 2009- Town Hall, Council Chambers- -Memoranda of Agreements with key Partners, and Funding sources	Any suggestions for that agenda, send to Sandy

Respectfully submitted,

Kevin Grunwald

Patricia Michalak, MA
Youth Service Bureau Coordinator

Mansfield YSB Advisory Board
Minutes

Tuesday February 9, 2010
12:00pm at Mansfield Town Hall
Conference Room B

Board Members

Present:
Ethel Mantzaris, Chair
Frank Perrotti, Co-Chair
Patricia Michalak, YSB Coordinator
Kathleen McNamara, YSB Senior Social Worker
Kevin Grunwald, Director of Human Services
Eileen Griffin, Social Worker
Jerry Marchon, Police Officer
Jen Abele, EO Smith Student
Amber Hoyt, EO Smith Student
Lauren DiGrazia, Graduate MSW Intern

Guests: Jeff Smith (Former Head of Finance for the town of Mansfield), Teri Hebert (Special Education Teacher), & Addie J. (EO Smith student)

Proceedings

- *Meeting called to order* at 12:01pm by Chair, Ethel Mantzaris
- January 12, 2010 meeting minutes were accepted and approved

- *Student Report*: Addie J. (EO Smith student) & Jen Abele (E.O. Smith student)
  -Addie spoke about her individual experiences and interactions with the Youth Service Bureau.
  -Jen spoke about how she is doing in school since joining the advisory board

- Report from the Director of Human Services, Kevin Grunwald
  -Kevin spoke about the mini-grant for underage drinking that he and Jerry Marchon, Police Officer, worked on getting for the Challenge Program. The grant was awarded for one student for $660.00 to attend Challenge. The coalition also offered $500.00 to the Challenge program to work on evaluation of the program.
  -Kevin has submitted the current services budget.
  -Kevin also spoke about his office moving to the senior center. He informed the group that at this point there are no plans for this move.

- Report from YSB Coordinator, Patricia Michalak
  -Patricia Michalak discussed the recent activities of the YSB.
  -Activities include the following:
    - Connecticut Youth Service Bureau Association: YSB has been participating in monthly planning meetings with area Youth Service Bureaus to share ideas,

investigate regionalization, grants and alternative funding sources. In the past three years the YSB has received $5,000.00 in Enhancement Funds which has allowed us to run the Grandparents group and Positive Youth development program. These funds came from the lobbying efforts of the CYSA group.

- Multi Family Therapy Group: The group has successfully assisted the high school students to EO Smith. YSB provided a transition group from September through December and the group now meets with Dr. Haney and Chuck Leavens at the high school. All involved are pleased with the successful transition and hope the group will be able to extend through the 4 years at EO Smith.
- Children's Grief Group: We are working on formulating the new participant group for the 6 week Grief Matters program starting February 28th. We have 9 volunteers to assist with this group. We have collected a total of $1,713.00 from donations resulting from a previous members passing.
- NEAG School of Education: We have been working with two professors from UConn. Dr. Surgai, Ph.D. and Brandi Simonsen Ph.D. whose expertise is in behavior analysis, classroom and behavior management, school wide discipline, function-based behavior support, school-wide positive behavior supports, and educating students with emotional and behavioral disorders. We are receiving consultation from these individuals in regards to Cope and Results Based Accountability.
- Collaborative Assistance Network Meetings: Youth Services has been participating in quarterly Collaborative Assistance Network Meetings (CANN) with the Mansfield Advocates for Children. The group rotates through each of the three elementary schools and includes Mansfield's Director of Special Education, school psychologist and day care providers.
- JUMP: Leadership group for 7th and 8th grade students is continuing to meet at the Villari's Martial Arts studio in Storrs. The group is planning a trip in March to the PAWS leadership conference.

- *New Business:*
  Town Council Presentation
  -The Advisory board was asked to review the fact sheet that will be distributed at the town council meeting on February 22nd.
  -Patricia Michalak, YSB Coordinator, explained the layout of the presentation and received feedback from the advisory board members.

- *Old Business*:
  Advisory Board Member Update
  - Jeff Smith, Former Head of Finance for the Town of Mansfield, and Teri Hebert, Special Education Teacher, were submitted for appointment to the Youth Services board.
  -Kevin Grunwald, Director of Human Services, has submitted a letter to the committee on committees for their appointment to the YSB advisory board.

The next meeting was scheduled for March 16, 2010

Meeting adjourned at 12:54pm
Minutes submitted by Graduate MSW Intern, Lauren DiGrazia

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REC'D MAR 23

MEMORANDUM

March 17, 2010

Item #12

TO: Town Council and Quality of Life Committee, Town of Mansfield

FROM: David G. Edens, 24 Birchwood Heights Road, Storrs DG Edens

SUBJECT: Thoughts on Proposed Changes in Zoning Regulations

I attended both the February and March Quality of Life Committee meetings and was especially impressed the genuineness of the Committee's efforts in trying to find a fair solution to the growing problem of student rentals in the older residential neighborhoods around the University, and the vociferous response of the landlords to those efforts. Remarks delivered at the February meeting were especially bellicose and threatening. The implied attitude seems to have been "as we say or the highway". One speaker actually suggested that if residential property owners don't like the rising tide of student rentals we should move to Putnam.

No Superior Rights In general the attitude of the landlords seems to be that houses let for profit have higher value in the eyes of the law than those used for owners' shelter and satisfaction. This is not necessarily the case. Connecticut property law is based on English Common Law. In a fundamental sense property owners are all Land Lords, i.e. lords of the parcels of land we own. In law, property is a bundle of rights, including the right to benefit exclusively from the use of our land. We as owners have the right to build and live on our land, or to build and rent to others. How we utilize our property is a matter of choice. The utility value of my land and home to me is greater than the present value of the discounted rental income stream if rented to others, else I would rent my property and live elsewhere. Surely our local landlords should get over the notion that commercial use confers some sort of superior right *vis-à-vis* other property holders.

Externalities Our right to use our property as we will is not unqualified. This is because how we use our property affects our neighbors' rights to use and enjoy their property. I have no right, for example, to enter the pig farming business on my property because doing so would adversely affect my neighbors' property rights. We abridge property rights through zoning regulations because it is more economic than resorting to the courts to harmonize conflicting property rights. We must use zoning regulations to protect the rights of residential property owners from damage by rapacious landlords who naturally care more for their own profits than for the external costs imposed on neighboring property owners by student party houses. Although I support the reduction of unrelated tenants living in a house from four to three, I am troubled some of its implications. For example, at a recent meeting one old man complained that student rentals were his only source of income and that the reduction of allowed non-related tenants would impose severe hardship on him. I regret the disproportionate burden this policy would impose on some landlords.

An Alternative A policy I find more acceptable would be adoption of a half-mile radius rule. On a town map pick an existing student rental property and from the center of that property mark with a compass a half-mile radius and draw a circle. The rule would mean that no additional student rental could be permitted within the resulting circle. The result would be wide but thinly spread student renting. Concentrated student neighborhoods, as on Hunting Lodge Road, would be avoided. If not applied retroactively, the status quo could be maintained but future concentration would be avoided. I urge your serious consideration of this proposal.

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56 Farmstead Road
Storrs, CT 06226

RECD APR 08

Mansfield Town Council
c/o Betsy Paterson, Chair

Dear Council Members:

It would be hard to enjoy working in my garden on this beautiful spring day because 150 feet away the gas leaf blowers are here, working away for the past hour, blowing leaves into the air.

Gas leaf blowers do a lot of bad things. They're very loud. They waste gas and pollute. They put lots of dust and leaf mold into the air. They invade the neighborhood.

We raked for many years and it worked just fine. Raking is good for you. When we're too old to rake, we can surely find someone to rake for us.

Alot of progressive towns across the country have banned them. As we sit here in 90 degree heat in April, worried about the climate, I ask that you consider taking such action. Gas leaf blowers have an environmental cost we can't afford .

As an example, here is the Los Angeles ban on gas leaf blowers:

> Los Angeles City Municipal Code 112.04(c)
> The following is considered to be the "gas-blower ban". Effective on February 13, 1998.
>
> (c) Notwithstanding the provisions of Subsection (a) above, no gas powered blower shall be used within 500 feet of a residence at anytime. Both the user of such a blower as well as the individual who contracted for the services of the user, if any, shall be subject to the requirements of and penalty provisions for this ordinance. Violation of the provisions of this subsection shall be punishable as an infraction in an amount not to exceed One Hundred Dollars ($100.00), notwithstanding the graduated fines set forth in L.A.M.C. Section 11.00(m).

Thanks very much for your consideration.

Martha Fraenkel

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Town of Mansfield
Fire and Emergency Services

To: Matthew Hart, Town Manger

From: David J. Dagon, Fire Chief

Date: March 29, 2010

Subject: Response to question at the Town Council meeting on March 22, 2010

At the regular meeting of the Mansfield Town Council on March 22, 2010 during the portion of the meeting reserved for Opportunity for Public to Address the Council Mr. Hossack questioned why an ambulance was in front of the Red Rock Café at 7:30 p.m. on Saturday night (March 20th).

I have investigated the incident and determined that Ambulance 607 was at the Red Rock Café at 7:30 p.m. on Saturday, March 20th. A volunteer EMS Duty Crew placed Ambulance 607 in service that evening at 6:30 p.m. Unlike career firefighters that have established Day Shift or Night Shift duty hours a Volunteer EMS Duty Crew assembles whenever available members arrive at Station 307 to staff the second ambulance.

When the two volunteer members arrived to staff the ambulance neither had planned a meal. Since they were intending to staff the second ambulance until 6:30 a.m. the following morning it was necessary to get something to eat. Rather than take the ambulance out of service and possibly miss an emergency call the Lieutenant decided to travel to a restaurant with the ambulance to pick up something to eat.

The decision by the lieutenant was appropriate. The department encourages its officers to weight the advantages as well as the disadvantages of a decision or course of action. In this case it benefitted the community to keep the ambulance in service rather than take it out of service, unavailable to respond, in order to get something to eat. The unit remained in service; if an emergency call had been received the crew would have been able to respond immediately.

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Item #15

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Matthew W. Hart, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

March 18, 2010

Ms. Teri Hebert
122 Windham Street
Willimantic, CT 06226

Re: Appointment to Mansfield Youth Counsel Advisory Committee

Dear Ms. Hebert:

This letter is to confirm your appointment to the Mansfield Youth Counsel Advisory Committee effective March 18, 2010.

I trust that you will find the work of the Committee to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your appointment.

Sincerely,

Matthew W. Hart
Town Manager

Cc: Town Council
Mary Stanton, Town Clerk

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Matthew W. Hart, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

March 18, 2010

Mr. Jeffrey Smith
122 Windham Street
Willimantic, CT 06226

Re: Appointment to Mansfield Youth Counsel Advisory Committee

Dear Mr. Smith:

This letter is to confirm your appointment to the Mansfield Youth Counsel Advisory Committee effective March 18, 2010.

I trust that you will find the work of the Committee to be rewarding, and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your appointment.

Sincerely,

Matthew W. Hart
Town Manager

Cc: Town Council
Mary Stanton, Town Clerk

Item #16

TOWN OF MANSFIELD
COMMUNICATIONS ADVISORY COMMITTEE

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
STORRS MANSFIELD, CT 06268-2599

Mansfield Town Council
4 South Eagleville Rd.
Storrs CT 06268-2599

Dear Council Members;

When the Communications Advisory Committee presented its progress to the Town Council on Oct 13, 2009, it was asked to provide some recommendations based on a survey conducted by the Committee at the May 2009 Town Meeting. The Committee offers two recommendations for utilizing surveys. First, that the Council engage the services of a professional survey consultant to develop a plan and process for utilizing surveys to better understand the community member's interests and needs. Second, that the Council work to integrate surveys in order to establish a culture of surveys in a Decennial Census year and integrating detailed demographic data with a more focused, local survey tool.

Surveys can be a useful tool if done properly and regularly. Surveying is a discipline with clear principles, processes and procedures. The Communications Advisory Committee surveyed participants at the 2009 Town Meeting with a set of questions aimed at discovering the impact of emerging trends in communication technology. The participation demonstrated willingness of citizens to use surveys as a method of communication. However, the survey audience was limited, data collation was labor intensive and analysis argued for more information. The May 2009 survey showed, to the Committee and to the Town Council at the October presentation, that as a means of garnering information in order to build toward enhanced governance, surveys have a clear role.

All good surveys take time to develop. Professional assistance is required to lead the Council through the planning and design processes. Town Council and staff must be involved in making the design decisions including what the goals of a survey are, what information would be obtained, who is the targeted audience, how the survey will be implemented, how the information will be analyzed and finally, what the response will be (action based on information).

In 2010, the Town has the opportunity to establish a culture of utilizing surveys in a Decennial Census year and integrating detailed demographic data with a more focused, local survey tool. The US Decennial Census will be conducted in March 2010. By spring 2011, initial results should be available, presumably with more detailed information following. The Town should leverage the information gleaned from the census and augment it with questions specific to town government's informational needs.

The Town Council should engage the services of a professional survey team. However demographic analysis can be done by subcommittee with town resident volunteer resources. Council should review historic work done for this purpose and engage volunteers interested in the subject.

There are various sources for Best Practices:

Town use of Surveys: Windsor Citizen Survey. *This is an example of town government performing regular surveys to assess Quality of Life in a Connecticut Town.*
http://www.townofwindsorct.com/towncouncil/survey/index.htm

Professional "Dos & Don'ts". *This is a brief overview of Best Practices and provides a level-headed assessment of what good survey practices should expect and common misconceptions.*
http://www.vovici.com/_assets/pdf/BestPractices/BestPractices_SurveyDosDonts.pdf

Professional processes. *This is a clear indication of what a Professional Survey Consultant would do as a Plan of Work.*
http://www.datacenter.org/research/creatingsurveys/surveyplan1.htm

If you would like a presentation from the Committee regarding this request, please let Jaime Russell, the Committee's staff liaison, know.

Sincerely,
For the Committee,
For Leila Fecho
Chair
T. P. McGlamery

Mansfield Community Center

Town of Mansfield
Parks and Recreation Department

Curt A. Vincente, Director

10 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3015 Fax: (860) 429-9773
Email: Parks&Rec@MansfieldCT.org
Website: www.MansfieldCT.org

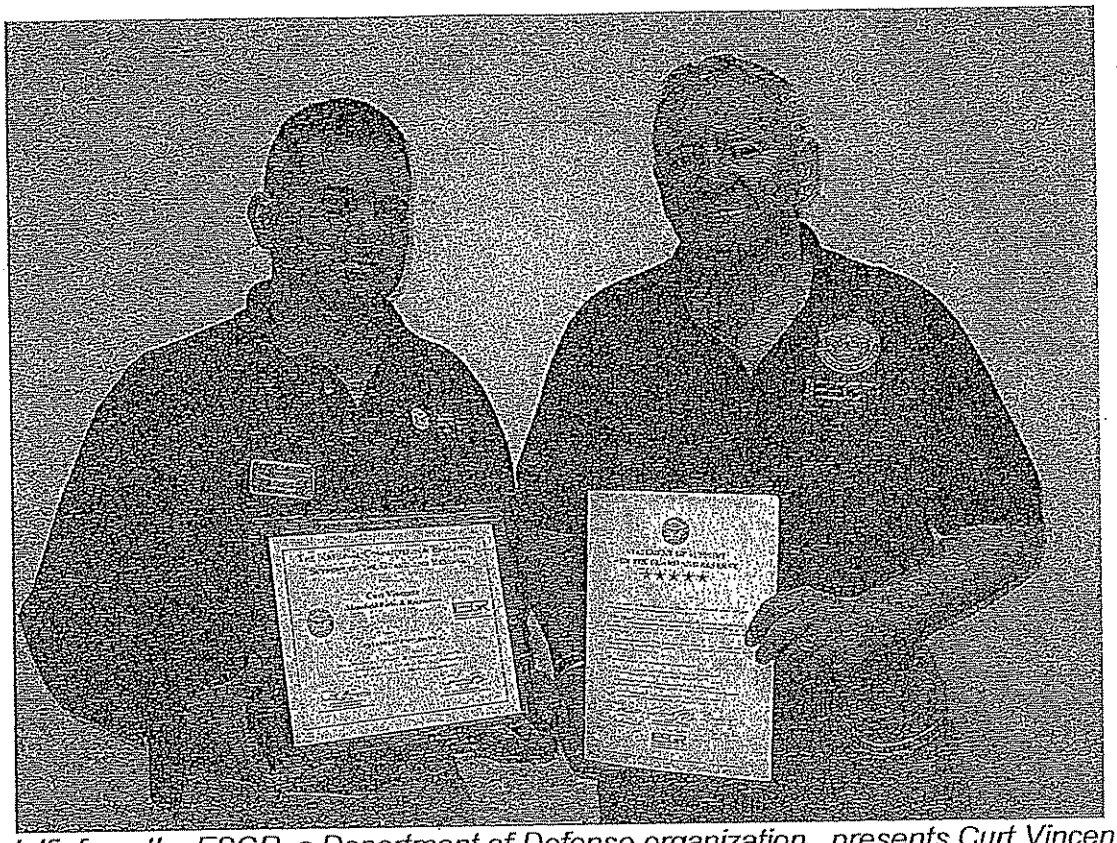
Item #17

To: Matthew W. Hart, Town Manager
From: Curt Vincente, Director of Parks & Recreation
Date: April 1, 2010
Re: Employer Support of the Guard and Reserve (ESGR) Award

As you may know, Seth Mastrocola, an employee in the Parks and Recreation Department, is currently deployed in Afghanistan, serving in the US Armed Forces as a 1st LT Medical Operations Officer for the Connecticut Army National Guard. Seth always expressed his appreciation to the management team for the flexibility he was allowed to work as an Evening and Weekend Facility Supervisor at the Community Center, while actively attending school and National Guard training. To show his appreciation, Seth nominated the Parks and Recreation Department for an Award in the ESGR Program. On March 16, 2010, Mr. Thomas Pandolfi, Coordinator of the Connecticut ESGR Program, surprised that staff at the Community Center by presenting the attached award and statement of support.

Press Release

ESGR®
EMPLOYER SUPPORT OF
THE GUARD AND RESERVE



Tom Pandolfi, from the ESGR, a Department of Defense organization, presents Curt Vincente, Director for the Mansfield Parks & Recreation Dept with a "Patriot Award" and "Statement of Support".

The "Patriot Award" is awarded to an employer by their employee who recommends them as a supportive employer. 1st LT Seth Mastrocola, a student and employee nominated Mansfield Parks & Recreation Director Curt Vincente as a boss who recognized his leadership potential and promoted him to a facility supervisor. He further stated that they always supported his military career and never denied any request for time off for any training for his military service. He further stated that his employer sent him letters of support and sold American Flag Pins on his behalf.

The "Statement of Support" program asks employers to recognize the vital role of the National Guard & Reserve Components and pledge support for their employees who participate in our "community based defense force." The certificate is signed by the Secretary of Defense and countersigned by the employer. Employers sign this statement and pledge they will:
(1) neither deny employment nor limit or reduce job opportunities because of service in the Reserve Components;
(2) grant leaves of absences for military duty and training; and
(3) ensure all their employees are aware of these policies.

STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE

We recognize the National Guard and Reserve are essential to the strength of our nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

If these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

Therefore, we join other employers in pledging that:

- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- Our managers and supervisors will have the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We will continually recognize and support our country's service members and their families in peace, in crisis, and in war.

MANSFIELD PARKS & RECREATION
Employer

March 16, 2010
Date

Chairman
National Committee for Employer Support of the Guard and Reserve

Secretary of Defense

ESGR®
EMPLOYER SUPPORT OF THE GUARD AND RESERVE

The National Committee for Employer Support of the Guard and Reserve

Recognizes

Curt Vincente
Mansfield Parks & Recreation

EMPLOYER SUPPORT OF THE GUARD AND RESERVE

as a

PATRIOTIC EMPLOYER

for Contributing to National Security and Protecting Liberty and Freedom by Supporting Employee Participation in America's National Guard and Reserve Force

P.K. BRUNELLI
ACTING EXECUTIVE DIRECTOR
NATIONAL COMMITTEE FOR
EMPLOYER SUPPORT OF THE GUARD AND RESERVE

JAMES G. REBHOLZ
CHAIRMAN
NATIONAL COMMITTEE FOR
EMPLOYER SUPPORT OF THE GUARD AND RESERVE

ESGR 110 7/08

STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: siting.council@ct.gov

Internet: ct.gov/csc

Daniel F. Caruso
Chairman

REC'D MAR 23

Item #18

March 15, 2010

TO: Council Members

FROM: S. Derek Phelps, Executive Director

RE: **DOCKET NO. 400** - Cellco Partnership d/b/a Verizon Wireless application for a Certificate of Environmental Compatibility and Public need for the construction, maintenance and management of a telecommunications facility located at 343 Daleville Road, Willington, Connecticut.

Enclosed please find a copy of the Council's notice of public hearing.

SDP/RDM/laf

Enclosure (1)

c: Secretary of the State (via e-mail service)
Robert L. Marconi, Assistant Attorney General
Melanie A. Bachman, Staff Attorney
Parties and Intervenors
Application Service Recipients
Ginger Teubner, DPUC
Jeff Nelson, Director, Governor's Eastern Connecticut Office

LIST OF PARTIES AND INTERVENORS
SERVICE LIST

tatus Granted	Document Service	Status Holder (name, address & phone number)	Representative (name, address & phone number)
Applicant	☒ E-mail	Cellco Partnership d/b/a Verizon Wireless	Kenneth C. Baldwin, Esq. Robinson & Cole LLP 280 Trumbull Street Hartford, CT 06103-3597 (860) 275-8200 (860) 275-8299 fax kbaldwin@rc.com Sandy Carter Regulatory Manager Verizon Wireless 99 East River Drive East Hartford, CT 06108

STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: siting.council@ct.gov

Internet: ct.gov/csc

Daniel F. Caruso
Chairman

HEARING NOTICE

Pursuant to provisions of General Statutes § 16-50m and Section 16-50j-21 of the Regulations of Connecticut State Agencies, notice is hereby given that the Connecticut Siting Council (Council) will conduct a public hearing on May 25, 2010, beginning at 3:00 p.m., and continued at 7:00 p.m., at the Old Town Hall, 11 Common Road, Willington, Connecticut, and thereafter as necessary. The hearing will be on an application from Cellco Partnership d/b/a Verizon Wireless for a Certificate of Environmental Compatibility and Public need for the construction, maintenance and management of a telecommunications facility located at 343 Daleville Road, Willington, Connecticut.

The purpose of the hearing is to hear evidence on the applicant's contentions that the public need for the facility outweighs any adverse environmental effects that would result from the construction, operation, or maintenance of a tower, ground equipment, and access road. The 3:00 p.m. hearing session will provide the applicant, parties, and intervenors an opportunity to cross-examine positions. The applicant will be allowed a final rebuttal. Briefs will be entertained after the close of the last hearing session. The 7:00 p.m. hearing session will be reserved for the public to make brief statements into the record. Cross-examination of parties and intervenors will resume, if necessary, after all statements have been heard.

The Council will conduct a public field review of the proposed site on May 25, 2010, beginning at 2:00 p.m. The applicant will fly a balloon during the field review to simulate the height of the proposed facility.

Applicable law for this proceeding includes the Public Utility Environmental Standards Act, General Statutes § 16-50g, et seq., and Sections 16-50j-1 through 16-50v-la of the Regulations of Connecticut State Agencies.

The Council will hold a pre-hearing conference on procedural matters on April 1, 2010 beginning at 10:00 a.m. at the Council's office, 10 Franklin Square, New Britain, Connecticut.

The Council directs that all testimony and exhibits be pre-filed with the Council and all parties and intervenors by May 18, 2010. In accordance with the State Solid Waste Management Plan, the Council requests that all filings be submitted on recyclable paper, primarily regular weight white office paper. Please avoid using heavy stock paper, colored paper, and metal or plastic binders and separators.

Individuals are encouraged to participate through their elected officials, and other party/intervenor groupings.

Any person seeking to be named or admitted as a party or intervenor to the proceeding may file a written request to be so designated at the office of the Connecticut Siting Council, 10 Franklin Square, New Britain, Connecticut 06051, on or before May 18, 2010.

Parties and intervenors will be allowed to submit briefs and proposed findings of fact within 30 days after the close of the hearing.

Any person who is not a party or intervenor to this proceeding may file a written statement with the Council at the hearing or any time up to 30 days thereafter. Such statements will become part of the record. No written statement or any other material, evidence, or other information will be accepted from any person not a party or intervenor to the proceeding after 30 days following the close of the hearing, except as otherwise prescribed by law or the Council.

A verbatim transcript of the hearing session(s) will be made and deposited with the Town Clerk's Offices of the Willington and Mansfield Town Hall for the convenience of the public.

Requests for information in alternative formats or for sign-language interpreter services must be submitted in writing by May 18, 2010.

The applicant of this facility is represented by the following:

Applicant	**Its Representative**
Cellco Partnership d/b/a Verizon Wireless	Kenneth C. Baldwin, Esq. Robinson & Cole LLP 280 Trumbull Street Hartford, CT 06103-3597

A copy of the application is available for review at the Council's office during office hours at 10 Franklin Square, New Britain, Connecticut, (860) 827-2935. The Council has assigned this application docket no. 400.

March 15, 2010 Connecticut Siting Council

MUNICIPAL MANAGEMENT BULLETIN

Item #19

CONNECTICUT CONFERENCE OF MUNICIPALITIES

THE VOICE OF LOCAL GOVERNMENT

CONNECTICUT CONFERENCE OF MUNICIPALITIES

900 CHAPEL STREET, 9th FLOOR, NEW HAVEN, CT 06510-2807 PHONE (203) 498-3000 • FAX (203) 562-6314

www.ccm-ct.org: Your source for local government management information on the Web

April 8, 2010 Number 10-09

FOIA Request for Salary & Other Information on Municipal Employees

Yankee Institute Request

CCM is aware that municipal personnel directors have received an information request from the Yankee Institute for Public Policy, requesting salary and other information regarding municipal employees.

It appears the Institute is preparing a database of municipal employees similar to that of state employees on ctsunlight.org. The website contains salary and other information on state employees.

CCM urges municipal employees to follow Freedom of Information Act (FOIA) requirements in providing information to the Institute, including a timely response: perhaps a letter acknowledging receipt of the Institute's letter. In the letter, you may explain what data you have and what you do not have (e.g., most towns do not have data in calendar year form). Tell them how much it will cost and when you think the data might be available. You may also invite the Institute to call you to discuss the matter in more detail.

The issue is to make a "good faith" effort to comply with the law.

CGS Section 1-212 outlines the circumstances under which municipalities may charge for costs associated with providing public information in the manner requested. Please see enclosed copy of CGS 1 -212.

CCM urges you to consult your municipal attorney if you have specific questions regarding FOIA compliance.

* * *

If you have any questions about this bulletin, please contact Kachina Walsh-Weaver (kweaver@ccm-ct.org) or Ron Thomas (rthomas@ccm-ct.org) at (203) 498-3000.

This memo is not intended as legal advice. Please consult your attorney for such purposes.

Enclosure

This bulletin has been sent to CCM-member mayors, first selectmen, and town/city managers.

PAGE
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District 19 budget up for public hearing on Tuesday

By CAITLIN M. DINEEN 3/22
Chronicle Staff Writer

STORRS — Residents of Ashford, Mansfield and Willington are invited to attend a public hearing regarding the proposed Regional School District 19 budget.

The public hearing will take place at 7 p.m. Tuesday in the E. O. Smith High School library media center.

The proposed budget is $18,843,570 — a $413,570 increase over the school's current spending plan.

It reflects a proposed 2.2 percent increase over the current budget and will go to a May 4 referendum.

The budget up for discussion Tuesday may or may not be the finalized budget presented to voters in May. It is the budget presented by Superintendent Bruce Silva for adjustment or approval.

According to Silva, the budget's increase reflects a 2.8-percent hike in staff salaries and benefits.

The budget was crafted to "maintain" current offerings at the high school, according to Silva in a budget memo send to district school board members in February.

"Great efforts have been made by school department chairs and administrators to aggressively contain costs wherever possible while maintaining programs and services at levels expected from our school community," he said.

Silva said his proposed budget does not reduce staff at the high school, but does not include funding to increase programs offered at the high school, either.

"It's a stay-put budget, so to speak," he said this morning.

The high school is a district school. It serves students from Ashford, Mansfield and Willington. Each town pays a different share to the school annually.

Each town's share is based on the number students it has enrolled at the high school.

With Silva's proposed budget, Ashford's share will increase 8.9 percent, Mansfield's share will increase 1 percent and Willington's share will increase 0.4 percent.

Ashford's share would increase $309,645 to $3,779,424. Mansfield's share would increase $94,594 to $10,019,441. Willington's share would increase $16,831 to $4,096,165.

Next year, Ashford's student enrollment will increase by 18 students while Mansfield's and Willington's will only increase by one student each.

Tuesday is the only scheduled public hearing regarding the high school's budget, said Silva.

However, he said residents could also speak to the issue during the board's scheduled April 6 meeting.

According to Silva, board of education members have already discussed reducing the budget, but nothing has been finalized yet.

He said he has looked at ways to trim the budget down to a 1.3-percent increase if necessary.

PAGE
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Mansfield unveils early 2010-11 budget plan

By CAITLIN M. DINEEN
Chronicle Staff Writer

MANSFIELD — Town councilors Monday were presented for the first time with the town manager's proposed fiscal year 2010-11 budget.

The proposed town/school budget — which reflects a 0.4-percent increase over the current budget — will now undergo three and a half weeks of review before a budget is adopted by councilors April 19.

It then goes to voters May 11 during the scheduled town meeting, which could then adjourn to referendum — if one is petitioned — within 21 days after town meeting approval.

Town Manager Matthew Hart presented the budget during the town council's regular meeting Monday.

Under the plan, the combined town/education budget — which is comprised of town, Mansfield Board of Education and Regional School District 19 funding — totals $43,537,285.

When broken down the combined town/school budget is as follows:

- $13,024,895, town's general government.
- $20,588,160, Mansfield Board of Education.
- $9,924,230, Regional School District 19 appropriation.

According to Hart, the general government portion of the combined budget would increase $185,145 or 1.4 percent.

Hart said three main "cost drivers" behind the town's increase include a state-mandated increase to the town's contribution to the Municipal Employee Retirement System, an increase to town debt service and an increase in funding for capital projects.

Although these amount to an additional $582,000 in expenditures, Hart said other decreases in expenditures help offset the increases, resulting in the less than $200,000 increase overall.

In addition to the town/education spending plan, two other budgets were presented to councilors.

The proposed capital improvement budget — which is being financed by nearly $17.6 million in state and federal funds for the proposed Storrs Center Project — amounts to $19,074,420.

The remaining money for the capital fund would come from bonds, other state grants and town-contributed money (totalling $365,045).

According to Hart, the capital fund would pay for community development, public works, facilities management, general government, community services and public safety.

The proposed capital and nonrecurring fund — which funds one-time purchases or expenditures — is $900,045, said Hart.

Nonrecurring fund dollars can be transferred within existing budget line items or be as payments for one-time items such as fire truck payments, parks and recreation activities and funding the property revaluation.

When all three budgets — the town/education budget and the two capital fund budgets — are combined, they amount to approximately $63.51 million in municipal spending.

Mansfield Finance Director Cherie Trahan said the three budgets are presented as three separate questions to voters.

Despite the overall spending increase, Hart said — under the proposed budget — the town's mill rate would go down as a function of the recently completed revaluation.

Currently, the mill rate is 25.71, but it would decrease to 25.62 mills, he said.

At a rate of 25.62 mills, the owner of a home assessed at $200,000 would pay $5,124 in taxes. Whether that is an increase or decrease depends on the re-assessed value.

Despite the 0.09 decrease in mills, Hart said most taxpayers will likely see a tax increase.

Since Mansfield underwent a revaluation last year, home assessments might have changed, impacting their tax bills.

Councilors will begin their budget review process Thursday at 7 p.m. in the Audrey P. Beck Municipal Building.

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3/24

Ashford takes biggest hit with D19 budget

By CAITLIN M. DINEEN
Chronicle Staff Writer

STORRS. — The finance subcommittee of the Regional School District 19 Board of Education voted in favor of recommending a 1.3-percent budget increase to the full board for adoption.

The vote was taken after a budget public hearing Tuesday at E.O. Smith High School in Storrs, the district's lone school.

Region 19 board of education members are scheduled to meet April 6 and are expected to adopt the proposed $243,570 increase. The increase amounts to a total budget of $18,673,570 in spending for fiscal year 2010-11.

Acting as the subcommittee, the actual vote was made by the full board, which will have to revisit the budget issue next month. Board members Elizabeth Peczuh, Mike Sibiga, Janice Chamberlain, Herb Arico, John Meyers, Tim Nolan, Jim Mark, Elizabeth McCosh-Lilie, Bob Kremer and board Chairman Francis Archambault voted for the increase.

Board member Frank Krasicki was against it because he wanted to present voters with multiple budget options.

After the April meeting, the budget will go to voters during a scheduled May 4 referendum.

Under the proposed increase — which was decreased from an original proposal seeking a 2.2-percent increase — Mansfield and Willington will pay less toward the high school's budget next year. Ashford's share, however, will increase to $273,741, a 7.9 percent increase. The town's share would increase from $3,469,779 to $3,743,520.

As a regional high school, E.O. Smith serves students from Ashford, Mansfield and Willington.

According to Superintendent Bruce Silva, Mansfield's share will decrease by $589 from $9,924,847 to $9,924,258 next year.

Willington's share would decrease $22,081 from $4,079,334 to $4,057,253. That is a 0.5 percent decrease in funding.

Silva said each town's share varies depending on the number of students they send to the high school.

According to Silva, Ashford had an increase of 18 students enrolled while Mansfield and Willington each had only one additional student.

Despite a lower increase, Ashford town officials said Tuesday they were concerned with the proposed increase and how it affects Ashford taxpayers.

"It's Ashford's turn in the barrel," said Ashford First Selectman Ralph Fletcher, adding he did not think Ashford residents would support the proposed budget in May.

Ashford Board of Finance member Tony Paticchio said he agreed with Fletcher, but knows the number of voters in Ashford means the town does not have an impact on the budget's approval or failure.

All that is required for a budget to pass is a cumulative majority among all three towns' voters.

Historically, the budget passes with support in Mansfield and Willington, but Ashford residents often reject presented spending plans.

"You have to realize with an 8.9 percent or even a 7.9 percent (increase) to Ashford, we can't support it and we can't effect it," said Paticchio.

According to Paticchio, when E.O. Smith's budget increases, the local education and government budget in Ashford "keeps taking a hit."

PAGE
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Building committee eyes two new school options

By CAITLIN M. DINEEN
Chronicle Staff Writer 4/1

MANSFIELD — With many community members unhappy with the school building committee's recommendation for one large elementary school in town, the committee has added a second option.

That plan would call for the construction of two elementary schools to replace the three existing ones.

Last month, the building committee endorsed a plan that includes construction of one large community elementary school and renovations to Mansfield Middle School.

The plan was not well received by parents and educators alike, who said they prefer to have smaller "neighborhood"-style community schools that cater to a smaller number of pupils.

However, as of Wednesday night, there are now two options that will be debated by town officials.

Currently, Mansfield has three, kindergarten through grade 4, elementary schools in town: Dorothy C. Goodwin Elementary School, Southeast Elementary School and Annie E. Vinton Elementary

(Building, Page 4)

Building committee eyes two new school options

(Continued from Page 1) 4/1

School.

When a final proposal is selected, it would need town council and board of education approval before going to voters.

Because the project includes town funding and impacts residents on a large scale, the final proposal would go to voters in a town-wide referendum.

According to committee member Mark Boyer, a parent representative on the committee, a second option was added to the list during a budget workshop that included councilors, board of education members and committee members.

The second option proposes closing the three elementary schools and building two entirely new elementary schools in town.

He said proposed locations include the Southeast site and the Vinton site. Under that proposal, both schools would be demolished.

The two-school option would cost $59.58 million, including Mansfield Middle School renovations, with local taxpayers footing $26.9 million of the bill when taking into account state reimbursements.

A new consolidated elementary school — with a total price tag of $48.03 million — would cost local taxpayers approximately $20 million taking into account reimbursements.

According to Town Manager Matthew Hart, the initial cost to taxpayers for the one-school option was $16 million.

However, a combination of the state's reimbursement rate decreasing and a lower projected enrollment figure results in a higher taxpayer price tag.

Committee members suggested this school be located at the Southeast school site.

Boyer said the two-school proposal, which was not part of the four original options being researched by committee members, was to give more options to town officials and voters.

It was to "try to find a set of options members and voters could support," he said this morning.

Boyer said concerns from parents hoping to maintain the smaller schools "certainly was a part" of the group's decision to rethink the project.

Originally, board of education and committee members hoped to send the project to vote in November.

Hart said the general timeline provided — which included a board of education-endorsed proposal being presented to councilors May 24 — was a recommendation by the committee.

He said councilors and board of education members will decide if they need more time to finalize the proposal.

Hart said although there are two options that board of education members and councilors will review, the school building committee still endorses the one-school proposal.

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Editor: 4/1

Yes, let's give "Threads" to *the Chronicle* for making the suggestion that many of us have been suggesting for years.

"The only way to make Hunting Lodge Road completely safe during Spring Weekends is an alternative event that would keep revelers on campus."

So why can't the student government sponsor street vendors and bands and entertainment that would be well protected and on campus? Why not turn Hillside Road into a "Street Festival" (a la Willimantic's Third Thursdays) and set up a "beer tent" on the old football field?

Students with wristbands (like at Rentscheler Field) may enter, purchase and consume their beer and then enjoy the entertainment, foods etc. all on the university's property.

No fears regarding liability (can't be any worse than a football game at the "Rent") and the students don't have to traipse through the woods or dark town roads.

If you close it to only foot traffic, you make it more difficult for the uninvited outsiders. If the vendors are charged a fee and the beer costs money, sounds like a much more profitable event than the one held at Carriage House and Celeron.

Maybe the student government could use the profits to pay back the Town of Mansfield and the state for the billions of dollars it has cost over the years to "protect" them on Spring Weekend.

Better yet, perhaps they could use the profits to help earthquake victims in Haiti and Chile!

Carol Pellegrine
Storrs

PAGE
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Land buy connects local trails

By CAITLIN M. DINEEN 4/3
Chronicle Staff Writer

MANSFIELD — Town council members have approved the purchase of a 0.9-acre parcel of land on Birchwood Heights Road, a move that could enhance passive recreation in town.

Councilors Gregory Haddad, Toni Moran, Bill Ryan, Christopher Paulhus, Peter Kochenburger and Denise Keane approved the purchase during their last meeting in March.

Mayor Elizabeth "Betsy" Paterson was also in favor of the purchase. Councilors Meredith Lindsey and Carl Schaefer did not attend the meeting.

The land was purchased for $500 and will be paid for through the town's Open Space Acquisition Fund. The fund currently has a balance of approximately $98,000.

According to Town Manager Matthew Hart, the parcel's value was assessed at $5,390 by town officials.

A memorandum from Hart to councilors indicated the property, which is a wooded and features some wetlands, will be used to connect Birchwood Heights Road and Monticello Road.

"A trail segment on these properties would add a direct pedestrian connection between two adjacent neighborhoods and would enhance access to the recently acquired Moss Sanctuary for residents living on Monticello, Fellen and Davis roads," states the memo.

It is situated between 41 and 55 Birchwood Heights Road.

"It is situated within the Schoolhouse Brook, Fenton River and Willimantic Reservoir drainage basins," reads the memo. "The site is not within designated flood hazard or stratified drift aquifer areas."

A public hearing was conducted prior to the council's vote and residents did not express opposition to the purchase.

Some even thought it was a good purchase by the town.

Mansfield resident David Freudmann said he supported the purchase, but hoped town officials would be smart about where they create any walking paths on the property.

Freudmann said he thought the town should construct the path on the east side of the property — which is the "wetter half."

"Then we could possibly sell the lot later for profit and a house could then be built on it," he said.

Although Mansfield resident Mike Sikoski said he was in favor of the purchase, he said the purchase would cost more long-term than just the $500 price tag.

He said the town should take note of costs associated with building a trail and maintaining it.

Additionally, he said it was important to know how much money the town would be losing through property taxes that will no longer be paid to the town.

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Editor: 4/7

On April 26, the Mansfield Town Council will hold a public hearing on establishing a parking ordinance on private property. Once again this council is trying to control University of Connecticut students by enacting another costly ordinance.

The last ordinance they passed to control the students (housing inspections) is costing the taxpayer at minimum $145,000 annually above any revenues.

Did this ordinance resolve student rental problems?

If you look at the town manager's proposed budget on pages 136 and 137, our building director says his department cannot handle any more work without additional staff. So if we keep adding these ordinances, (the definition of "family" is next up), additional staffing will be required.

The last ordinance also netted the building director an $8,000 salary increase due to the "extra responsibility."

Will this one also have a "responsibility increase?" So the way I see it, folks, is you must decide if you want to keep throwing out costly ordinances to "control student behavior" or do you want to keep your teachers.

If you would like to keep informed of what town management won't be telling you this budget season, visit www.savemansfieldct.com.

Mike Sikoski
Storrs

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Courant.com

MANSFIELD/WILLINGTON

Mansfield, Willington To Preserve 531 Acres Of Land

By PETER MARTEKA

10:57 PM EDT, March 30, 2010

What started out nearly a decade ago as a plan to generate money to help build a new library in Willington has led to the preservation of 531 acres in Mansfield and Willington.

The Connecticut Forest & Park Association, Norcross Wildlife Foundation and the University of Connecticut recently announced a land conservation transaction that will preserve the acreage through a series of conveyances and easements. The 300-acre Moss Forest Tract and 96-acre North Property in Willington and 135-acre Albert E. Moss Sanctuary in Mansfield will be preserved under what is known as the Fenton River Watershed Forest and Trail Conservation Project.

More than 3 miles of the Nipmuck Trail — part of the association's 825-mile long network of "blue-blazed" trails across the state — will also be protected. Under the agreement, UConn conveyed trail easements within the North property, the Moss Forest Tract and the nearby 580-acre UConn Forest.

Eric Hammerling, the association's executive director, said it was a "complex deal" working with the two towns, the foundation and university, but it was worth it. The blue-blazed trail system was created in 1929 and is the largest single trail easement ever acquired by the association.

"For us, this is wonderful," he said Tuesday. "This is a significant forest, trail and community conservation project. But this is something we have a long-term obligation to. We need to make sure this area is protected in perpetuity. That is a long time, but it is clearly worth it to us."

The North property on Mason Road is a mature hardwood forest on the eastern bank of the Fenton River. The parcel, a gift to the town from the late Daniel North, was purchased by the association in 2005 for $250,000. The proceeds were used to help build the town's first stand-alone public library. As part of the new agreement, the association conveyed the land to UConn.

The Moss Forest Tract abuts the North property and protects upland deciduous forest bisected by the Fenton River and one of its significant tributaries, Eldredge Brook. The land has been designated as a research forest by the university which also conveyed a 50-year conservation restriction to the association.

The Moss Sanctuary at the corner of South Eagleville Road and Route 195 in Storrs, was conveyed from UConn to the association and then to Mansfield. The sanctuary is a maturing oak-hardwood forest that includes Tift Pond and a well-established hiking trail system.

"The Fenton River watershed is a pretty outstanding natural habitat with the Fenton River being an absolute gem," Dan Donahue, Norcross' director of land protection and stewardship, said. "The scenic quality of the properties [is] outstanding. It's a special spot. ... The good work of this partnership has helped to conserve priority habitat that is simply irreplaceable."

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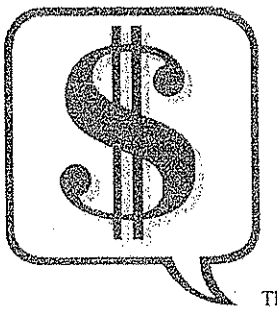
Mansfield Town Council presented with proposed $63.5 million 2010-11 budget

Item #28

by: Caitlin M. Dineen | Staff Writer Wednesday, March 24th, 2010



The Town Council got a first look at the proposed 2010-2011 budget, as presented by Town Manager Matt Hart, at its Monday, March 22 meeting.

The combined town/education budget totals $43,537,285.

It includes the general government, the K-8 schools and the town's projected share of the 2010-2011 Regional School District 19 budget for E.O. Smith High School:

- **$13,024,895**, general government
- **$20,588,160**, Mansfield Board of Education (K-8)
- **$9,924,230**, Regional School District 19 (Mansfield's share, based on projected enrollment)

Capital projects

Two additional budgets also were presented Monday:

- the proposed capital improvement budget - which is being financed by nearly $17.6 million in state and federal dollars for the proposed Storrs Center Project - amounts to **$19,074,420**. (The balance of funds for the capital projects budget would come from bonds, other state grants, and town-contributed money totaling $ 365,045). According to Hart, the capital fund pays for community development, public works, facilities management, general government, community services and public safety.
- and the proposed capital and nonrecurring fund - for one-time expenditures - is **$900,045**. Nonrecurring fund dollars can be payments for such items as a fire truck, parks and recreation activities or the cost of conducting the state-mandated property revaluation.

The general government/education budget combined with the two fund budgets totals about **$63.51 million** in municipal spending.

Mansfield Finance Director Cherie Trahan said the three budgets are presented to voters as separate questions.

Three factors

According to Hart, the general government part of the budget represents a 1.4 percent increase or $185,145.

He said three factors are "cost drivers" in the general government budget:

- a state-mandated increase to the town's contribution to the Municipal Employee Retirement System,
- an increase to town debt service,
- and an increase in funding for capital projects.

They account for an additional $582,000 in expenditures, but this is offset by reductions in other areas of the budget - so that the actual increase is $200,000.

Hart said that despite the overall spending increase, under the proposed budget, the town's mill rate would go down because of the recently completed revaluation.

Currently, the mill rate is 25.71. Hart estimated it would decrease to 25.62 mills.

However, despite the 0.09 decrease, Hart said most taxpayers will likely see a tax increase, again, because of the revaluation, which increases the assessed value of many homes.

The Town Council will begin its budget review process at a meeting scheduled for 7 p.m. on March 25 in the Audrey P. Beck Municipal Building.

The council is expected to spend the next few weeks reviewing the document with a deadline of adopting a finalized budget by April 19.

It then heads to a May 11 Town Meeting that - if a petition is presented - will adjourn to a referendum.

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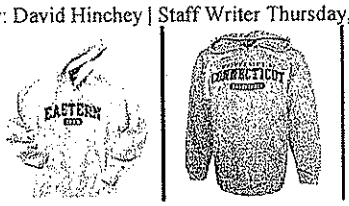
Item #29

2010 Census: Mayor Ernie vs Mayor Betsy

by: David Hinchey | Staff Writer Thursday, April 1st, 2010



The mayor of the town with the least improvement in census-form return rate must wear a sweatshirt from the university of the winner's community. Graphic by Brenda Sullivan.

Windham Mayor Ernest "Ernie" Eldridge is so enthusiastic about getting Windham residents fairly counted that he's decided to turn it into a contest.

Earlier this week, Eldridge challenged Mansfield Mayor Elizabeth "Betsy" Paterson to see who could best their town's census response rate... compared to the last time the census was conducted, which was in 2000.

The town that improves its mail-in response rate by the greatest number of percentage points will be declared the winner.

The mayor of the town that loses the wager must wear a university sweatshirt from the opposing community - Eastern Connecticut State University or the University of Connecticut - for a day.

In Windham, the town had a mail-in response rate of 63 percent during the 2000 Census, while Mansfield had a mail-in response rate of 70 percent.

Unlike the multi-page census forms of 2000, the 2010 census has 10 questions, which means it's a lot easier and quicker to complete - and that should make for an interesting competition.

"She (Paterson) does not want to wear an Eastern sweatshirt," Eldridge said Tuesday.

"I'd like to beat Ernie," Paterson said Wednesday.

Both Mayors would like to see their town's return rate significantly higher. The winners, as it turns out, will be the residents.

That's because the information provided on the census form has a lot to do with how federal dollars are awarded for a large variety of programs that affect everyone, from children to seniors.

"This matters to your community," said 2010 Census staff member F. Ellen Whaley.

In 2008, the state received $5.6 billion federal dollars based on census-related data, she said.

Whaley heads the local office of the U.S. Census Bureau in Norwich, which serves 66 towns in Windham, Tolland, New London and Middlesex counties. [Mansfield is part of Tolland County]

Nationwide, there's an estimated $400 billion to be allocated over the next 10 years on the basis of Census data, she said. "This matters to everyone," she said.

In March, more than 130 million addresses in the U.S. received a 2010 Census form by mail or by hand delivery, 2010 Census officials said.

One of the more common concerns people might have about the census form is that it may reveal sensitive information.

What people should know is that the Census bureau is bound by law not to reveal any of your personal information to anyone outside the Census bureau... that includes the IRS, immigration authorities, local officials or anyone else, Whaley said.

"Your census data can't be subpoenaed by any court or given to police. That's the law," she said.

Required by the U.S. Constitution, the U.S. Census has been held every 10 years since 1790.

Besides guiding funding, census data is used to determine how many members of the U.S. House of Representatives will represent each state.

Census data also helps to determine boundaries for state legislative districts and federal congressional districts.

Another function of the 2010 census is to "catch up" with changes in the country since the 2000 census.

As for those who do not complete and mail their forms, they can expect an in-person visit from a census taker later this spring, who will help you fill out your form.

For more information, call the Norwich 2010 Census office help line at (860) 367-8371.

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