



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
TUESDAY, OCTOBER 15, 2002
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.
AGENDA

PAGE #

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES..... 1

OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

OLD BUSINESS

1. Issues Regarding UConn Landfill Including the Consent Order, Public Participation Relative to the Consent Order and Well Testing (Item #1, 09-09-02 Agenda)..... 7
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3. Business Sponsorship and Commercial Advertising in Town Parks (Item #7, 09-09-02 Agenda) (No Attachment)
4. University Spring Weekend (Item #5, 09-23-02 Agenda) (No Attachment)

NEW BUSINESS

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EXECUTIVE SESSION	
28. Open Space Acquisition	

MANSFIELD TOWN COUNCIL-REGULAR MEETING-SEPTEMBER 23, 2002

The Mansfield Town Council was called to order by Mayor Elizabeth Paterson at 7:30 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Haddad, Hawkins, Holinko, Paterson, Rosen, Schaefer, Martin (arrived at 7:35 p.m.) and Thorkelson (arrived at 8:10 p.m.)

Absent: Bellm

II. APPROVAL OF MINUTES

Mr. Haddad moved and Mr. Hawkins seconded to approve the minutes of September 9, 2002 with one correction "If the dam does not hold and there is damage will the University be responsible?"

So passed unanimously.

III. PUBLIC HEARING 7:32p.m.

1. Proposed Fee Schedule Revision-Various Land Use Permits

No comments from the public. Hearing was closed at 7:33 p.m.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Diane Nadeau, President of Tri-Town Football and Cheerleaders, urged Council to permit use of signs at the parks to recognize sponsors of the various sports. She assured the Council that they would not choose any sponsor, which was not appropriate, ie. Liquor stores. Since the group is a private organization it can be selective as to its sponsors and refuse those that do not reflect the moral standards of the organization.

V. OLD BUSINESS

2. Proposed Fee Schedule Revision-Various Land Use Permits

Greg Padick, Town Planner, answered questions of the Council. The Council inquired how much more revenue will these fees bring in to the Town? Town Planner explained that the fees had not been increased for ten years and he could not be specific as to the increase.

Mr. Haddad moved and Mr. Rosen seconded to adopt the Fee Schedule Revision for Various Land Use Permits, to be effective 21 days after the Town Clerk's publication of the amendments in a newspaper having circulation in the Town of Mansfield, as recommended by the Town Planner in his memorandum dated September 5, 2002.

So passed unanimously.

3. 2003 CCM Legislative Program

Mr. Schaefer moved and Mr. Martin seconded to authorize the Town Manager to present staff's recommendations to the Connecticut Conference of Municipalities for inclusion in its 2003 Legislative Program.

Mr. Hawkins moved and Mr. Martin seconded to add to the list Public Safety, support for a capital improvement program for Regional Fire Schools. This was outlined in a letter to the Council from Mr. Hawkins.

Motion so passed.

Mr. Martin moved and Mr. Schaefer seconded to support adequate funding of the Operating Budgets for the State's Public Colleges and Universities.

Motion so passed.

Mr. Martin moved and Mr. Schaefer seconded to encourage the Connecticut Department of Transportation to be more flexible to the needs of municipalities and residents with respect to the department's design parameters.

Motion so passed.

Main motion passed with three items added.

4. Appointees to the Mansfield Downtown Partnership Board of Directors

Mr. Holinko moved and Mr. Schaefer seconded to nominate Mr. Alan Hawkins, Mr. Martin H. Berliner, and Mr. Chris Thorkelson to the Downtown Partnership's Board of Directors.

So passed unanimously. Mayor Paterson is an ex-officio member.

5. University Spring Weekend

No action taken. However Mr. Rosen hopes that before one month of spring weekend, that there will be in place some procedures to contact 10,000 plus students who congregate. Last year over 200 needed medical attention and this has a serious impact upon the residents. He asked if there were any legal avenues

the Town could take to keep the numbers down. Also asked : What legal ramifications are there if someone is hurt? Is the Town at all responsible?

VI. NEW BUSINESS

6. MRRA, Proposed Amendments and fee Increases to Solid Waste Regulations

Mr. Haddad moved and Mr. Schaefer seconded to adjourn as the Town Council and convene as the MRRA.

So passed unanimously.

MRRA

Mr. Hawkins moved and Mr. Holinko seconded to approve the revisions to the Town of Mansfield Solid Waste Regulations as proposed by the Director of Public Works in his memorandum dated September 16, 2002, with an effective date of November 1, 2002 for bulky waste fees and January 1, 2003 for collection fees.

So passed unanimously.

Mr. Haddad moved and Mr. Martin seconded to adjourn at the MRRA and reconvene as the Town Council.

So passed unanimously.

7. Grant Application to Northeast Communities Against Substance Abuse (NECASA)

Mr. Haddad moved and Mr. Hawkins seconded to authorize the Town Manager to submit a grant application in the amount of \$3,300 to the Northeast Communities Against Substance Abuse, to fund substance abuse prevention programming.

So passed unanimously.

8. Planning and Zoning Referral-Open Space Dedication for Stephen Estates Subdivision

Mr. Thorkelson arrived at the Council meeting, 8:15 p.m.

No action taken. Question of the Town Planner on the lot sizes listed on map. Future information on this subdivision will be listed under communications.

9. Planning and Zoning Referral-Conservation Easement for Subdivision at Corner of Candide Lane and Stearns Road

No action taken. This item will be on future communications.

10. Mansfield Community Center-Preliminary Marketing Plan

Mr. Haddad moved and Mr. Holinko seconded to authorize the Town Manager to expend up to \$15,000 from the Recreation Program Fund to purchase phase one marketing services for the Community Center, as presented in the Enterprise Group's Preliminary Marketing Plan and Phase one Development Proposal dated September 2002.

Mr. Curt Vincente, Director of Parks and Recreation, discussed the center and the marketing plan proposal.

Motion so passed unanimously.

VII. QUARTERLY REPORTS

Quarterly reports were distributed. Discussion on them will be held over until next meeting.

VIII. DEPARTMENTAL REPORTS

IX. REPORTS OF COUNCIL COMMITTEES

Personnel will meet during executive session.

X. REPORTS OF COUNCIL MEMBERS

Mayor Paterson attended the opening ceremony of Mt. Hope Park and the new Mt. Hope Bridge, which was held on Saturday on Rte. 89. Many attended and the new Park is beautiful.

Mayor Paterson thanked the League of Women Voters for their hard work and dedication for such a successful Know Your Town Fair held on Saturday, Sept. 14. She also thanked Carol Peterson for her work on the UConn tent and the many tables which presented different University of Connecticut departments and activities. This Annual program is a great partnership with the University, which comes into the Town and participates.

On Sunday there was a presentation by the Greek Society of Greek Music at the Van Der Mehdan Hall.

Chris Thorkelson was late to the Council meeting as he was attending a meeting on the Full corridor plan 1-395 transportation Investment Area regarding the expressway from Hartford to Providence. The Town Council has gone on record opposing such a project.

XI. TOWN MANAGER'S REPORT

The Downtown Partnership will be having its annual meeting on the 26th at 5:00 p.m. at Zenny's. Restaurant in Mansfield.

Manager will schedule a time for the Council to tour the Community Center.

The Town Manager, Curt Vincente, Director of Parks and Recreation, Jeff Smith, Director of Finance and Mr. Matt Hart, Assistant Town Manager, traveled to Ridgefield and viewed the Community Center in that town which will be completed in December. Lots of good ideas were gathered from this trip. At a future meeting of the Community Center the Director from Ridgefield will be invited to give a presentation to the Committee.

The Community Center Project is fairly much on schedule; the pool will be poured this week. There was a slight delay in the beginning due to ledge.

XII. FUTURE AGENDAS

Center Street Signage

Size of Speed Bump Signs

XIII. PETITIONS, REQUESTS AND COMMUNICATIONS

11. Public Act No. 02-3, "An Act Concerning 21st Century UConn"
12. Conservation Commission re: Maplewoods Subdivision
13. G. Padick re: Request for Bond Release, Quail Run, Vinton Woods Subdivision
14. L. Hultgren re: Improvements to Route 89 Near Mt. Hope Road in Mansfield
15. Windham Regional Council of Governments(WINCOG)
Re: Improvements on Route 89, Mansfield, near Mt. Hope Road
16. G. Padick re: Plan of Conservation and Development Citizen Committee Meeting
17. US Department of Agriculture re: Rural Business Opportunity Grant
18. Hellenic Society Paideia re:Classical Theater Project
19. J. Zulick re: Mansfield Response to Incident at Westford Hill Road in Ashford
20. Lands of Unique Value-Final Public Presentation
21. Permit to Conduct Activities at the Separatist Road Detention Basin

XIV. EXECUTIVE SESSION

At 8:45 p.m. Mr. Hawkins moved and Mr. Martin seconded to go into Executive Session for the purpose of a Personnel matter and Open Space Acquisition.

At 9:34 p.m. the Council come out of Executive Session.

Mr. Rosen moved and Mr. Schaefer seconded to award the Town Manager a 3.7 percent increase in salary retroactive to July 1, 2002.

So passed unanimously.

XIV. ADJOURNMENT

At 9:35 p.m. Mr. Martin moved and Mr. Schaefer seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Item #1



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: UConn Landfill

Dear Town Council:

Attached please find correspondence concerning the UConn landfill, and the related consent order and well testing.

At this time, the Town Council is not required to take action on this item.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach: (1)

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INTENTIONALLY



University of Connecticut
Division of Business and Administration

Architectural and
Engineering Services

REC'D SEP 30 2002

September 25, 2002

Raymond L. Frigon, Jr.
Environmental Analyst
State of Connecticut, Department of Environmental Protection
Waste Management Bureau/PERD
79 Elm Street
Hartford, CT 06106-5127

**RE: CONSENT ORDER #SRD 101, STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION (CTDEP)
QUARTERLY PROGRESS REPORT – JULY 2002 THROUGH SEPTEMBER 2002
UNIVERSITY OF CONNECTICUT LANDFILL, STORRS, CT
PROJECT # 900748**

Dear Mr. Frigon:

As specified in Section 8 of the above-referenced Consent Order, the University of Connecticut (UConn) is issuing this Quarterly Progress Report to the Connecticut Department of Environmental Protection (CTDEP). Project progress is discussed for the following topics:

- UConn Landfill Closure
- UConn F Lot Landfill Closure
- UConn Landfill Interim Monitoring Program -
- Technical Review Sessions
- Technical Review Session Information
- Hydrogeologic Investigation – UConn Landfill Project
- UConn's Technical Consultants - Hydrogeologic Team
- Discussions of Activities Completed in July 2002
- Discussions of Activities Completed in August 2002
- Discussions of Activities Completed in September 2002
- Schedule for Compliance (Revision No. 3)
- Certification

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The following actions undertaken or completed during this period comprise of:

UConn Landfill Closure

Maintenance and Inspection Operations: UConn landfill maintenance and inspection operations conducted include erosion control monitoring and inspection reporting.

Erosion Control: UConn will be accomplishing the fall season liming and fertilization of the top of the landfill. Drainage modification work, bikepath repairs and revegetation of disturbed areas were completed south and west of the UConn Landfill.

UConn F-Lot Landfill Closure

UConn F-Lot Landfill Closure work completed included pavement removal, filling and compacting to grade, electrical system installation, installation of geotextile and 40-mil liner materials, and three inches of asphalt paving. Haley & Aldrich provided construction inspection services for UConn. Haley & Aldrich and UConn have prepared as-built plans and are assembling project documentation.

UConn Landfill Interim Monitoring Program (IMP)

IMP sampling continued during this period. Thirty-one monitoring wells were identified and are being sampled in this current program, consisting of seven monitoring wells for shallow groundwater, five locations for surface water, and nineteen active residential water supply wells. Another round of IMP sampling was conducted during September 2002. All of the results are to be reported to the property owners and CTDEP and summarized in the *UConn Update*.

Technical Review Sessions

Public involvement principles are summarized as follows:

- Public involvement includes the promise that the public's contribution can influence decisions.
- The process must be periodically updated to ensure that it is effective in facilitating these principles.
- The process provides participants a way to define how they want to be involved and participate.

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- The process supplies participants with information they need in order to participate in a meaningful way.
- The public involvement process seeks out and facilitates the involvement of all those potentially affected.

The specific goals of public involvement at the UConn Landfill Project are:

- To design a process for public involvement that can be fully implemented and is consistent with available time and resources of the sponsoring agencies and other key parties.
- To encourage the broadest possible involvement by the public in all aspects of the site investigation, environmental monitoring programs, and cleanup at the UConn landfill.
- To ensure that information is easily accessible and is as clear as possible to the interested public.
- To ensure the development and dissemination of accurate, comprehensive information about all aspects of the site investigation, environmental monitoring programs, and cleanup, including timely information on potential risks posed by the landfill.
- To provide specific procedures for consideration and incorporation of relevant public comments and concerns in key site investigations, environmental monitoring programs, and cleanup decisions.

Technical Review Session Information

To reiterate, as discussed in previous Quarterly Reports, the public involvement process is being utilized to provide public involvement in the CTDEP decision-making process regarding the investigation, environmental monitoring programs, and potential cleanup of the site. In addition:

- Technical Review Session Information: Regina Villa Associates (RVA) distributed the 2002 *UConn Update* to mailing list individuals.
- Haley & Aldrich distributed the minutes from Technical Review Committee (TRC) Meetings.

A TRC meeting was held on Thursday, August 29, 2002, at UConn's Bishop Center in Room 3A&B from 10 AM to 2 PM. The meeting agenda topic was a Presentation of the Comprehensive Hydrogeologic Report and Remedial Action Plan, including discussions on the following:

- Results of Comprehensive Hydrogeologic Investigation
- Remedial Action Plan
- Long-term Monitoring Plan
- Schedule (to include public and agency review, permitting, design, and construction)

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- Post-Closure Redevelopment Plan for the UConn Landfill and F-Lot

Hydrogeologic Investigation -- UConn Landfill Project

Final Supplemental Hydrogeologic Investigation: Haley & Aldrich is coordinating the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan

Hydrogeologic Investigation: UConn has been collecting residential water samples from residences having active domestic wells as required and noted on the IMP. Quarterly 2002 sampling to date has been completed in accordance with Consent Order No. SRD-101 and the IMP.

Addendum to Final Supplemental Hydrogeologic Investigation: Evaluation and monitoring work is ongoing regarding the installed deep (300-ft.) bedrock well (B302R-MW). UConn is also utilizing the monitoring well at 202 North Eagleville Road as a deep monitoring well since the well is no longer in use.

Ecological Assessment: Haley & Aldrich has prepared a Technical Memorandum on the ecological assessment of the environmental impacts associated with the UConn Landfill.

Evaluation of UConn Landfill Remedial Alternatives: Evaluation for a recommended cap and leachate collection system as presented to CTDEP considered waste consolidation, a synthetic cap to provide a low permeability barrier, leachate interceptor trenches, and the piping and treatment of leachate. UConn's potential future use of the landfill vicinity includes paving to provide an additional parking lot area.

UConn's Technical Consultants - Hydrogeologic Team

Haley & Aldrich: Haley & Aldrich has completed fieldwork for the IMP and quarterly monitoring well sampling for the past quarter. Work also included the preparation and distribution of meeting notes, meeting attendance, and technical input. Prior quarterly groundwater, sediment, and surface water sampling data are also being reviewed. Consultant was also involved in data assessment and evaluation for the Supplemental Hydrogeologic Investigation. Haley & Aldrich is preparing the Comprehensive Hydrogeologic Report and Remedial Action Plan and has submitted a revised Schedule for Compliance (Revision No. 3) to CTDEP on August 12, 2002.

Mitretek Systems: Mitretek's work included meeting attendance and input, technical review of data, fieldwork, and coordination with the hydrogeologic team. This consultant is also involved in assessment

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and evaluation of all data and interpretations for the Supplemental Hydrogeologic Investigation. Consultant is assisting in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan.

United States Geologic Survey: The USGS work tasks included Final Supplemental Hydrogeologic Investigation Scope of Work contribution and reviews. The USGS is interpreting surface geophysical survey data, conducting and interpreting borehole geophysical surveys, and collecting bedrock groundwater levels information. The USGS is also involved in hydrogeologic data assessment and evaluation.

Environmental Research Institute: ERI's work tasks included Final Supplemental Hydrogeologic Investigation Scope of Work contribution and reviews. ERI is conducting sample analyses as part of the UConn Landfill project and IMP. ERI has completed groundwater-profiling and soil gas surveys.

Epona Associates, LLC: As subcontractor to Haley & Aldrich, Epona provided professional risk assessment services as well as meeting attendance and technical input. This consultant is involved in data assessment and data evaluation plus coordinating ecological sampling and risk assessment issues.

Regina Villa Associates: RVA is the community information specialist. RVA continues to produce and distribute the *UConn Update*. Work also included the integration of review comments and assistance with public involvement.

Discussion on Activities Completed in July 2002

UConn:

- Met with Hydrogeologic Team
- Consent Order requirement compliance and coordination of the Hydrogeologic Investigation and IMP
- Conducted erosion control survey and monthly mowing of the top and south side of landfill area

Haley & Aldrich:

- Conducted services for fieldwork and reporting as detailed in the Supplemental Hydrogeologic Investigation and IMP
- Continued work on the development of comprehensive remedial alternatives
- Evaluated field reconnaissance and surface water sampling data collected at F-Lot
- Evaluated study area remediation options
- Met with Hydrogeologic Team
- Submittal of IMP Report for April/May 2002 Sampling Round #8

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USGS:

- Met with Hydrogeologic Team
- Continued data review and evaluation
- In efforts to assess cross-connection between discrete intervals in bedrock wells and other wells in the area of the former chemical waste disposal pits, the USGS collected discrete-interval head data in deep bedrock wells and open-hole head data in overburden and shallow-rock wells in response to pumping from discrete-intervals.

Mitretek:

- Developed Hydro Team Agenda
- Met with Hydrogeologic Team
- Reviewed Draft *UConn Update*
- Reviewed additional sediment sampling locations

ERI:

- Met with Hydrogeologic Team
- Conducted laboratory analytical services as detailed in the Supplemental Hydrogeologic Investigation and Interim Monitoring Program of the UConn Landfill

Epona:

- Provided support to Haley & Aldrich

RVA:

- RVA continues to produce and distribute the *UConn Update*; completing work on the Summer 2002 issue
- Met with Hydrogeologic Team
- Notes from TRC meeting - Key issues

Discussion on Activities Completed in August 2002

UConn:

- Conducted erosion control survey and monthly mowing of the top and south side of landfill area
- Consent Order requirement compliance and coordination of the Hydrogeologic Investigation and IMP
- Met with Hydrogeologic Team and TRC meeting attendance

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Haley & Aldrich:

- Completed additional sediment sampling in the wetland north of the landfill to further evaluate manganese concentrations
- Conducted services for fieldwork and reporting as detailed in the Supplemental Hydrogeologic Investigation and IMP
- Continued work on the development of comprehensive remedial alternatives
- Evaluation of field reconnaissance and surface water sampling data collected at F-Lot
- Evaluation of study area remediation options
- Preparing the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Met with Hydrogeologic Team and TRC meeting attendance
- Submitted a revised Schedule for Compliance (Revision No. 3) to CTDEP
- Video taping of stormwater pipe segments at F-Lot to assess pipe integrity

USGS:

- Continued data review and evaluation
- Evaluation of discrete-interval head data in deep bedrock wells and open-hole head data in overburden and shallow-rock wells
- Met with Hydrogeologic Team and TRC meeting attendance

Mitretek:

- Developed Hydro Team Agenda
- Reviewed additional sediment sampling locations
- Reviewed Draft *UConn Update*
- Met with Hydrogeologic Team and TRC meeting attendance

ERI:

- Conducted laboratory analytical services as detailed in the Supplemental Hydrogeologic Investigation and Interim Monitoring Program of the UConn Landfill Project
- Met with Hydrogeologic Team and TRC meeting attendance

Epona:

- Provided support to Haley & Aldrich

RVA:

- Met with Hydrogeologic Team and TRC meeting attendance

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- RVA continues to produce and distribute the *UConn Update*, completing work on the Summer 2002 issue

Discussion on Activities Completed in September 2002

UConn:

- Conducted erosion control survey
- Consent Order requirement compliance and coordination of the Hydrogeologic Investigation and IMP

Haley & Aldrich:

- Conducted services for fieldwork and reporting as detailed in the Supplemental Hydrogeologic Investigation and IMP
- Began Round 9 monitor well sampling and Fall IMP sampling
- Preparing the Comprehensive Hydrogeologic Report and Remedial Action Plan

USGS:

- Continued data review and evaluation
- Evaluation of discrete-interval head data in deep bedrock wells and open-hole head data in overburden and shallow-rock wells

Mitretek:

- Reviewed sediment sampling results
- Reviewed results of F-lot video survey
- Revised Round 9 monitor well sampling event list of wells and analytes (in cooperation with H&A)
- Reviewed outline for Comprehensive Hydrogeologic Report and Remedial Action Plan
- Reviewed outline for *UConn Update*

ERI:

- Conducted laboratory analytical services as detailed in the Supplemental Hydrogeologic Investigation and IMP of the UConn Landfill Project

Epona:

- Provided support to Haley & Aldrich

RVA:

- RVA continues to produce and distribute the *UConn Update*

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Schedule for Compliance (Revision No. 3)

The submitted Plan for presentations, the TRC Meeting Agenda Topics, and the Schedule for Compliance for Consent Order SRD-101 Hydrogeologic Investigation - University of Connecticut Landfill, F-Lot, and Chemical Pits Storrs, CT has been proposed for modification as follows (*completed items in italics*):

Schedule for Compliance (Revision No. 3) CTDEP Consent Order SRD-101, Hydrogeologic Investigation of UConn Landfill, F Lot, and Former Chemical Pits, Storrs, Connecticut		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
<i>UConn Landfill and Former Chemical Pits — Ecological Assessment</i>	<i>Results of Ecological Assessment and Implications of the Assessment on Evaluation of Remedial Alternatives</i>	<i>January 9, 2002 (presentation completed) April 11, 2002 (interim report submitted*)</i>
<i>UConn Landfill and Former Chemical Pits — Conceptual Site Model (CSM), impact on bedrock groundwater quality</i>	<i>CSM details and supporting geophysical, hydrological, and chemical data</i>	<i>February 7, 2002 (presentation completed) April 8, 2002 (interim report submitted*)</i>
<i>Remedial alternatives for the UConn Landfill, former chemical pits, F Lot, and contaminated ground water</i>	<i>Report will be included as the Remedial Action Plan in the Comprehensive Report</i>	<i>June 13, 2002 (presentation completed)</i>
Comprehensive Hydrogeologic Report and Remedial Action Plan - integration of information in all interim reports and all previous reports	<ul style="list-style-type: none"> ▪ Results of Comprehensive Hydrogeologic Investigation ▪ Remedial Action Plan ▪ Long Term Monitoring Plan ▪ Schedule (to include public and agency review, permitting, design, and construction) ▪ Post-Closure ▪ Redevelopment Plan for the UConn Landfill and F-Lot 	<i>August 29, 2002 (presentation**)</i> October 31, 2002 (Comprehensive Report Submittal)

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Schedule for Compliance (Revision No. 3) CTDEP Consent Order SRD-101, Hydrogeologic Investigation of UConn Landfill, F Lot, and Former Chemical Pits, Storrs, Connecticut		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
Remedial Action Design to include comprehensive interpretive design of the Landfill final cap	Detailed design drawings and specifications of the preferred remedial alternative(s)	May 2003 (Comprehensive Design Submittal)
Implement Remedial Action Plan for the UConn Landfill, former chemical pits, F Lot and contaminated groundwater	<ul style="list-style-type: none"> • Finalize detailed construction drawings, and specifications • Develop bid packages based on approved Remedial Action Plan • Competitive Bidding Process • Select Contractor • Obtain Permits as detailed in the Remedial Action Plan • Mobilization & Fieldwork 	July 2003 through September 2003 (Competitive Bidding Process and Contractor(s) selection) October 2003 mobilize contractor(s) (Contingent on Construction Timetable ***)
Comprehensive Final Remedial Action Plan Report	Comprehensive final as-built drawings and closure report for the UConn Landfill, former chemical pit area.	January 2004 (Contingent on Construction Timetable ***)
Post-Closure Monitoring	Begin post-closure monitoring program of the Remedial Action upon approval from CTDEP	January 2004 (Contingent on Construction Timetable ***)

- * Interim reports submittals are the data packages that support the presentation accompanied by interpretive text sufficient for review. Comments received at the presentation will be addressed in the interim reports.
- ** Results will not be complete until evaluation of data from MW 208R, if permission to drill from the property owner is received.
- *** Contingent on construction timetable based on bidding market, weather conditions, numerous permitting issues, along with State and local reviews and conditions.

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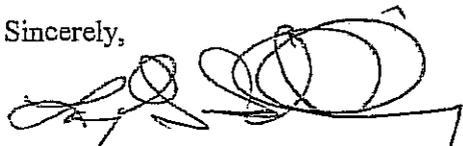
Certification

As part of this submission, I am providing the following certification:

I have personally examined and am familiar with the information submitted in this document and all attachments and certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief, and I understand that any false statement made in this document or its attachments may be punishable as a criminal offense.

Please contact James M. Pietrzak, P.E. at (860) 486-5836 or me if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry G. Schilling', written over a horizontal line. The signature is somewhat stylized and includes a large loop at the end.

Larry G. Schilling
Executive Director
Architectural and Engineering Services

LGS/JMP

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cc:

Gail Batchelder, HGC Environmental Consultants
Martin Berliner, Town of Mansfield
Scott Brohinsky, UConn
Thomas Callahan, UConn
Marion Cox, Resource Associates
Brian Cutler, Loureiro
Amine Dahmani, ERI
Elida Danaher, Haley & Aldrich
Dale Dreyfuss, UConn
John England, CTDEP
Nancy Farrell, RVA
Charles Franks, USEPA
Peter Haeni, F.P. Haeni, LLC
Allison Hilding, Mansfield Resident
George Hoag, ERI
Traci Iott, CTDEP
Carole Johnson, USGS
Ayla Kardestuncer, Mansfield Common Sense
John Kastrinos, Haley & Aldrich
Alice Kaufman, USEPA
Jennifer Kertanis, CTDPH
Wendy Koch, Epona
Prof. George Korfiatis, Stevens Institute of Technology
George Kraus, UConn
Rob Miller, Eastern Highlands Health District
Elsie Patton, CTDEP
Dr. John Petersen, UConn
James Pietrzak, UConn
Susan Soloyanis, Mitretek
Rick Standish, Haley & Aldrich
William Warzecha, CTDEP

Item #2

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Route 89/Mt. Hope Road Intersection

Dear Town Council:

Attached for your review is a report from the Director of Public Works regarding the Connecticut Department of Transportation's proposed project at the Route 89/Mt. Hope Intersection.

I respectfully request that the Council adhere to the Director's recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach

TOWN OF MANSFIELD
MEMORANDUM
10/8/02

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works 
RE: Sight Distance – Route 89 at Mt. Hope Road

As a follow-up to my memo of September 10th suggesting that the recent DOT work may have removed enough of the hump on Route 89 to provide adequate sight distance for the left turn movement out Mt. Hope Road, I have evaluated this movement in two different vehicles (one tall, one short) and have this to report:

1. Tall-Vehicle (Pickup): Visibility has been improved and the left turn can now be made with reasonable assurance of not having an accident.
2. Short-Vehicle (sports car): Unfortunately, left turns from short vehicles are still without adequate sight distance - - I almost ran into a southbound pickup truck while performing this evaluation!

I honestly thought that the recent grade change was going to be enough to give minimal safe sight distances. Given my experience in 2) above, this has not occurred and I recommend that the Town allow DOT to continue with the de-humping project in the future (no action required at this point in time).

cc: Grant Meitzler, Assistant Town Engineer
Timothy M. Webb, Superintendent of Public Works
File



TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS

Lon R. Hultgren, P.E., Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3331 TELEPHONE
(860) 429-6863 FACSIMILE

TO: Mansfield Residents near
the Mt. Hope Road/Route 89 Intersection
FROM: Lon R. Hultgren, Director of Public Works
DATE: September 10, 2002

SUBJECT: Dehumpping project – Route 89 near Mt. Hope Road

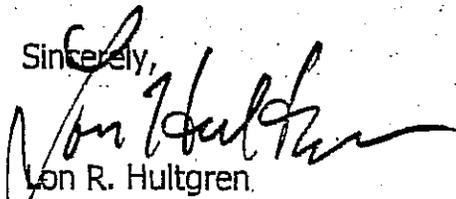
As you may or may not know, the Mansfield Town Council recently voted to ask the Connecticut Department of Transportation to proceed with the design of a project to remove the hump in Route 89 just north of the Mt. Hope Road intersection. As this project has to compete with other projects in the region, it would be several years until it is designed and built. The letter the Town sent to the DOT is attached.

Last month, DOT maintenance forces actually removed part of this hump as part of their Route 89 reclamation project. As a result, the Town Council has placed the dehumpping project on its October 15th agenda to discuss whether the full dehumpping project is still needed given the work that has already been done.

If you would like to voice your opinion on this subject, you may write the Town Manager or Council or come speak at the audience of citizens at the beginning of the October 15th Council meeting (7:30 p.m. in the Town office building).

In the interim if you have any questions you can reach me at 429-3332.

Sincerely,


Lon R. Hultgren
Director of Public Works

Encl: 1

cc: Martin H. Berliner, Town Manager
Grant Meitzler, Assistant Town Engineer
Gregory J. Padick, Town Planner
file

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

August 13, 2002

Bradley J. Smith, P.E.
Manager of State Design
Bureau of Engineering and Highway Operations
Connecticut DOT
PO Box 317546
Newington, CT 06131-7546

Dear Mr. Smith:

RE: Route 89 Near Mt. Hope Road in Mansfield

Thank you for your reply letter of July 18, 2002.

While disappointed that the proposed project to remove the hump from Route 89 near its intersection with Mt. Hope road will use a higher design speed, the Town remains in favor of the project as outline in your presentation to our Town Council on November 12, 2001.

Given your assurances (in your May 8, 2002 letter) that you will consider 11-foot lanes and 4-foot shoulders for this project and the Department will make every effort to provide mitigation measures to minimize the effect that the project will have on adjacent properties, the Town Council approved proceeding with this project at its August 12, 2002 meeting with the request that you make every effort to minimize the projects impacts on the neighborhood.

We will by copy of this letter to the Windham Region Council of Governments request that this project be added to the regional and state transportation improvement plans/project lists for design and construction at the earliest opportunity.

Sincerely,

Martin H. Berliner
Town Manager

MHB:sml

cc: Barbara Buddington, Executive Director, WINCOG
Lon R. Hultgren, Director of Public Works
Mansfield Town Council
File

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
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PO Box 317546
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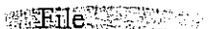
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Sincerely,


Martin H. Berliner
Town Manager

MHB:sml

cc: Barbara Buddington, Executive Director, WINCOG
Lon R. Hultgren, Director of Public Works
Mansfield Town Council



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Item #5

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Grant Application to Bill & Melinda Gates Foundation

Dear Town Council:

Attached for your review and consideration is an application to the Bill & Melinda Gates Foundation to provide six computers for the Mansfield Public Library.

Move, that the Council authorize the Town Manager to submit the grant.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach

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APPLICATION INSTRUCTIONS

Checklist

Part A: General Library Information

- Library Information (page 3)
- Program Principles (pages 3-4)
- Grant Applicant Certification with required signatures (page 5)
(For Purchase Option Grants, see page 2.)

Part B: Library Building Information

- One complete form for each building (pages 6-10)

Part C: Grant Equipment Request

- One complete form for each building (pages 11-13)

Part D: Content Server Request

- One complete form for each application (page 14)

Program Training in Seattle form*

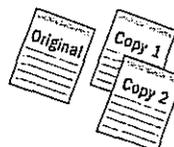
- One complete form for each application
**For library systems with a legal service area (LSA) population of more than 100,000 and/or libraries applying for a Supplemental Training Lab Grant.*

Three Complete Copies of the Application

- One original and two copies of the application, including all attachments, need to be submitted.

Submit to

Bill & Melinda Gates Foundation
ATTN: Library Grants Administration
1551 Eastlake Ave. East
Seattle, WA 98102



For all grants, remember to submit one original and two copies of the final application.

For Eligible Library Building Grants *(at least one building has a service population in poverty [SPOV] of greater than 10%)*

- Complete Part A once for your entire library system.
- Complete Parts B and C for each of your library buildings. Photocopy these sections of the application as needed. These sections must be completed for all buildings, including buildings eligible for an Eligible Library Building Grant and buildings eligible for a Purchase Option Grant.
- Complete Part D for your entire library system. If you are refusing the content server grant, simply check the appropriate box.
- Attach the Library Eligibility Table that you received with the application materials to the front of the application.
- The application should be in order by building. Part A should be followed by Parts B and C for Library Building 1, Parts B and C for Library Building 2, Parts B and C for Library Building 3, and so on. Part D should be last.
- Submit one original and two copies (three complete copies) of the application.

For Purchase Option Grants *(buildings that have a service population in poverty [SPOV] of less than 10%)*

The term "Purchase Option Grant" refers to those libraries that have a service population in poverty (SPOV) of less than 10 percent. While an Eligible Library Building Grant includes a cash award for computers and some related equipment, a Purchase Option Grant does not include a cash award. Those libraries choosing to participate in the Purchase Option Grant will receive the following items after they have purchased a Gates Library Computer: Donated software (preloaded on the Gates Library Computer); training at a regional location; a set of publications pertaining specifically to the Gates Library Computer; one year of Bill & Melinda Gates Foundation technical support (unlimited calls); and one software upgrade (for limited titles).

This is your only opportunity to apply for this grant. If you apply now and change your mind later, you are not obligated to purchase a Gates Library Computer simply because you submitted an application.

If your library system has one or more buildings that are eligible for the Purchase Option Grant (as indicated on the enclosed Eligibility Table) and you would like them to purchase the Gates Library Computer, there is a limited amount of information that we request you to submit on their behalf. For all Purchase Option Grant applicants, please complete only the following:

- Complete Part A, only Section 1.
- Complete Part B, only Sections 1–3. Photocopy these sections as necessary (one for each building).
- Complete Part C. Photocopy these sections as necessary (one for each building).
- Attach the Library Eligibility Table that you received with the application materials to the front of the application.
- Submit one original and two copies (three complete copies) of the final application.

Appealing Your Grant Status

- If you are appealing your eligibility and want to be granted a content server, complete Part D.
- If all of the buildings in your system are eligible for the Purchase Option Grant (as indicated on the enclosed Eligibility Table) and you plan to appeal at least one building's status so that it becomes eligible for an Eligible Library Building Grant, then, for those buildings that are appealing, you must complete the entire application.

Submit to

Bill & Melinda Gates Foundation
ATTN: Library Grants Administration
1551 Eastlake Ave. East
Seattle, WA 98102



For all grants, remember to submit one original and two copies of the final application.

PART A: GENERAL LIBRARY INFORMATION

Please provide the information in Part A for your entire library system. The information provided in this application might be released to your state library agency, or it might be released for legitimate research or evaluation purposes as determined by Bill & Melinda Gates Foundation personnel. The information will be released only if a written request is received from an appropriate State Library official or other recognized officials and will not include any personal identification information.

1. LIBRARY INFORMATION

Library Name: Mansfield Public Library

If the entire library system is not interested in applying, please check here:
(There is no need to complete the remainder of the application. Please return this page to the Foundation.)

Check Entity (the name of the organization to which the check should be written, if different from above): _____

Town of Mansfield

Please verify the IRS tax status of the check entity by selecting one of the following. The check entity is a:

- Federal, state, or local government agency
 501(c)(3) public charity
 501(c)(3) private foundation or private operating foundation

If the check entity is a 501(c)(3) organization, you must attach a copy of its most recent IRS tax determination letter and its most recent Form 990 tax return.

If you do not check one of the boxes above, you will be contacted by the Foundation.

Address (street/PO box): 54 Warrenville Road

(city/state/zip): Mansfield, CT 06250

Phone: 860 423 2501 Fax: 860 423 9856

Web site URL (if any): www.biblio.org/mansfield

Library Director Ms. Mr. Dr. Louise A. Bailey Phone: 860 423 2531

Fax: 860 423 9856 E-mail: lbailey@biblio.org

2. PROGRAM PRINCIPLES

The Foundation believes that State Partnership Program grants should serve as a catalyst for other groups and individuals to support public libraries. To help achieve this goal, the Foundation promotes the principles of need, partnership, leveraging, and sustainability.

Principle 1: Need

We understand that the mission of the Bill & Melinda Gates Foundation is to partner with public libraries to bring public access computing, the Internet, and digital information to people in low-income communities and those caught in the "Digital Divide" in the United States and Canada. The funding is aimed at those who are at or below poverty levels and persons who do not have access to personal computers or the Internet at home, work, or school.

This library recognizes the patrons in need in our community and will offer or expand access to computers and the Internet to the public through the library. This community faces challenges with one or more of the following issues: poverty, unemployment, education levels, literacy rates, ethnicity, industry, or business concerns. The library is committed to reaching out to the patrons in these distinct groups and feels that the addition of public access computers and

Internet access will be a significant benefit in our efforts to reach these citizens. We intend to offer programming and training using the Gates Library Computers.

Principle 2: Partnerships

With this grant, a partnership is built between the Foundation and this library. The library recognizes that the grant funds should also help build partnerships between the library and their communities and within the library community itself. We will make every effort to form mutually beneficial partnerships with organizations and agencies in our community, such as schools, chambers of commerce, literacy groups, senior citizen groups, and local businesses and industries. While the library offers services to these groups, we intend that the groups will, in turn, volunteer services, provide funds for library improvements, and assist with programs for the library.

Examples:

Library asked the National Honor Society at the local high school to present the library to its members as a possible place for them to do their required volunteer work.

Library provided a senior citizens group with a location to hold informational meetings and computer training classes. Besides providing increased patronage for the library, it also produced additional volunteers to work in the library and supportive voters on library bond issues.

Principle 3: Leveraging

We understand that the Foundation grant should serve as a catalyst for others to support the library and to make a priority of broad, long-term, and sustainable public access to information technologies. The library plans to encourage individuals and organizations, such as government, business, foundations, and service groups, to help with additional funding and service donations to expand and enhance the capabilities provided by the grant.

Examples:

Library requested from the city council an additional staff position to provide technical support and training on the granted equipment.

Library asked a local service organization for the computer furniture necessary to set up the granted equipment.

Principle 4: Sustainability

The Foundation's activities, such as the grant process, technical assistance, training, and partnership building, encourage long-term technological and financial sustainability within the local community. We are currently developing a plan for supporting and maintaining the granted hardware and connectivity equipment that will focus on sustaining the equipment over time. Our solution for sustainability will include budgeting for upgrading and replacing the granted equipment, as well as soliciting support from the community. Our goal is to develop technological self-sufficiency.

Examples:

Library created an Adopt-a-Computer Part campaign, where patrons are recognized for purchasing equipment and supplies to help support the technology in the library.

Local Internet Service Provider gave free Internet connectivity to a library in exchange for the library holding Internet classes for the community.

Additional examples can be found in the "Partnerships, Leveraging, and Sustainability" chapter of the *Grants and Eligibility Guidelines* publication.

3. GRANT APPLICANT CERTIFICATION

PURPOSE: The purpose of the State Partnership Program is to expand the availability of public access computing and to provide access to the Internet and digital information through the public library.

ELIGIBILITY STANDARD: To be eligible for a State Partnership Program grant from the Bill & Melinda Gates Foundation, a library must be recognized by the state library agency as a public library, act as a public library, be open for public use (not as an administrative facility), serve an area of greater than 10 percent poverty, and not have previously received a Bill & Melinda Gates Foundation grant.

In making this application, we certify that:

1. We understand the purpose of the State Partnership Program, and this library meets the eligibility standard.
2. We understand the four Program Principles and with every good faith effort will comply with them.
3. The information provided in this application is complete and accurate to the best of our knowledge and represents the needs of this community.
4. The grant funds will be an incremental increase to other current and anticipated library funding and will not replace previously budgeted items.
5. We understand that there may be costs associated with receiving a grant that are not covered by the grant. These expenses might include, but are not limited to, staff, construction/renovation, furniture, materials, supplies, ongoing telecommunication costs, and non-granted hardware and software.
6. Good faith efforts will be made to sustain the public access computing capability established by this grant. Such efforts will be aimed at ensuring that all computers and peripheral equipment are kept fully operational and appropriately supplied. Also, good faith efforts will be made to ensure adequate public funding for the proper maintenance and eventual replacement of the equipment provided by this grant.
7. We understand that grants will be made only to public libraries that provide direct access to computers for public use, and we will operate and administer the computers and Internet access without charges or fees to library patrons.
8. We understand the grant requirements as stated in the *Grants and Eligibility Guidelines* publication.

SIGNATURES

Library Director

Signature: Louise A. Bailey
Name (please print): Louise A. Bailey Date: 9-27-02

Chair of the Library Board

Signature: Sheila Quinn Clark
Name (please print): Sheila Quinn Clark Date: 9-27-02

PART B: LIBRARY BUILDING INFORMATION

The questions in Part B apply to each library building for which you are applying for a grant. Your completed application must include a Part B for each building. Please photocopy this form (pages 6-10) as needed. Note that each library building for which you provide information must correspond to a library building listed in the Library Eligibility Table.

1. LIBRARY BUILDING INFORMATION

Library Building Name: Mansfield Public Library

If you are not interested in applying on behalf of this library building, please check this box and submit this page as part of your application. There is no need to complete the remainder of the application for this building.

Address (street and P.O. box if any): 54 Warrenville Road
 (city/county/state/zip): Mansfield, CT 06250

Is this the same building name or address as on the Library Eligibility Table? (circle one) Y N

Phone: 860 423 2501 Fax: 860 423 9856

Shipping Address, if different from above (street/city/state/zip): _____

Is this library building a . . . ? (check one): Central/Main Library Branch Library

2. LIBRARY BUILDING CONTACT INFORMATION

Library Building Manager Name: Ms. Mr. Dr. Louise A. Bailey
 (This should be a person from the building or the library system whom the Foundation can contact with questions about this building.)

Phone: 860 423 2031 Fax: 860 423 9856

E-mail: lbailey@biblio.org

Library Building Technical Contact Name: Ms. Mr. Dr. Louise A. Bailey

Phone: 860 423 2031 Fax: 860 423 9856

E-mail: lbailey@biblio.org

Library Building Training Contact Name: Ms. Mr. Dr. Louise A. Bailey

Phone: 860 423 2031 Fax: 860 423 9856

E-mail: lbailey@biblio.org

3. LIBRARY BUILDING HOURS/MEETING ROOMS

Hours of Operation: Monday: 9:00 AM/PM to 5:00 AM/PM (circle AM/PM)
 Tuesday: 9:00 AM/PM to 8:00 AM/PM (circle AM/PM)
 Wednesday: 9:00 AM/PM to 8:00 AM/PM (circle AM/PM)
 Thursday: 9:00 AM/PM to 8:00 AM/PM (circle AM/PM)
 Friday: 9:00 AM/PM to 5:00 AM/PM (circle AM/PM)
 Saturday: 10:00 AM/PM to 5:00 AM/PM (circle AM/PM)
 Sunday: 1:00 AM/PM to 5:00 AM/PM (circle AM/PM)*
 * October - May

Does the library building have any meeting rooms? (circle one) Y N If yes, how many meeting rooms? 2

Size(s) and capacity of meeting rooms:

Room 1: Maximum number of people 40
448 Square feet

Room 3: Maximum number of people _____
 _____ Square feet

Room 2: Maximum number of people 136
1360 Square feet

Room 4: Maximum number of people _____
 _____ Square feet

Feel free to contact the Networking Department with any questions regarding the following section. 1-888-289-8989

4. LOCAL-AREA NETWORK

Are all of the public access computers connected to a local-area network (LAN)? (circle one) Y N

(If no, and if you want to connect any of your existing public access computers to the network that will be formed with the Gates Library Computers, you may request a Network Interface Card (NIC) for each computer you want to connect. Each computer must have at least a Pentium 133-MHz processor with 32 MB (Win 95/98), 36 MB (Win NT), or 64 MB (Win 2000) of RAM, and at least 215 MB of free disk space. Each computer must run Windows 95, Windows 98, Windows NT Workstation, or Windows 2000 as an operating system.)

Do you currently use wireless equipment in your LAN? (circle one) Y N

Do you want to request a Network Interface Card (NIC)? (circle one) Y N If yes, how many? _____

(The computers you receive through the grant are equipped with NICs. Please do not request NICs for Gates Library Computers.)
Of the NICs requested, how many should be wireless? _____

5. INTERNET STATUS

What is the total number of existing computers in your library that are connected to the Internet? 24
(Of that number, how many are staff computers? 12 public access computers? 12)

What is the total number of computers you are requesting to be granted for this building? 6

Add the answers to the two questions above to determine the total number of computers that will be connected to the Internet: 30

Does the building meet the minimum Internet connectivity requirements as outlined in the Grants and Eligibility Guidelines publication for the total number of computers that will be connected to the Internet (see above)? (circle one) Y N

(If you have computers that are connected to the Internet, continue to Section 6. If you do not have any computers that are connected to the Internet, skip to Section 7.)

6. LIBRARIES WITH CURRENT INTERNET CONNECTIVITY

Please provide responses for the following only if the library building is currently connected to the Internet in any way. Your library may be eligible for some networking equipment. Please consult the Grants and Eligibility Guidelines publication or call the Foundation's Network Deployment Department at 1-888-289-8989 if you have questions about completing this section.

What type of Internet connection are you using? (check one) Dial-up (ISDN or analog) Dedicated

If ISDN, what speed is the connection? (check one) 64 Kbps 128 Kbps

If dedicated, what type of dedicated connection do you currently have? (check one) Frame Relay

Cable Wireless Dedicated Point-to-Point xDSL Other: _____

What connection speed are you currently using? (check one)

56/64 Kbps 128 Kbps 256 Kbps Greater than 256 Kbps

Is there any type of proxy server or filtering device in place? (circle one) Y N

If yes, list the manufacturer or software and version or model number: _____

If you use a router, what is the brand? CISCO What is the model? 1720

Do you own or lease the router? (check one) Own Lease

Do you plan to change or upgrade your Internet connection to meet the minimum Internet connectivity requirements? (circle one) Y N N/A (If yes, continue to Section 7. If no or N/A, skip to Section 8.)

7. LIBRARIES PLANNING TO IMPLEMENT, CHANGE, OR UPGRADE INTERNET CONNECTIVITY

Please provide responses to the following questions only if your library is not currently connected to the Internet in any way, or if you plan to change or upgrade your Internet connectivity in any way.

What type of connection do you plan to use? (check one) Dial-up (ISDN or analog) Dedicated
 If ISDN, what connection speed do you plan to use? (check one) 64 Kbps 128 Kbps
 If dedicated, what type of connection do you plan to use? (check one)
 Frame Relay Cable Wireless Dedicated Point-to-Point xDSL Other: _____

What connection speed do you plan to use? (check one)
 56/64 Kbps 128 Kbps 256 Kbps Greater than 256 Kbps

Do you plan to use any type of proxy server, cache server, or filtering device? (circle one) Y N
 If yes, please list the manufacturer or software and version or model number. _____

What is the one-time installation and setup fee for installing, changing, or upgrading your connection? \$ 1,200
 (Include both the connection installation fee from the telephone company and the setup fee that the ISP might charge.)

If you plan to use a router, what will the brand be? * _____ What will the model be? _____

Will you own or lease the router? (check one) Own Lease * Same router, will add a new CSU/DSU
 Who will install the router? (check one)
 Library staff State Network staff Internet Service Provider
 Local technical/PC company Foundation staff Other: _____

Will the same group that installs the router also support the router? (circle one) Y N
 If no, who will support the router? _____

8. WIDE-AREA NETWORK

A wide-area network (WAN) is one in which each branch is directly connected to the central library through dedicated leased lines, such as Frame Relay.

Do you have an existing WAN? (circle one) Y N (If yes, skip to Section 9.)

Do you plan to build a WAN? (circle one) Y N (If no, skip to Section 9.)

Will this building be the central site? (circle one) Y N

Will all branches be connected to the WAN? (circle one) Y N

What type of connection do you plan to use for the WAN? (check one) Frame Relay
 Dedicated Point-to-Point xDSL ISDN Cable modem Other: _____

What brand will the router be? _____ What model? _____

Who will install the router? (check one)
 Library staff State Network staff Internet Service Provider
 Local technical/PC company Foundation staff Other: _____

Will the same group that installs the router also support the router? (circle one) Y N
 If no, who will support the router? _____

9. INTERNET SERVICE PROVIDER / TELEPHONE COMPANY

Complete this information for the ISP and telephone company that your library will be using at the time of grant implementation.

Internet Service Provider

Company name: Bibliomation Contact name: Michael Simonds

Phone: 1-800-327-4765 Fax: 1-800-582-4650 E-mail: msimonds@biblio.org

URL: www.biblio.org

Is this a change from your current ISP? (circle one) Y N

Telephone Company

Company name: SNET Contact name: Wendy Witelcom

Phone: 203 287 4392 Fax: 203 287 4666 E-mail: n/a

URL: www.snet.com

Is this a change from your current telephone company? (circle one) Y N

10. ELECTRICAL CAPACITY

Has the building wiring been checked by an electrician? (circle one) Y N

(The grant does not require an electrician's inspection, but it is recommended. We suggest a maximum of four computers per circuit.)

11. INTERNET CONNECTIVITY PREPARATION/PLANS

Are there any special circumstances that could affect the design or deployment of your Internet connection or your WAN that the Foundation's Network Deployment staff should be aware of? For example, how will these technologies affect your OPAC?

We are using a web-based catalog now, so these technologies should help speed up our connections.

PART C: GRANT EQUIPMENT REQUEST

GATES LIBRARY COMPUTER GRANT PACKAGES

These grant packages describe the standard products that libraries receive as part of an Eligible Library Building Grant. Because the Foundation supports granted products as complete packages, libraries will be awarded all products in the grant package that they are eligible to receive. Prices are estimates only. The actual grant award is determined by current pricing at the time of the award and the minimum Internet connectivity in the building. (Please refer to the Grants and Eligibility Guidelines publication for eligibility factors and connectivity requirement information.)

In addition to the granted equipment you will also receive the following.

- Donated software (preloaded on the Gates Library Computer)
- Training
- A set of publications pertaining specifically to the Gates Library Computer
- One year of Bill & Melinda Gates Foundation Technical Support
- One software upgrade for limited titles

ELIGIBLE LIBRARY BUILDING GRANTS — THOSE LIBRARIES SERVING A POPULATION IN POVERTY (SPOV) GREATER THAN 10%

One-Computer Grant

Libraries with a service population (SPOP) of 0 to 4,999

Part	Estimated Price
1 Gates Library Computer	\$2,155
HP Laser Printer	1,500
Internal Building Wiring Allowance	250
Switch—24-Port 10/100	300
Network Accessory Kit	155
1 Spanish Keyboard	25
Total Estimated Price	\$4,385

Two-Computer Grant

Libraries with a service population (SPOP) of 5,000 to 9,999

Part	Estimated Price
2 Gates Library Computers	\$4,310
HP Laser Printer	1,500
Internal Building Wiring Allowance	500
Switch—24-Port 10/100	300
Network Accessory Kit	155
1 Spanish Keyboard	25
Total Estimated Price	\$6,790

Four-Computer Grant

Libraries with a service population (SPOP) of 10,000 to 34,999

Part	Estimated Price
4 Gates Library Computers	\$ 8,620
HP Laser Printer	1,500
Internal Building Wiring Allowance	750
Switch—24-Port 10/100	300
Network Accessory Kit	155
2 Spanish Keyboards	50
Total Estimated Price	\$11,375

Six-Computer Grant

Libraries with a service population (SPOP) of over 35,000

Part	Estimated Price
6 Gates Library Computers	\$12,930
HP Laser Printer	1,500
Internal Building Wiring Allowance	750
Switch—24-Port 10/100	300
Network Accessory Kit	155
2 Spanish Keyboards	50
Total Estimated Price	\$15,685

GRANT REQUEST INFORMATION

Please refer to the Library Eligibility Table that you received with the application materials as you complete this section. You must submit one Grant Request Information form for each library building. Please photocopy this form as needed.

1. LIBRARY BUILDING

Library Building Name: Mansfield Public Library

Check this box if the above name differs from that on the Library Eligibility Table.

2. GRANT REQUEST

A. ACCEPTING THE GRANT

We are requesting the exact computer grant that this library building is eligible to receive, as listed in the Library Eligibility Table.

B. MODIFYING THE GRANT

We are requesting fewer computers than this library building is eligible to receive, as listed in the Library Eligibility Table. We are requesting _____ computers.

We have reviewed the previous page and do not wish to receive one or both of the following items.
 Printer Switch

C. APPEALING THE GRANT

We have reviewed the *Grants and Eligibility Guidelines* and we are appealing. Our letter of appeal and supporting documentation are attached to this application. (Please check the appropriate box below.)

This library is eligible for an Eligible Library Building Grant. We are appealing to receive more computers than are listed on the Library Eligibility Table for this building.

We are appealing the Purchase Option Grant status of this building and want to receive an Eligible Library Building Grant.

We are appealing based on special local circumstances.

3. REQUESTING AN ADDITIONAL COMPUTER TO SERVE SPANISH-SPEAKING PATRONS

This offer applies only to library buildings that the Bill & Melinda Gates Foundation has identified as eligible for a one-computer grant package. Library buildings that are eligible to apply for an additional computer to serve Spanish-speaking patrons are designated with a single asterisk on the Library Eligibility Table. Please check the box below if appropriate for your library.

We would like to request a second computer on which we plan to use the Spanish-language profile.

4. REQUESTING ADDITIONAL SPANISH-LANGUAGE KEYBOARDS

One Spanish-language keyboard will be granted to libraries awarded 1 or 2 computers, and two Spanish-language keyboards will be granted to libraries awarded 4 to 6 computers.

If you would like to request more Spanish-language keyboards for your library's Spanish-speaking patrons, please fill in the blanks below. The total number of Spanish keyboards awarded cannot exceed the total number of computers for which the library building is eligible.

Number of Spanish-language keyboards library is eligible to receive as part of the grant package: 2

Number of additional Spanish-language keyboards requested: 0

5. USING GRANT FUNDS TO PURCHASE DIFFERENT COMPUTERS

Eligible Library Building Grant applicants who prefer to have a type of computer other than the Gates Library Computer may request a cash award to purchase personal computers of their choice. Libraries that are eligible for a one-computer grant will receive a cash award equivalent to the price of one Gates Library Computer (based on current pricing at the time of the award). Libraries eligible to receive a two-computer grant will receive a cash award equivalent to the price of two Gates Library Computers (based on current pricing at the time of the award), and so on.

Libraries choosing this option will not receive any of the other products or services associated with the Gates Library Computer grant packages (printer, wiring allowance, switch, network accessory kit, Spanish-language keyboards, donated software, software upgrade, training, publications, systems support, and networking support).

It is necessary that the alternate computers meet or exceed the basic hardware specifications included in the application package, and you will need to provide equivalent software programs on these computers. The software programs on these computers must include, but are not limited to, software for personal budgeting, word processing, general reference, and Internet access and a small number of children's programs.

If you want to receive granted funds to purchase computers other than Gates Library Computers, please indicate below with your signature.

I understand and will comply with the above terms and requirements. I am requesting a cash award equivalent to the number of computers this building is eligible to receive. I understand that I am required to purchase the same number of public access computers as the library was originally eligible to receive. I also understand that these computers must be available for public access free of charge at all times the library is open, and provide Internet access.

Signature (Library Director): _____

PART D: CONTENT SERVER REQUEST

NOTE: If you are a Purchase Option Grant applicant, do not complete this section unless you are appealing your eligibility and are requesting to be granted a content server.

GATES LIBRARY CONTENT SERVER

A library system may apply for one content server if that system has at least one building applying for an Eligible Library Building Grant. For more details about the content server and its uses, and to help you complete this Content Server Request, refer to the "Grant Equipment and Software" chapter of the *Grants and Eligibility Guidelines* publication. To be awarded a content server, libraries must explain how they plan to use the content server to expand public access computing and demonstrate that they have the resources to maintain and sustain this computer.

Content server current price: \$4,450.

1. CONTENT SERVER NARRATIVE

The "Grant Equipment and Supported Software" chapter of the *Grants and Eligibility Guidelines* publication describes three supported uses of the content server: Web server, resource sharing, and Internet security and acceleration. While it is technically possible to use your content server for all of the described uses simultaneously, it is not recommended. For security purposes, it is best to use the content server for one of the three described scenarios. Your response should address the following three questions. Please attach your response to the back of this request.

A. For what purpose do you intend to use the content server? (*check one*)

Web server Resource sharing Internet security and acceleration Other _____

B. How will the content server help your library? *please see attached*

C. Describe your plans for maintaining and sustaining the content server. Who will be responsible for the maintenance, management, and administration of the content server? *please see attached*

2. CONTENT SERVER LOCATION

In what building will the content server be located? *Manofield Public Library*

Answer the following questions only if you are considering using the content server for Web hosting.

Does the building in which you intend to house the content server meet the minimum Internet connectivity requirements of the content server, as outlined in the *Grants and Eligibility Guidelines* publication? (*circle one*) Y N

If not, do you plan to upgrade your connectivity? (*circle one*) Y N

If you do plan to upgrade, please contact the Foundation's Network Deployment Department at 1-888-289-8989. If you do not plan to upgrade to meet the minimum Internet connectivity requirements, your system will not be able to use the content server for Web hosting.

3. CONTENT SERVER GRANT REQUEST

Accepting the Content Server Grant

This library is planning to purchase the Gates Library content server with granted funds. This grant request is in addition to the grant that the library is eligible to receive, as listed on the Library Eligibility Table.

Refusing the Content Server Grant

This library system is not applying for a content server grant.

Part D: Content Server Request

1. Content Server Narrative

B. How will the content server help your library?

We plan to use the content server for resource sharing for the public. We will continue to use the existing network server/its planned replacement to manage staff printers, store staff files, and to house specialized applications that only staff use.

The content server provided by the Foundation will help Mansfield Public Library by making local files and applications available to the public on our public access computers. We are currently developing an information and referral file of local clubs and organizations that can be shared via the content server. We also have some reference resources that can be housed on the content server and accessed on the public access computers. Children's educational games are very popular, and we can build our collection of these to provide access to a wider variety of games on more computers for children.

C. Describe your plans for maintaining and sustaining the content server. Who will be responsible for the maintenance, management and administration of the content server?

The content server will provide librarians with opportunities to learn more about administering a local area network because library staff will be responsible for the maintenance, management, and administration of the content server. Maintenance, management and administration of our local area network server are provided by the town's information technology department (2 people) who have no knowledge of public library resources, library training or experience. The content server will provide library staff with a way to increase their technical expertise with 'on the job' training without jeopardizing our library automation system. Our Children's Librarians will be responsible for the resources used by children, and the Public Service Librarian will be responsible for maintaining the adult reference resources. They will be responsible for the selection and development of resources to be shared via the content server.

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Social Services Block Grant

Dear Town Council:

Attached please find a Social Service Block Grant application in the amount of \$3,727 to the Connecticut Department of Social Services (DSS). Staff would utilize the grant funding to pay some of the cost to provide counseling services to Mansfield residents who meet certain income eligibility requirements.

The following resolution is suggested by the DSS:

Resolved, that Martin H. Berliner, Town Manager, is empowered to enter into and amend contractual instruments in the name and on behalf of the Town of Mansfield with the Connecticut Department of Social Services for a counseling program and to affix the corporate seal of the Town.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach: (1)

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STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

UNCAS ON THAMES CAMPUS

401 WEST THAMES STREET, UNIT 102 • NORWICH, CONNECTICUT 06360-7167

REC'D OCT 7 2002

October 2, 2002

Martin Berliner
Town Manager
Town of Mansfield
4 South Eagleville Road
Storrs, CT 06278

RE: Contract #078-SBG-22
Social Services Block Grant

Dear Mr. Berliner :

Congratulations, the referenced contract is being refunded for the 2003 contract year. Enclosed please find the annual refunding package for the referenced contract. Please read it carefully, paying specific attention to the Part III and the contract refunding amount. In order to complete the package, you must prepare the financing summary, the enclosed payment requisition and the related documents noted on the enclosed contract completion checklist, as soon as possible, but no later than October 16th.

If you have any questions, please do not hesitate to contact me at 823-5121.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin G. Maillett".

Robin G. Maillett
Grants & Contracts Administration
robin.maillett@po.state.ct.us
enc.

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
PART III – SOCIAL SERVICES BLOCK GRANT (SSBG) PROGRAM**

Contractor: Town of Mansfield
Four South Eagleville Road
Mansfield, CT 06268

Contract #: 078-SBG-22
Contract Period: 10/1/02-9/30/03
Contract Amount: \$ 3,727.00

1. DESCRIPTION OF SERVICES

- A) The US Department of Health and Human Services provides funding of the Social Services Block Grant (hereinafter referred as "SSBG"). SSBG-funded programs are identified by the Catalog of Federal Domestic Assistance number 93.667. Funding from the State's allotment of the SSBG as provided by the Department to the Contractor will be used in general but not limited to the goals and objectives defined in Part III Section 6(A) of this contract.
- B) Throughout this contract term, the Contractor will provide the following SSBG services (hereinafter referred to as the "Program") designed in accordance with the SSBG objectives as uniformly defined and approved by the Federal Department of Health and Human Services **45 CFR Part 96, Appendix A**, as may be amended:
1. "Counseling Services (service category Number 4) are those services or activities that apply therapeutic (or remedial) processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas include but are not limited to family and marital relationships, parent-child problems, or substance abuse."

C) Target Population

1. The Contractor agrees to provide Program services to "vulnerable" individuals with special emphasis to serve those groups which are less able than others to care for themselves (e.g. special needs children, youth and elderly). "Vulnerable" or "at-risk" individuals are defined as those which exhibit one or more of the following conditions (not presented in any ranked order):
 - a. Economically disadvantaged (unemployed, under-employed, or low-income);
 - b. Physically, mentally, neurological, or developmentally disabled;
 - c. Abused or neglected (e.g. sexual assault victims, abused or exploited children and elderly);
 - d. In need of language translation and culture-based awareness assistance or technical immigration assistance;
 - e. In need of drug or alcohol services;
 - f. In need of family planning services;
 - g. In need of mental health support services (e.g. distressed families or individuals who may be at risk of institutionalization);
 - h. In need of supportive services to remain in the community;
 - i. In need of shelter assistance.
2. The Contractor agrees to serve those individuals and families who are leaving or have left the Department's 'Temporary Family Assistance' (TFA) program on a priority basis over those who have been determined, by the Contractor, not to be in critical need of contracted services. The Contractor shall place in priority those individuals and families who have been referred to

the Contractor from the 'Infoline-211' program as operated for the Department, by the United Way of Connecticut, Inc.

- D) **Number of Individuals Served:** Throughout the term of this contract, the Contractor shall provide Program services to at least twenty-five (25) unduplicated individuals, ages 18 and over. The Target Population and the individuals served under this contract will hereinafter be referred to as "clients".
- E) **Income eligibility requirements:** The Contractor will provide Program services to clients who have reported incomes at or below 150% of the Federal poverty income guidelines, except that the following Program services (if applicable to this contract) will use the following income guidelines:
1. Protective Services for Adults, Protective Services for Children, Independent and Transitional Living, Family Planning, Information and Referral will be provided without regard to income.
 2. Child Day Care Services and Transportation Services will be provided to clients who have reported incomes at or below 75% of the State median income.
- F) **Program Coordination:** For Employment and Training services and activities provided under this contract (if applicable), the Contractor will coordinate such Program activities with the local 'One-Stop' system with the priorities and requirements established by the workforce investment systems established by the Regional Workforce Development Board(s) under the Workforce Investment Act of 1998.
- G) Throughout this contract term, the Contractor agrees to provide for clients the following activities to support the Program services as described above in Part III Section 1(B) of this contract:
1. **Client Services:** Client services may include but are not limited to counseling crisis intervention, ongoing assessments, goal planning, life-skills training, monitoring and encouraging client progress, assistance with obtaining housing, referrals to additional community support services including treatment or other services. The Contractor may also provide transportation assistance, job readiness training, education, and employment assistance, income management and daily living skills training. May include emergency financial assistance, food, and transportation.
 2. **Client Assessments:** The Contractor will collect basic information regarding each client through the initial intake process. Such information may include but not be limited to, age, marital status, family size, race, ethnicity, major source of income, reason for loss of housing, length of homelessness, rental/home ownership history, employment status, education history, history of substance abuse, and mental and physical health.
 3. **Service Plan:** The Service Plan is a mutually agreed upon tool, developed between the Contractor and client as a result of the client intake assessment. The Service Plan shall be used to identify any impediments toward addressing the clients' Program service(s) needs and establish such goals as permanent housing, access to health care, mental health care and addiction services, and information and referral services. The Contractor will review and update the Service Plan at least once every six (6) months during the contract period. The Contractor will maintain 'case notes' for each client as an on-going record of client assessments. Referrals to additional social services will occur as result of the client needs' assessments and Action Plan reviews.

2. PROGRAM ADMINISTRATION

- A) Throughout the term of this contract, the Contractor will staff the Program with the following positions:
1. Director, Department of Social Services – (1 full-time), @ 35 hours per week
 2. Social Worker, Department of Social Services – (1 full-time), @ 35 hours per week
 3. Senior Service Social Worker, Department of Social Services, - (1 full-time, @ 35 hours per week
 4. Secretary, Department of Social Services, (1 full-time),@ 35 hours per week
- B) The Contractor will provide Program services at 4 South Eagleville Road, Mansfield, CT. Standard Program hours of operation will be Monday, Tuesday, Wednesday, from 8:15 a.m. to 4:30 p.m., Thursday from 8:15 a.m. to 6:30 p.m.. and Friday from 8:00a.m. to noon, during the contract period.
- In addition, the Senior Service Social Worker will provide Program services at the Senior Center at 303 Maple road, Mansfield, CT. Standard Program hours of operation will be Monday through Friday, 8:30 a.m. to 4:30 p.m., during the contract period.
- C) The Contractor's administrative office is located at 4 South Eagleville Road, Mansfield, CT.
- D) The Contractor will convene meetings of the full Social Services Department Advisory Committee at least six (6) times during the contract period.

3. PROGRAM EVALUATION

The Contractor agrees to conduct an annual self-assessment. The Contractor's Social Services Department Advisory Committee will annually monitor the SSBG-funded Program to assess goals, progress, and effectiveness and will produce a report with recommendations to the Contractor's staff. This report will be made available to the Department's Contract Manager at the time of the annual DSS on-site review. Clients will participate in the Program's evaluation process by completing the Contractor's service satisfaction surveys. The Contractor will include as summary of such surveys completed in the evaluation report described herein.

4. QUALITY ASSURANCE

- A) The Contractor agrees to comply with any and all applicable regulations adopted by the Department or other Departments relating to the services provided under this contract and, as applicable, require that all pertinent subcontractors comply as well.
- B) The performance of the Contractor, and applicable subcontractors, will be reviewed and evaluated at least annually by Department staff. Such reviews and evaluations may be performed by examination of documents and reports, site visits to funded facilities and program sites administered by the Contractor, or by a combination of both.

5. CLIENT-BASED OUTCOMES AND MEASURES

- A) The Contractor will implement the Program and services described herein to result in the following outcomes on behalf of the clients in the Program. Such outcomes will be measured the in manner described herein and documented in the client case records and the Program statistical reports as described in Part III Section 8 of this contract. The Department will monitor outcome results achieved pursuant to these terms and conditions.

COUNSELING SERVICES

1. The clients' behavioral health has improved.
 - a. At least 30% of those clients in the Program whose primary treatment need is improved behavioral health will experience such.

6. FEDERAL REQUIREMENTS

- A) Throughout the term of this contract, the Contractor will ensure that funds made available under this contract will be used to support initiatives designed to assist the clients served as identified in Part III Section 1(C) and (D) of this contract. Documentation of goals and objectives will be included in the required Progress Narrative reports described in Part III Section 8(A) of this contract. The objective of these initiatives shall include but are not limited to:
 1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency;
 2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
 3. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests; or preserving, rehabilitating, or reuniting families;
 4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and
 5. Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.
- B) The Contractor may not use SSBG funds or incur any related costs for services provided under this contract for any of the following:
 1. The purchase or improvement of land, or the purchase, construction or permanent improvement of any building or other facility;
 2. The provision of cash payments for costs of subsistence or for the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary emergency shelter provided as a protective service);
 3. The payment of wages for any individual as a social service (other than payment of the wages of welfare recipients employed in the provision of child day care services);
 4. The provision of medical care (other than family planning services, rehabilitation services, or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service;
 5. The provision of any social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution;

6. The provision of any educational service which the State makes generally available to its residents without cost and without regard to their income;
7. The provision of any child day care services unless such services meet applicable standards of State and local child care laws;
8. The provision of cash payments as a social service;
9. The provision of cash payments for any item or social service (other than an emergency item or service) furnished:
 - a. By an individual or entity during the period when such individual or entity is excluded under Federal law, or
 - b. At the medical direction or on the prescription of a physician during the period when the physician is excluded under Federal law and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been given to the person).
10. The provision of support services provided directly by staff of a correctional facility for criminal offenders or ex-offenders.

C) In addition to Part I, Clause 28 of this contract, the Contractor certifies that it has taken proper assurances to prohibit the use of Federal funds for Lobbying as detailed below:

1. No Federal appointed funds have been paid or will be paid, by or on behalf of the State, to any person for influencing or attempting to influence any officer or employee of any agency, member of Congress, an officer or employee of a member of Congress, or an employee of a member of Congress in connection with the awarding of any Federal loan, the entering of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the State shall complete and submit Federal Standard Form LLL "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The State requires that the language of this Certification will be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under sub-recipients will certify and disclose accordingly).

7. SUBCONTRACTED SERVICES

A) In addition to Part I, Clause 17 of this contract :

1. The Contractor agrees to notify the Department prior to finalizing any subcontractor relationship for direct human services covered under this agreement.

8. PROGRAMMATIC/STATISTICAL REPORTING

- A) The Contractor will submit a completed Department of Social Services a completed quarterly statistical report on a DSS **HUM-2044** form within thirty (30) days of the end of each quarterly period. The Contractor will submit six-month progress narrative reports on DSS **HUM-2055** forms. The initial progress narrative report will be submitted within thirty (30) days of the end of the first six (6) month period. The final progress narrative report will include a summary to address the Program's outcomes and measures, and will be submitted within sixty (60) days of the end of the contract period.
- B) The Contractor will submit such required Program reports to the Department's Contract Manager located at 401 West Thames Street, Unit 102, Norwich, CT 06360.

9. FINANCIAL REPORTING

- A) The Contractor will submit quarterly fiscal reports on **DSS-304** and **DSS-305** forms due to the Department's Contract Manager within thirty (30) days following the end of each quarterly period. The final fiscal report is due within sixty (60) days following the end of the entire contract period.
- B) The Contractor will submit such required financial reports to the Department's Contract Manager located at 401 West Thames Street, Unit 102, Norwich, CT 06360.

10. BUDGET AND PAYMENT PROVISIONS

- A) The Department agrees to pay for the services provided and as described under this contract up to a maximum amount not to exceed **\$3,727.00** for the contract period October 1, 2002 through September 30, 2003.
- B) Federal funds in this SSBG block grant under this contract are not contingent on matching funds provided by the State.
- C) The Contractor agrees to utilize Department funds in accordance with the budget on page ___ of this contract.
- D) The Contractor will submit a written request for payment on a quarterly basis. Each payment request must be submitted on a **DSS W-1270 Form** to the Department's Contract Manager located at 401 West Thames Street, Unit 102, Norwich, CT 06360. Request for payment will be honored and funds released based on submission by the Contractor, with review and acceptance by the Department, of quarterly financial reports; the availability of funds; and the Contractor's satisfactory compliance with the terms of the contract.
- E) When the Department's review of any financial report or on-site examination of the Contractor's financial records indicate that under expenditure or under utilization of contract funds is likely to occur by the end of the contract year, the Department may, with advance notice to the Contractor, alter the payment schedule for the balance of the contract period.

11. BUDGET VARIANCE

- A) The Contractor may transfer funds from one category to another (except for equipment) in the agreed upon and approved budget included in Part III of this contract for a single component without prior notification to the Department under the following conditions:

1. The amount by which a single category may be increased may not exceed 15% of the approved amount or \$1,500.00, whichever is greater. This applies only to category amounts in the formally approved budget and subsequently approved budget revisions.
 2. Budget flexibility is to be applied to each component separately and is not to be computed on the composite budget items.
 3. The number of people or the percentage of time charged to a job classification may be increased, provided this does not exceed the flexibility cited above.
 4. The Contractor may not make any transfer under this procedure that involves any of the categories or kinds of expenditures specifically listed below.
 5. All such transfers will be reflected on the next submitted financial report.
- B) The Department requires the following changes in approved Program budgets to have prior written Department approval by a formal budget revision and/or formal contract amendment:
1. The purchase of an item of equipment not approved in the original budget.
 2. A transfer that involves an increase of an approved category amount by more than 15% or \$1,500.00 whichever is greater.
 3. Any increase in compensation for services under a third party contract.
 4. Any transfer of funds from one component to another.
 5. Any transfer of budgeted Program income or food reimbursement. The Department will respond to a properly executed request within thirty (30) days of receipt.
- C) No budget revisions proposed by the Contractor may be submitted later than thirty (30) calendar days after the Program has ended, except that the Department may entertain, at any time, a budget revision for the purpose of increasing funds solely for the audit of the Program. The final financial report will show all category overruns. Costs incurred after the end of the budget period will be disallowed except where the Department has expressly approved in writing and in advance.

Item #7

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Breast Cancer Awareness Month

Dear Town Council:

Attached please find correspondence from the Lieutenant Governor highlighting various activities in connection with Breast Cancer Awareness Month (October). To honor the Lieutenant Governor's request, we plan to place a pink-ribbon wreath at Town Hall. In addition we have prepared a proclamation designating the month of October 2002 as Breast Cancer Awareness Month in Mansfield. We feel that these efforts will help to emphasize the importance of breast cancer education, prevention and early detection.

The following motion is suggested:

Move, to authorize the Mayor to issue a proclamation designating the month of October 2002 as Breast Cancer Awareness Month in the Town of Mansfield.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach: (2)



*Town of Mansfield
Proclamation*

*Designating the month of October 2002 as Breast Cancer Awareness
Month*

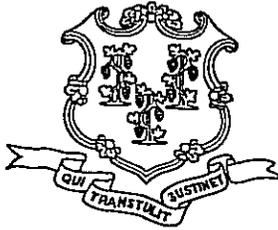
WHEREAS, October 2002 has been designated the National and the Connecticut Breast Cancer Awareness Month; and

WHEREAS, early detection and prompt treatment can significantly reduce suffering and deaths caused by this disease; and

WHEREAS, mammography is recognized as the single most effective method of detecting breast cancer long before physical symptoms can be detected;

NOW, THEREFORE, I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby proclaim the Month of October 2002 as Breast Cancer Awareness Month and October 19, 2001 as Mammography Day in the Town of Mansfield, urging all women and their families to become educated about breast cancer and the importance of regular mammography screening.

*Elizabeth C. Paterson
Mayor of Mansfield, Connecticut*



REC'D SEP 25 2002

M. Jodi Rell
LIEUTENANT GOVERNOR

September 23, 2002

Town Manager Martin H. Berliner
4 South Eagleville Road
Mansfield CT 06268

Dear Town Manager Berliner,

October is right around the corner, so now is the time for all of us to begin preparing for events marking "Breast Cancer Awareness Month" in Connecticut.

Breast cancer continues to be one of the greatest health risks facing women today. In fact, one in eight women will develop breast cancer in her lifetime; it is the second leading cause of death among women in the United States. In the fight against breast cancer, our best weapons have been early detection and prevention education.

I will be hanging a wreath in the Hall of Flags in the State Capitol for the month of October. This large grapevine wreath, festooned with pink ribbons, was designed and decorated by breast cancer survivors. I invite you to join me in this awareness effort by placing a pink-ribbon wreath on your Town Hall or other appropriate municipal building during the month of October.

I encourage you to talk to local health officials or breast cancer prevention activists in your community to decorate a wreath, as well as plan a ceremony for its presentation and hanging, to be hung at the Town Hall or other appropriate municipal building. The wreath need not be large, but it should serve as a reminder for the need for education, prevention and early detection. Please let me know if your town will participate and when the wreath hanging is scheduled, as we are compiling a list of events for "Breast Cancer Awareness Month" and want to ensure that participating towns receive the recognition they deserve. You can call my office to let us know your plans for the month.

Thank you in advance for being a partner in our efforts this year. Working together, we will make great strides in fighting breast cancer.

Sincerely,

M. Jodi Rell
Lieutenant Governor

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: White Cane Safety Day

Dear Town Council:

The National Federation of the Blind of Connecticut is seeking a proclamation from the town to designate Monday, October 15, 2002 as "White Cane Safety Day." To facilitate this request, we have prepared the attached proposed proclamation.

The following motion is suggested:

Move, to authorize the Mayor to issue the attached proclamation designating Tuesday, October 15, 2002 as "White Cane Safety Day" in the Town of Mansfield.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager



*Town of Mansfield
Proclamation*

Designating October 15, 2002 as White Cane Safety Day in Mansfield

WHEREAS, the white cane and the dog guide have come to symbolize every blind person's right to pursue and achieve a full and independent life, and the use of the white cane or the dog guide allows blind persons to travel safely and effectively to undertake gainful employment and to otherwise fully participate in society; and,

WHEREAS, Connecticut State law secures the right of blind persons to carry and use a white cane or be accompanied by a dog guide, whether on the streets and highways, traveling on public transportation, utilizing public accommodations, locating housing or working on the job, and Connecticut law also requires motorists to exercise appropriate caution when approaching a blind person using a white cane or dog guide; and,

WHEREAS, Connecticut law further encourages employers, both in the private and public sector, to explore and utilize the skills and potentials for productivity of the blind citizens of Connecticut and to recognize their capabilities and respect their worth as individuals; and,

WHEREAS, the State of Connecticut, with the assistance and cooperation of the National Federation of the Blind of Connecticut can look forward to an ever-increasing awareness of the abilities of blind people and to a greater acceptance of blind people in the competitive labor market;

NOW, THEREFORE, I, Elizabeth C. Paterson, Mayor of the Town of Mansfield, do hereby proclaim October 15, 2002, as **WHITE CANE SAFETY DAY** for the Town of Mansfield and call upon our schools, institutions and business leaders to take the lead in ensuring full acceptance and equal opportunities for the blind of Connecticut, and I also urge all citizens to recognize and respect the white cane and the dog guide as representing safety, dignity and self-help for the blind of Connecticut.

Dated at Mansfield, Connecticut, this 15th day of October 2002.

*Elizabeth C. Paterson
Mayor*

REC'D SEP 30 2002



NATIONAL FEDERATION OF THE BLIND OF CONNECTICUT

580 BURNSIDE AVENUE, SUITE 1, EAST HARTFORD, CONNECTICUT 06108
BETTY WOODWARD, PRESIDENT TELEPHONE: (860) 289-1971 • FAX: (860) 291-2795
www.nfbct.org

ATTENTION: Mayors and First Selectmen

In an effort to reach as many blind and visually impaired individuals as possible, the month of October has been designated as "Meet the Blind Month". In addition October 15th has been designated as White Cane Safety Day. Once again we are asking for your recognition of this day with a proclamation. We will make every effort to have someone from our organization visit your office or attend a council meeting wherever possible. Enclosed is suggested wording.

Your support and acknowledgement of our goals will be greatly appreciated by all blind citizens of Connecticut. If you wish to speak to a member of the National Federation of the Blind of Connecticut, please feel free to call our outreach office.

Proclamations may be sent to:
Betty Woodward
NFB of CT
580 Burnside Avenue
East Hartford, CT 06108
Telephone: (860) 289-1971

If you have any questions, please do not hesitate to call me.

Cordially,

Betty M. Woodward, President
National Federation of the Blind of CT



NATIONAL FEDERATION OF THE BLIND OF CONNECTICUT

580 BURNSIDE AVENUE, SUITE 1, EAST HARTFORD, CONNECTICUT 06108
BETTY WOODWARD, PRESIDENT TELEPHONE: (860) 289-1971 • FAX: (860) 291-2795
www.nfbct.org

**PROCLAMATION
WHITE CANE SAFETY DAY
October 15, 2002**

WHEREAS, the white cane and the dog guide have come to symbolize every blind person's right to pursue and achieve a full and independent life, and the use of the white cane or the dog guide allows blind persons to travel safely and effectively and undertake gainful employment and otherwise fully participate in society; and,

WHEREAS, Connecticut State law secures the right of blind persons to carry and use a white cane or be accompanied by a dog guide, whether on the streets and highways, traveling on public transportation, utilizing public accommodations, locating housing or working on the job, and Connecticut law also requires motorists to exercise appropriate caution when approaching a blind person using a white cane or dog guide; and,

WHEREAS, Connecticut law further encourages employers, both in private and public sectors, to explore and utilize the skills and potentials for productivity of the blind citizens of Connecticut, to recognize their capabilities and respect their worth as individuals; and,

WHEREAS, the State of Connecticut, with the assistance and cooperation of the National Federation of the Blind of Connecticut, can look forward to an ever-increasing awareness of the abilities of blind people and to a greater acceptance of blind persons in the competitive labor market;

NOW, THEREFORE, I, _____,
_____ of the _____ of _____, do
hereby proclaim October 15, 2002, as WHITE CANE SAFETY DAY for the
_____ of _____ and call upon our schools, institutions and
business leaders to take the lead in ensuring full acceptance and equal
opportunities for the blind of Connecticut, and I also urge all citizens to recognize
and respect the white cane and the dog guide as representing safety, dignity and
self-help for the blind of Connecticut.

Dated at _____, Connecticut, this _____ day of
_____, 2002.

Mayor/First Selectman

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Proposed Fee Schedule Revision – Hand-Held Scanners

Dear Town Council:

Attached please find a proposed fee schedule for hand-held scanners which can be used in vaults to be used to copy land and other public records, except vital records.

Move, that the Council authorize the Town Manager to establish a fee of \$10 for use of these scanning devices.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach: (1)

HAND-HELD SCANNERS

Effective October 1, 2002, battery operated hand-held scanning devices may be used to copy land and other public records, except vital records.

In accordance with PA 02-137, such scanning will be permitted as long as there are no marks or impressions on the record and that the task does not unreasonably interfere with the operations of this office.

All customers using a hand-held scanner will be required to first pay the statutory fee of ten dollars and complete the customer request form.

Please consult a staff member if you have any questions regarding this new law.

Matthew W. Hart

From: Joan E. Gerdson
Sent: Monday, October 07, 2002 4:11 PM
To: Matthew W. Hart
Subject: Scanner fee

Since new legislation went into effect on October 1, 2002, hand-held scanners are now allowed to be used in vaults. Legislation enables towns to charge a fee of \$10.00 per use. I request that the Town Council place this fee in our Town fees.

Note that we have not seen anyone using them so far in this Town, but it will happen at some point.

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Proposed Fee Schedule Revision – Animal Control

Dear Town Council:

Attached for your review and consideration are proposed changes to the animal control fee schedule. The fees have not been revised for a number of years and our intention is to more appropriately cover fixed costs for providing the enumerated services.

Move, to adopt the Fee Schedule Revision for various Animal Control Fees, to be effective 21 days after the Town Clerk's publication of the amendments in a newspaper having circulation in the Town of Mansfield, as recommended by the Animal Control Officer in her memorandum dated September 14, 2002.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach: (1)



TOWN OF MANSFIELD
PUBLIC SAFETY DEPARTMENT

DIANNE GAUDREAU, Animal Control Officer

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 487-0137
Fax: (860) 429-6863

To: Martin H. Berliner, Town Manager
From: Dianne Gaudreau, Animal Control Officer
Subject: Changes to fee schedule
Date: September 14, 2002

I would like to suggest the following changes be made to our fees:

1. Boarding fee to be raised from \$10.00/day to \$15.00/day -
to help with the cost of employment of kennel cleaners, chemicals and food.
2. Quarantine fee (minimum of 14 days) to be raised from \$5.00/day to \$10.00/day -
to help with the cost of employment of kennel cleaners, chemicals and food.
3. Advertisement fee to be raised from \$10.00 to \$12.00 -
to cover the cost of the advertisement.
4. Dead dog/destroyed dog to be raised from \$30.00 to \$35.00 -
to cover the cost of cremation and veterinary fees.
5. Temporary use of facility by other towns to be raised from \$10.00 /day to \$ 15.00/ day
including food -
to help with the cost of employment of kennel cleaners, chemicals and food. This also
matches the fee we charge our residents.
6. Cats turned over for adoption, a new fee, to be set at \$ 25.00 -
to help prevent cats from being abandoned when people are no longer able to care for
them. Cats do not cost as much for their upkeep.
7. Cats board fee, a new fee, to be set at \$ 10.00 /day -
on rare occasions we've had to board a cat. Again, cats do not cost as much for their
upkeep.

Thank you for your consideration. If you have any questions please feel free to contact me at my office.

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: June 30, 2002 Financial Statements

Dear Town Council:

Attached please find the Town's Financial Statements dated June 30, 2002. Staff recommends that this item be referred to the Finance Committee for review.

The following motion is suggested:

Move, to refer the Financial Statements dated June 30, 2001 to the Finance Committee.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach: (1)

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Item #12

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Adjustments to Capital Projects Fund

Dear Town Council:

Attached please find correspondence from the Director of Finance concerning proposed adjustments to the Capital Projects Fund.

Staff recommends that the Council approve the adjustments as presented. If the Council concurs with this recommendation, the following motion is in order:

Move, to approve the adjustments to the Capital Projects Fund, as proposed by the Director of Finance in his memorandum dated September 19, 2002.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach: (1)

INTER

OFFICE

MEMO

FINANCE DEPARTMENT, TOWN OF MANSFIELD

To: Martin H. Berliner, Town Manager
From: Jeffrey H. Smith, Director of Finance
Subject: Capital Projects Fund
Date: September 19, 2002

Attached is an analysis of current and Proposed Revenue and Expenditure Budgets for specific Capital Projects. If adopted as presented, it will accomplish the following.

1. Officially close out completed projects:

81606 Pool Car 2001/02	83621 Large Dump Truck
82203 Central Air MVFD	83718 Sickle Bar Attachment
82810 Equip. & Train. EVFD	83719 Backhoe Tipping Bucket
83215 Unheated Veh. Storage	83725 Infield Maint. Vehicle
83305 Spring Hill Culvert	83902 Upgrade Radio System
83515 UConn ISTE A	83904 Engineering GIS System
83520 Road Surfacing 99/00	83908 Fleet Hardware/Software
83521 Road Surfacing 00/01	84203 Library Renovation
83523 Road Surfacing 01/02	86251 Southeast Floor Tile Repl
83618 Pickup Truck 00/01	86252 Southeast Classroom Add'n
83620 Pickup Truck 01/02	86256 Goodwin School Chimney

2. Increase/(Decrease) funding for the following completed Overspent/(Under spent) Projects.

81606 Pool Car 2001/02	\$1,894
82203 Central Air MVFD	(795)
82810 Equip. & Train EVFD	34
83215 Unheated Veh. Storage	27,797
83305 Spring Hill Culvert	7,836
83515 UConn ISTE A	(38,263)
83618 Pickup Truck 00/01	(1,507)
83620 Pickup Truck ½	(1,205)
83621 Large Dump Truck	2,211
83718 Sickle Bar Attachment	(1,505)

Increase/(Decrease) funding for the following completed Overspent/(Under spent) Projects (continued)

83719 Backhoe Tipping Bucket	2,325
83725 Infield Maint Vehicle	(2,569)
83902 Upgrade Radio System	(3,730)
83904 Engineering GIS System	86
83908 Fleet Hardware/Software	(530)
86251 Southeast Floor Tile Repl	(12,024)
86252 SE Classroom Addition	(1,547)
86256 Goodwin School Chimney	(18,162)

3. Reduce CNR Funding for Project 83523 Road Resurfacing 01/02 by \$9,874 because the LoCIP Grant was larger than budgeted by that amount.
4. Increase Revenue and Expenditure Budgets for the Following projects to recognize additional funding received from various sources during Fiscal Year 2001-02:

83303 Large Bridge Maintenance	\$1,836
84103 Storrs Center Area Improvements	50,000
85104 Lions Club Park	17,000
85105 Open Space Purchases	5,000

5. Fund the salary and fringe benefits of the Capital Projects Coordinator for Fiscal Year 2002/03.

JHS:klm

PROJECT #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET					EXPENDITURE BUDGET			ACTUAL EXPEND.	BALANCE TO SPEND (OVERSPENT)
			CURRENT BUDGET	BUDGET CHANGE	PROPOSED BUDGET	ACTUAL REVENUES	OVER/ (UNDER) ACTUAL	CURRENT BUDGET	BUDGET CHANGE	PROPOSED EXPEND.		
80101	Cap Proj Coordinator	CNR		51,600	51,600		(51,600)	51,600	51,600	8,507	43,093	
81606	Pool Car 2001/02	CNR	20,000	1,894	21,894	20,000	(1,894)	20,000	1,894	21,894	-	
82203	Central Air MVFD	CNR	15,000	(795)	14,205	15,000	795	15,000	(795)	14,205	-	
82810	EVFD Equip & Training	CNR	31,500	34	31,534	31,500	(34)	31,500	34	31,534	-	
83215	Unheated Veh. Storage	CNR	95,000	27,797	122,797	95,000	(27,797)	95,000	27,797	122,797	-	
83303	Large Bridge Maintenance	Other TA/RD	35,800	1,836	37,636	37,636						
		CNR	16,270		16,270	16,270						
			314,330		314,330	314,330						
			366,400	1,836	368,236	368,236		366,400	1,836	368,236	173,015	195,221
83305	Spring Hill Culvert	Slate	75,049	7,836	82,885	82,885						
		CNR	153,601		153,601	153,601						
			228,650	7,836	236,486	236,486		228,650	7,836	236,486	-	
83515	Uconn ISTEA 95/95	ISTEA UCONN	404,700	(44,154)	360,546	360,546						
		CNR	168,150		168,150	168,150						
			80,300	5,891	86,191	80,300	(5,891)					
			653,150	(38,263)	614,887	608,996	(5,891)	653,150	(38,263)	614,887	614,887	-
83520	Road Resurfacing 99/00	LoCIP TA/ROAD	191,086		191,086	191,086						
		CNR	42,500		42,500	42,500						
			6,414		6,414	6,414						
			240,000		240,000	240,000		240,000		240,000	-	
83521	Road Resurfacing 00/01	LoCIP	193,966		193,966	193,966						
		CNR	56,034		56,034	56,034						
			250,000		250,000	250,000		250,000		250,000	-	
83523	Road Resurfacing 01/02	LoCIP TA/ROAD	191,400	8,874	201,274	201,274						
		CNR	25,000		25,000	25,000						
			33,600	(9,874)	23,726	33,600	9,874					
			250,000		250,000	259,874	9,874	250,000		250,000	250,000	-
83618	Pickup Truck 00/01	CNR	20,000	(1,507)	18,493	20,000	1,507	20,000	(1,507)	18,493	18,493	-
83620	Pickup Truck 01/02	CNR	30,000	(1,205)	28,795	30,000	1,205	30,000	(1,205)	28,795	28,795	-
83621	Large Dump Truck	CNR	85,000	2,211	87,211	85,000	(2,211)	85,000	2,211	87,211	-	
83718	Sickle Bar Attachment	CNR	9,000	(1,505)	7,495	9,000	1,505	9,000	(1,505)	7,495	7,495	-
83719	Backhoe Tipping Bucket	CNR	10,000	2,325	12,325	10,000	(2,325)	10,000	2,325	12,325	-	
83725	Infield Maint. Vehicle	CNR	12,000	(2,569)	9,431	12,000	2,569	12,000	(2,569)	9,431	9,431	-
83802	Upgrade Radio System	CNR	24,000	(3,730)	20,270	24,000	3,730	24,000	(3,730)	20,270	20,270	-
83904	Engineering GIS System	CNR	134,500	86	134,586	134,500	(86)	134,500	86	134,586	134,586	-
83908	Fleet Hardware/Software	CNR	18,500	(530)	17,970	18,500	530	18,500	(530)	17,970	17,970	-
84103	Storm Center Area Improvements	Other		50,000	50,000	50,000						
		CNR	500,000		500,000	500,000						
			500,000	50,000	550,000	550,000		500,000	50,000	550,000	97,035	452,965
84203	Library Renovation	Slate	282,000		282,000		(282,000)					
		Bonds	1,000,000		1,000,000	1,000,000						
		G/F	7,500		7,500	7,500						
		CNR	825,000		825,000	825,000						
			2,114,500		2,114,500	1,632,500	(282,000)	2,114,500		2,114,500	2,114,500	-

P.74

PROPOSED CAPITAL FUND BUDGET CHANGES
Page 2 of 2

PROJECT #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET				OVER/ (UNDER) ACTUAL	EXPENDITURE BUDGET			ACTUAL EXPEND.	BALANCE TO SPEND (OVERSPENT)
			CURRENT BUDGET	BUDGET CHANGE	PROPOSED BUDGET	ACTUAL REVENUES		CURRENT BUDGET	BUDGET CHANGE	PROPOSED EXPEND.		
85104	Lions Club Park	Other	44,000		61,000	61,000						
		CNR	431,000	17,000	431,000	431,000						
			475,000	17,000	492,000	492,000		475,000	17,000	492,000	377,051	114,949
85105	Open Space Purchase	Slate	230,000		230,000	230,000						
		Other	110	5,000	5,110	5,110						
		G/F	8,500		8,500	8,500						
		CNR	1,675,245		1,675,245	1,675,245						
		Bonds	1,000,000		1,000,000	1,000,000						
		2,913,855	5,000	2,918,855	2,918,855		2,913,855	5,000	2,918,855	2,459,747	459,108	
86251	SE Floor Tile Repl	Slate	63,750	9,002	72,752	60,571	(12,181)					
		G/F-BO	2,426		2,426	2,426						
		CNR	101,250	(21,026)	80,224	101,250	21,026					
		167,426	(12,024)	155,402	164,247	8,845	167,426	(12,024)	155,402	155,402		
86252	SE Classroom Addition	Slate	458,208	(4,846)	453,362	302,111	(151,249)					
		CNR	130,294	3,299	133,593	130,294	(3,299)					
			588,500	(1,547)	586,953	432,405	(154,548)	588,500	(1,547)	586,953	586,953	
86256	Goodwin School Chimney	CNR	65,000	(18,162)	46,838	65,000	18,162	65,000	(18,162)	46,838	46,838	
TOTALS			9,316,981	85,782	9,402,763	8,823,029	(479,664)	9,316,981	85,782	9,402,763	8,137,427	1,265,336

* Indicates Project Closed

RECAP of Funding Changes:

Other	73,836
CNR Fund	34,234
LoCIP	9,874
ISTEA	(44,154)
Educ Assistance	4,156
Slate	7,836

Net Funding Increase

885,702

P.75

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Statewide Fire-Rescue Disaster Plan

Dear Town Council:

Attached for your review and consideration is the Statewide Fire-Rescue Disaster Response Plan and Memorandum of Understanding to initiate participation in the Plan for the Town of Mansfield. I have reviewed this issue with both fire departments and they agree that we should participate.

Move, that the Council authorize the Town Manager to execute the Memorandum of Understanding.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach:



STATE OF CONNECTICUT
COMMISSION ON FIRE PREVENTION AND CONTROL
OFFICE OF STATE FIRE ADMINISTRATION



TEL: (860) 627-6363

34 PERIMETER ROAD WINDSOR LOCKS, CONNECTICUT 06096-1069

Jeffrey J. Morrisette
State Fire Administrator

Memorandum

To: Connecticut Fire Chiefs
From: Jeffrey J. Morrisette, State Fire Administrator
Date: 8/30/02
Re: Statewide Fire-Rescue Disaster Response Plan

In the spring of 2001, the Connecticut Fire Chiefs Association began development of a Statewide Fire-Rescue Disaster Response Plan to provide for the systematic mobilization, deployment, organization and management of Fire-Rescue resources throughout our state and region. Work on the Plan accelerated following the attacks of September 11, 2001 and the draft plan was posted for public comment on the Commission's web page on November 29, 2001. Based upon public comment, amendments were made to the Plan and a Memorandum of Understanding (MOU) developed for those fire departments wishing to participate.

As no community has sufficient resources to cope with all emergencies, departments are strongly encouraged to participate in the Plan. Participation is totally voluntary and does not interfere with your current mutual aid agreements.

To initiate participation in the Plan you are asked to execute the enclosed Memorandum of Understanding. The MOU should be returned to the address noted above. To view or download a copy of the plan visit the Commission's web page at www.ct.gov/cfpc.

Please do not hesitate to contact me should you have any questions by calling (860) 627-6363 Ext. 230. We look forward to your participation in this important endeavor.

Enclosure: Statewide Fire Rescue Disaster Response Plan MOU

MEMORANDUM OF UNDERSTANDING
Regarding Participation in the State of Connecticut
Statewide Fire-Rescue Disaster Response Plan
For Emergency Support Functions (ESF) 4 & 9

This Agreement made this ____ day of _____, 200__, by and between the Town of _____, (hereinafter the "Town"), the _____ Fire Department (hereinafter the "Agency") and the State of Connecticut, Commission on Fire Prevention and Control, Office of State Fire Administration (hereinafter the "State").

WHEREAS, the City / Town of _____ has responsibility for the provision of fire and public safety services within its geographical boundaries; and

WHEREAS, the _____ Fire Department maintains and operates a Fire-Rescue Protection Agency within its boundaries for the purpose of providing said fire and public safety services; and

WHEREAS, the State Fire Administrator maintains responsibility for coordinating Statewide Mutual Aid of Fire and Rescue Services (ESF 4 & 9) pursuant to Connecticut General Statutes Sec. 7-323o(7); and

WHEREAS, it is the desire of the parties hereto to render and receive mutual aid, by participating in the Statewide Fire-Rescue Disaster Response Plan, to combat the effects of fire and other emergencies in which such aid is necessary as herein set forth; and

WHEREAS, the parties hereto desire to effect the purpose of this Memorandum of Understanding pursuant to the provisions of Connecticut General Statutes Sec. 7-310.

NOW, THEREFORE, the Town and Agency agree as follows:

- 1) To furnish fire protection personnel and equipment and to render such fire protection services in accordance with the Statewide Fire-Rescue Disaster Response Plan as may be necessary to suppress fire or other emergency of a size beyond the control of a local entity as described in the Statewide Fire-Rescue Disaster Response Plan.
- 2) Such mutual aid shall be provided, however, subject to the understanding that the Town and the Agency shall not be required to reduce their own fire protection resources, personnel, services and facilities to the detriment of their normal fire protection capability.

- 3) No response to a mutual aid request provided for in this Agreement will be made by the Towns or Agencies which are party hereto unless such request is received through established communication channels and made by or under the authority of a responsible Fire Official of the Town or Agency requesting such aid.
- 4) Any mutual aid extended under this Agreement will be extended with the express understanding that the Fire Official in charge from the Agency requesting aid shall remain in charge at such fire or other emergency, including the direction of personnel and equipment provided through the operation of this Memorandum of Understanding, consistent with the provisions of Connecticut General Statutes Sec. 7-313e (Authority of fire officer during emergency).
- 5) Costs, expenses and liabilities, including all employee salaries and benefits, arising out of the provision of mutual aid pursuant to this Memorandum of Understanding, shall be borne by the Town and/or the Agency rendering aid in the same manner and to the same extent that such costs, expenses and liabilities would have been incurred within the Town or Agency's own jurisdiction.

Any party hereto may withdraw from this Memorandum of Understanding upon not less than thirty (30) days advance written notice by one party or the other party hereto. After such withdrawal, the withdrawing party shall have no further obligation or responsibility under this Memorandum of Understanding.

By signing below, the State Fire Administrator represents that he has the lawful authority to bind the State of Connecticut to this agreement.

By signing below, the Chief Administrative Officer of the City/Town of _____ represents that he has authority to bind the Town to this agreement.

By signing below, the Fire Chief of _____ represents that he has the lawful authority to bind the Agency to this agreement.

Signing of this Memorandum of Understanding indicates receipt of the current copy of the Statewide Fire-Rescue Disaster Response Plan.

City / Town Chief Administrative Officer

Date

Fire Chief

Date

State Fire Administrator

Date

Connecticut Fire Service

**STATEWIDE FIRE-RESCUE DISASTER
RESPONSE PLAN**

The Connecticut Fire Service is a support agency for ESF 4 and 9

February 2002

Connecticut Fire Service

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CONCEPT AND DESIGN

Purpose

In 1999 and 2001 the fire service was devastated by two large loss of life events. Both extended the capabilities of the departments effected. Numerous Fire/Rescue agencies from across effected states and nation assisted in valiant efforts to control the events and maintain coverage response. It became abundantly clear from this disaster, and the ensuing relief effort, which followed, that greater coordination for inter-agency disaster management was required.

The purpose of this plan is to provide such coordination. It is based on a series of observed occurrences resulting from the shared experiences during these events. It is also an evolution of our past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach in providing a useful guide to assist the fire service in managing the types of devastation that our region is susceptible to.

The Connecticut Fire Service created the Statewide Emergency Response Plan to provide for the systematic mobilization, deployment, organization, and management of Fire-Rescue resources throughout the State, and the Nation, in *assisting* local agencies in remediation of the effects of a disaster. The local Fire-Rescue agency is the first tier of defense in responding to the ravages of a disaster. The primary function of Fire-Rescue personnel in the wake of a disaster is to conduct search and rescue activities, treat the injured found, and transport them to the closest available medical facility. No community has the resources sufficient to cope with all emergencies.

The effective management of emergency response personnel during the incipient stage of any major disaster and throughout its extended operations, will, by far, have the most significant impact on life loss and the severity of injuries to the affected population. The Statewide Emergency Response Plan lends itself to the rapid activation and response of aid to a community in the event of a localized disaster. These events include train derailments, hazardous materials incidents, wildland fires, domestic terrorism and other events that may overwhelm the department serving the community and its normal mutual aid resources.

Key Concepts of the Plan

The Plan is directed towards enhancing disaster management at the local, County, and state level of government by:

1. Utilizing the Incident Management System as a model to manage actions during a disaster.
2. Providing central coordination for Fire-Rescue resource response through Regional Management Teams, via Emergency Support Functions for firefighting and search and rescue (ESF 4 and 9) at the State EOC.
3. Providing resources for pre hospital EMS in coordination with ESF 8.
4. Pre-designating responsibilities for leadership and resources at the local, County, regional and state levels.
5. Integrating Fire-Rescue into the planning and response phases of Emergency Management systems at the regional and state level.

6. Encouraging each agency to sign the Statewide Mutual Aid Agreement for Catastrophic Disaster Response and Recovery, which supports all Fire-Rescue agencies responding in support of this Plan.

Connecticut Fire Service

The coordination of the Statewide Emergency Response Plan, including its development, revision, distribution, training and implementation is the responsibility of the Connecticut Fire Service. The Fire-Rescue Disaster Response Committee will oversee this process. The committee will be composed of the following:

- Fire-Rescue Disaster Coordinator (Chair)
- Fire-Rescue Disaster Committee (Vice-Chair)
- Regional Coordinators, one representative from each Region, totaling five
- Commission on Fire Prevention and Control, one representative
- Office of Emergency Medical Services or (OEMS until the commission is established), one representative
- Office of Emergency Management, one representative
- Division of Forestry, one representative
- State Fire Marshal, one representative

The State Fire Administrator or Committee Chair can add to this membership as deemed necessary for the success of the Plan.

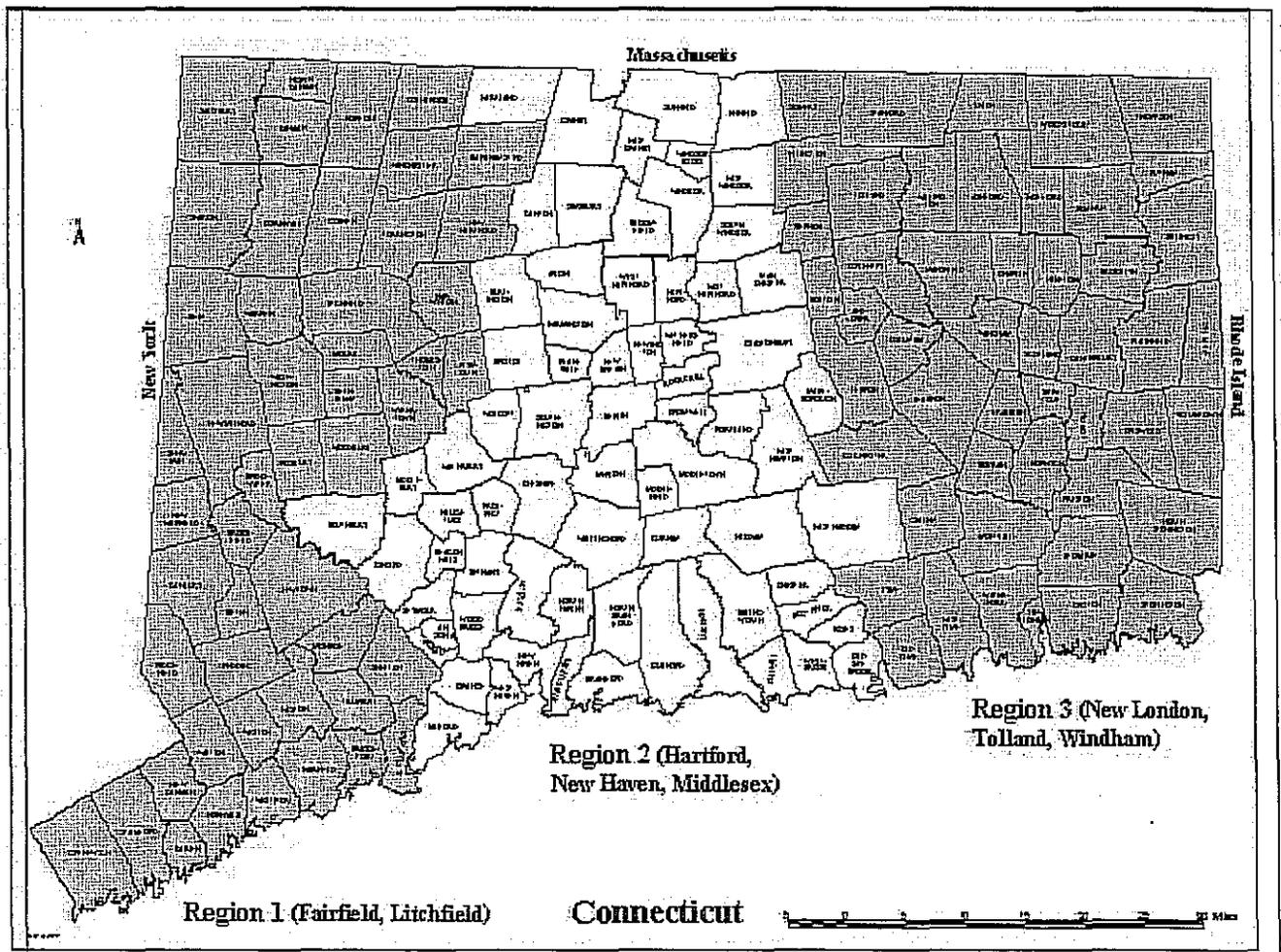
Plan Revision Process

- September:** The Disaster Response Committee members are requested by the Fire-Rescue Disaster Coordinator to solicit their respective areas, for recommended revisions to the Plan. These individuals will provide written comments to the Chair by the September.
- October:** The Fire-Rescue Disaster Response Committee summarizes the recommended revisions to the Plan. The Full Committee provides preliminary direction as to the scope of the proposed changes and sends it back to the Disaster Response Committee for final draft.
- January:** The Disaster Response Committee provides a final draft of the Revised Disaster Response Plan to State fire Administrator for reproduction and distribution.
- April:** The Revised Plan will be distributed to all of the Regional Coordinators and members of the Response Team and revisions will be included in the annual plan training. The updated plan will be posted on the Plan's Web page.

Regional Representation

The Connecticut Fire Service divided the state into three regional response areas. The Regions are designated Region 1 through 3 and they contain the following counties; Region 1 Litchfield & Fairfield, Region 2 Hartford, Middlesex & New Haven, Region 3 New London, Tolland & Windham. Within each region, the Regional Coordinator will appoint a management team. The Regional Coordinator will lead the Regional Management Team and appoint at least one alternate for each position. Representatives should be geographically separate in the region, minimizing the possibility of both persons being directly affected in the event of a disaster striking that region.

Each regional management team is responsible for tracking all available resources within the region. The Plan has incorporated standardized forms for ordering resources into the affected areas. Activity logs and chronological logs that are in compliance with State and federal guidelines are available to participating agencies. Current standardized fee schedules for the use of apparatus and equipment, allowable replacement costs will be provided to the participating agency when reimbursements are requested on declared disasters. It will be the responsibility of the participating agency to submit reimbursement forms to the appropriate Local, State or Federal agency. The three Regions are designated on the following map.



Organizational Structure and Responsibilities

The organizational structure within each region utilizes the designated roles of the Model Incident Management System (IMS). The management team appointed by the Regional Coordinator shall assume the functional responsibilities, outlined on the following page. These include Operations, Planning, Logistics, Finance/Administration, and EMS Liaison. County Coordinators must be appointed for each County as a vital logistical link from the area. Alternates for each position should be appointed in the event that the primary person is not available during a disaster. The above appointments should be geographically separate from each other in the Region. The individual departments shall then muster resources for the Region in support of the Plan. The three Regions, combined, comprise the Statewide Fire-Rescue resource network, which ultimately will receive its direction during a disaster from the State Fire-Rescue Disaster Coordinator. The State Coordinator or his designee will staff ESF 4 & 9 in the State EOC, with the State Fire Administrator, coordinating resource response into the affected Region.

The Commission on Fire Prevention & Control manages the ESF 4 and 9 functions, at the State level. An IMS structure, with pre-designated positions, will be established in the SEOC in Hartford. Support staff will consist of members of the Commission on Fire Prevention & Control office and members of the CFS. The CFS coordinates resource requests, serving as the Logistics function for statewide Fire-Rescue resources. The CFS also serves as an advisor to OEM and the Commission on Fire Prevention & Control's office on general emergency management issues.

Key Positions in the Plan

State Fire-Rescue Disaster Coordinator: Responsible for staffing ESF 4 and 9 in the State EOC and responsible for the oversight and implementation of the Plan and direction of the Disaster Response Committee. Disaster Coordinator shall appoint a Vice Chair of the Disaster Committee and alternate(s) as needed.

Regional Fire-Rescue Disaster Coordinators: Will coordinate disaster assistance operations at the Regional level and provide resources into the affected area(s). Appoints County Coordinators annually for each County within their region. Designates members and alternates to the Regional Management Team. There are a total of three coordinators, one per region, with at least one alternate per region appointed.

County Fire-Rescue Coordinator: One per County. County fire chief associations, or like groups, may be contacted for a name to be submitted to the Regional Coordinator for appointment. This position liaisons between the Emergency Manager of each County and the Regional and State Coordinators for the Plan. This person shall coordinate assistance among Fire-Rescue agencies in that County and will be the primary contact for the regional logistics officer for resources. One alternate should be chosen for this position.

Operations, Planning, Logistics, Finance/Administration, PIO, and Liaison: These positions should be filled from within the Region to support the activation and implementation of the Plan. It is stressed that these positions are in support of the Resources to the Region, and not to assume Command and Control of the Incident. However, upon the request of the agency having jurisdiction for the incident, separate overhead IMS teams may be activated for Command and Control operations.

Regional EMS Liaison: Regional Coordinator shall appoint One (1) for each Region. This position shall represent fire and non-fire based EMS resources. This position will assist in coordinating the efforts with ESF 8.

A checklist for each key position with their role and responsibilities are identified in Appendix A.

Training Competencies

Each of the personnel appointed to a designated role within this Plan should be encouraged to complete the following phases of training, when available. These include:

Incident Management System training through Connecticut Fire Academy (CFA), National Fire Academy (NFA) or I-200 offered through the Division of Forestry

State Fire-Rescue Plan Training offered through CFA or conducted at the Regional level, coordinated through the State Disaster Committee

Positional Training and Certification coordinated through the Division of Forestry within each Region (I-200, basic IMS, is a pre-requisite)

Integrated Emergency Management System available through OEM, FEMA and IAFC, offered on a rotating basis, nationwide

STATE OF CONNECTICUT EMERGENCY MANAGEMENT

Sec. 28-7. Local and joint organizations. (a) Each town or city of the state shall establish a local organization for civil preparedness in accordance with the state civil preparedness plan and program, provided any two or more towns or cities may, with the approval of the director, establish a joint organization for civil preparedness. The authority of such local or joint organization for civil preparedness shall not supersede that of any regularly organized police or fire department. No town or city of the state shall be eligible for any state or federal benefits under this chapter until such town or city has submitted to the state director of emergency management an emergency plan of operations approved by the local director of civil preparedness and the local chief executive which is subsequently approved by said state director.

(b) Each local organization for civil preparedness shall consist of an advisory council and a director appointed by the chief executive officer. The advisory council shall contain representatives of city or town agencies concerned with civil preparedness and representatives of interests, including business, labor, agriculture, veterans, women's groups and others, which are important to the civil preparedness program in the particular community. The director shall be responsible for the organization, administration and operation of such local organization, subject to the direction and control of the state director. The chief executive officer may remove any local director for cause.

(c) Each local or joint organization shall perform such civil preparedness functions in the territorial limits within which it is organized as the state director prescribes. In addition, such local or joint organization shall conduct such functions outside such territorial limits as are prescribed by the state civil preparedness plan and program or by the terms of any mutual aid agreements to which the town is a party.

(d) The director of each local or joint organization may, with the approval of the state director, collaborate with other public and private agencies within the state and develop or cause to be developed mutual aid agreements for civil preparedness aid and assistance in case of disaster too great to be dealt with unassisted. The director of such joint or local organization may, with the approval of the state director, enter into such mutual aid

agreements with civil preparedness agencies or organizations in other states. Such agreements shall be consistent with the state civil preparedness plan and program and, in time of emergency, each local or joint organization shall render assistance in accordance with the provisions of such agreements to which it is a party unless otherwise ordered by the state director.

(e) Each town or city shall have the power to make appropriations for the payment of salaries and expenses of its local or joint organization or any other civil preparedness agencies or instrumentalities.

(f) In the event of a serious disaster or of a sudden emergency, when such action is deemed necessary for the protection of the health and safety of the people, and upon request of the local chief executive authority, the Governor or the state director, without regard to the provisions of section 22a-148, may authorize the temporary use of such civil preparedness forces, including civil preparedness auxiliary police and firemen, as he deems necessary. Personnel of such civil preparedness forces shall be so employed only with their consent. The provisions of section 28-14 shall apply to personnel so employed.

(g) The state shall reimburse any town or city rendering aid under this section for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of employees of such town or city while rendering such aid, and for all payments for death, disability or injury of such employees in the course of rendering such aid and for all losses of or damage to supplies or equipment of such town or city incurred in the course of rendering such aid.

(h) Whenever, in the judgment of a local civil preparedness director, with prior approval of the state director of emergency management, it is deemed essential to authorize the temporary assignment, with their consent, of any members of civil preparedness forces who are not paid employees of the state or any political subdivision thereof, for a temporary civil preparedness mission, the provisions of section 28-14 shall apply. A complete written record of the conditions and dates of such assignment shall be maintained by the local director concerned and such record shall be available for examination by the state director of emergency management and the Attorney General. The state director shall establish the necessary procedures to administer this section.

Sec. 28-6. Mutual aid or mobile support units. (a) All civil preparedness units, forces, facilities, supplies and equipment in the state are deemed to be available for employment as mutual aid or mobile support. They may be ordered to duty by the Governor or state director only under the conditions defined in subsection (f) of section 28-7 or section 28-9, except that such civil preparedness units, forces, facilities, supplies and equipment may be employed in another state under the conditions specified in subsection (e) of this section.

(b) Personnel of such civil preparedness units or forces, while engaged in officially authorized civil preparedness duty, shall: (1) If they are employees of the state, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; (2) if they are employees of a political subdivision of the state, and whether serving within or without such political subdivision, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; and (3) if they are not employees of the state or a political subdivision thereof, be entitled to such compensation from the state as is determined by the Commissioner of Administrative

Services under the provisions of section 4-40 and to the same rights and immunities as are provided by law for the employees of this state, provided in no instance shall such compensation be determined at a rate less than the minimum wage as determined by the Labor Commissioner. All personnel of mobile support units shall, while on duty, be subject to the operational control of the authority in charge of civil preparedness activities in the area in which they are serving.

(c) The state shall reimburse a political subdivision for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of employees of the political subdivision while in training or on call by the Governor for emergency duty as members of a mobile support unit, and for all payments for death, disability or injury of such employees incurred in the course of such training or duty, and for all losses of or damage to supplies and equipment of such political subdivisions used by such mobile support units.

(d) Whenever the mobile support unit of another state renders aid pursuant to the orders of the Governor of its home state and upon the request of the Governor of this state, this state shall reimburse such other state for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of the personnel of such mobile support units incurred in rendering such aid, and for all payments for death, disability or injury of such personnel incurred in rendering such aid, and for all losses of or damage to supplies and equipment of such other state or a political subdivision thereof resulting from rendering such aid, provided the laws of such other state shall contain provisions substantially similar to those of this section.

(e) No personnel of mobile support units of this state shall be ordered by the Governor to operate in any other state unless the laws of such other state contain provisions substantially similar to those of this section.

Sec. 4-58a. Mutual aid fire pacts between state institutions and municipalities. (a) The superintendent of any state institution shall have the power to enter into agreements with any town, city, borough, fire district or other governmental subdivision having the duty to extinguish fires within its limits or any volunteer fire department respecting mutual fire protection, including, but not limited to, arrangements respecting use of fire fighting equipment and the services of such personnel of such institution who are members of an institutional fire brigade.

(b) Any employee of a state institution who is a member of its regular or volunteer fire department or institutional fire brigade who is injured or dies as a result of responding to, working at or returning from a fire outside of such institution, in accordance with an agreement entered into under subsection (a) with the municipality in which the fire occurred, shall be deemed to have been injured in the course of his employment and he and his estate shall be entitled to all the benefits of title 5 and chapter 568, provided the superintendent of such institution shall have authorized his service at such fire.

(c) The superintendent of any such institution may withhold the services of any member of the regular, volunteer or institutional fire brigade for fire fighting duty outside of such institution by reason of his assignment to regular or special duties at such institution.

Sec. 7-323o. State Fire Administrator, appointment and duties. There is established the position of State Fire Administrator who shall be appointed by the commission and who

shall: (1) Carry out the requirements of section 7-323n; (2) administer federal funds and grants allocated to the fire services of the state; (3) provide technical assistance and guidance to fire fighting forces of any state or municipal agency; (4) develop a centralized information and audiovisual library regarding fire prevention and control; (5) accumulate, disseminate and analyze fire prevention data; (6) recommend specifications of fire service materials and equipment and assist in the purchasing thereof; (7) assist in mutual aid coordination; (8) coordinate fire programs with those of the other states; (9) assist in communications coordination; (10) establish and maintain a fire service information program, and (11) review the purchase of fire apparatus or equipment at state institutions, facilities and properties and, on and after July 1, 1985, coordinate the training and education of fire service personnel at such institutions, facilities and properties. The provisions of this section shall not be construed to apply to forest fire prevention and control programs administered by the Commissioner of Environmental Protection pursuant to sections 23-33 to 23-57, inclusive.

Sec. 7-310. Operation of fire equipment in and provision of personnel and assistance to other municipality. Any city, town, borough, fire district, independent fire department or independent fire company may locate, use, man and operate fire stations, fire apparatus, ambulances, rescue trucks, radio and fire-alarm systems and other fire equipment and provide personnel and other assistance for the investigation of the cause and origin of fires, in any other city, town, borough or fire district, upon such terms respecting the location, use, management and operation as may be mutually agreed upon between the boards of fire commissioners or other persons having the management and control of the fire departments or fire companies. Any officer or member of a fire department or fire company while operating outside the jurisdictional limits of his fire department or fire company in accord with such an agreement shall have the same rights, privileges and immunities that are granted him when operating within the jurisdictional limits of his fire department or fire company.

Sec. 28-8. Outside aid by local police, fire or other preparedness forces. (a) At the request of the chief executive authority of any town or city, the appropriate authority of any other town or city may, with the approval of the state director, or, if so ordered by the state director, shall, assign and make available for duty and use outside his own town or city, under the direction and command of an officer designated for the purpose, any part of the police, fire fighting or other civil preparedness forces under his control.

(b) The officer and members of police, fire fighting or other civil preparedness forces rendering outside aid pursuant to this section shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in their home town or city.

(c) The state shall reimburse any town or city rendering aid under this section for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of employees of such town or city while rendering such aid, and for all payments for death, disability or injury of such employees in the course of rendering such aid and for all losses of or damage to supplies or equipment of such town or city incurred in the course of rendering such aid.

Emergency Support Functions

ESF	FUNCTION	LEAD AGENCY
1	Transportation	Department of Transportation
2	Communications	Office of State Emergency Telecommunications
3	Public Works & Engineering	Department of Transportation
4	Fire Fighting	Commission on Fire Prevention & Control
5	Information & Planning	Military Department Office of Emergency Management
6	Mass Care	Red Cross
7	Resource Support	Department of Administrative services
8	Health and Medical	Public Health/Office of Emergency Medical Services
9	Search & Rescue	Commission on Fire Prevention & Control
10	Hazardous Materials	Department of Environmental Protection
11	Food and Water	Department of Agriculture
12	Energy	Department of Public Utility Control
13	Military Support	Military Department
14	Public Information	Department of Administrative Services/Office of Emergency Management
15	Volunteers & Donations	Military Department Office of Emergency Management
16	Law Enforcement & Security	Department of Public Safety
17	Animal Issues	Department of Agriculture

ACTIVATION OF THE PLAN

When a Fire Department is affected by a disaster situation locally, the Fire Chief will request additional assistance from area mutual aid agencies. When the department is

no longer able to obtain additional assistance from area departments, requests for additional assistance must be directed to the Regional Emergency Operations Center (EOC). When the Regional EOC has exhausted all local resources, a request for additional assistance will be made to the State Emergency Operations Center (SEOC). The request at the SEOC will be forwarded to ESF 4 and 9. The Statewide Emergency Response Plan will be activated when a request for additional assistance has been made to ESF 4 and 9 at the SEOC.

Request for Assistance (RFA)

Each Fire Department that has signed the Statewide Mutual Aid Agreement has authorized three (3) individuals to sign on behalf of that agency when requesting or deploying resources. All requests for assistance will be processed through the State EOC utilizing the "Request for Assistance Form" (CFS Form 1a). The requesting agency will complete the top portion of the form, assuring that a detailed explanation of the mission to which those resources will be assigned is included. The requestor then utilizes the remainder of the form to identify exactly what and how many of each resource type will be needed. The form utilizes the accepted resource typing methodology included within this plan. That request will then be forwarded to the SEOC for processing, through ESF 4 and 9, who will fill the request utilizing this plan. Once a Region has committed to filling a request, the responding agency is to complete the "Response to Request for Assistance Form" (CFS Form 1b). Care should be taken to assure the proper type of resource and number being committed is completed, for each resource being deployed by the assisting agency. In addition, an hourly estimate of costs for the committed resources and estimated transportation costs to and from home base must be included on this form. That form, along with the Crew Deployment Form for that mission are to be returned to the SEOC, ESF 4 and 9 desk.

Resource Inventory

Each region will maintain an updated inventory of its equipment, vehicles and personnel which are available for response within the scope of the Plan. The participating agencies will review the resource inventory section for completion and submit to their County Coordinator, who will gather the resource sheets and pass them on to the Regional Coordinator. County Coordinators may utilize any resources available to them that sign on to participate in the plan, this includes Fire Brigades or Haz Mat as examples. It is clearly understood, as is the standard practice with all mutual aid agreements, that all equipment, vehicles, and personnel listed will be provided within the Plan only if available at the time of the request. When a request for assistance is received, the County Coordinator will call each participating department to request their available resources for deployment. The County Coordinator will utilize the resource inventory as a guide to track and request available resources. The Connecticut Fire Service developed a method of typing resources which is consistent with resource typing used by the Division of Forestry and is indicated in Appendix B along with completed examples.

The available resources are to be updated annually in accordance with the following guidelines utilizing the "Resource Inventory Forms" (CFS Form 2).

Directions

1. Only include resources that are available for response to a disaster elsewhere, without reducing your own capabilities to an unacceptable level.
2. The Types refer to minimum requirements. If all requirements are not met for a Type 1, but are for a Type 2, then list it accurately as a Type 2 (Example: 1250 GPM pumper with 500 gallons of water, meeting all other Type 1 requirements, but will be listed as a Type 2 because it has less than 750 gallons of water).
3. Use the special information area on the inventory list for resources that need clarification for unusual attributes (Example: personnel that are bi-lingual or sign for the deaf).

Use a separate list, if necessary, for additional resources not typed on these resource lists. Be specific in describing features or qualifications.

DEPLOYMENT OF RESOURCES

Critical Concepts

Critical to the success of this deployment plan are the three (3) concepts of: efficient timeframe for deployment, the ability to pre-stage resources in advance of a pending disaster and pre-identified Strike Teams and Task Forces within each region. In concert with these concepts, it is critical that all resources deployed are adequately documented and tracked from within each sponsoring Region. In addition, it is imperative that our personnel arrive on scene of a disaster with complete, appropriate PPE. The minimum personal protective equipment (PPE) for all out of jurisdiction assignments through the CFS Disaster Response Plan shall be full structural PPE, as specified in NFPA Standards. In addition, it is highly recommended that for deployments including wildfire assignments, wildland PPE as specified in NFPA standards be carried as well.

- Time Frame for Deployment: Unless specified otherwise at the time of request, the standard for deployment of Fire-Rescue resources shall be within three (3) hours of the mission assignment from the State EOC. Under certain circumstances a more rapid deployment may be deemed necessary by the SEOC and authorized as a "Rapid Activation". Time frame for deployment of these missions shall be within one (1) hour of the mission assignment from SEOC. It is anticipated that the pre-identified Strike Teams will fill these resource requests.
- Pre-identified Strike Teams: each Region is encouraged to pre-identify Strike Teams, made up of five (5) like resources, and/or Task Forces, made up of five (5) mixed resources. Each Strike Team and/or Task Force is to have a designated, trained Team Leader and common radio communications. The primary mission of the Strike Teams and/or task Forces will be response into areas affected by a disaster, to work within the Command Structure within that affected area. The most common use of these pre-identified teams will be for incidents requiring a rapid response, particularly those designated "Rapid Activation". It is anticipated that "Rapid Activations" will peak quickly and terminate within a shorter time frame, thereby allowing for a shorter preparation time. To accomplish the rapid deployment all of the required deployment documentation should be compiled and maintained by the Regional Coordinator in advance.
- Pre-Staged Resources: Based on the forecast of an imminent disaster, it may be

necessary to stage resources in advance, to better position them geographically for a timely response into an affected area. That decision will be made with the concurrence of the SEOC, the ESF 4 and 9 representative and the sponsoring Regional Coordinator. Once that mission has been tasked, the resources shall be prepared for deployment and sent to the identified staging area. The staging area designated must be under the direct supervision of a Staging Area Manager, provide the necessary logistical support to accommodate the deployed resources for a prolonged time period and provide a high degree of safety and security for all deployed resources. Once deployed to a staging area, all resources shall be considered in "active mission" status. Staged resources will only be released into an affected area, after confirming mission orders have been issued from the SEOC, ESF 4 and 9 representative.

Resource Definitions

To provide standardization in deployment, specific terminology has been chosen:

Strike Team: Five (5) like units, e.g. Type 1 Engines, with common communications and an assigned Strike Team Leader. The Leader should be in a separate vehicle for mobility and will meet with the Team at a staging area or other designated location and coordinate their response to, and efforts during, the incident.

Task Force: Five (5) units, which need not be identical, e.g. three (3) Type 1 Engines and two (2) Aerials, with common communications and an assigned Task Force Leader. The leader should be in a separate vehicle for mobility and will meet with the team at a staging area or other designated location and coordinate their response to, and efforts during, the incident.

Single Resource: Individual engines, equipment, personnel that may be requested to support the incident. A single resource will be the equipment, plus the individuals required to properly utilize it.

Company Staffing: Individual personnel that make up a company for staffing purposes is designated in Appendix B (Personnel & Miscellaneous Equipment).

The advantage of the regional configuration in the Statewide Emergency Response Plan is to provide effective mobilization and deployment of Fire-Rescue resources in order to provide rapid assistance to areas affected by a disaster. Regions have been configured to mirror the State Office of Emergency Management regional areas which provides for closer coordination with OEM and enables travel by Fire-Rescue resources within any Region to be accomplished in an efficient manner.

Specialty Positions

1. During a disaster there are often requests for specialty positions to fill specific needs. For the most part these will be activated and deployed as a typical single resource based on their availability as determined by the County Coordinator. Several key positions have their own disaster response deployment plans and organizational structure. The Connecticut Fire Chiefs Association's Disaster Response Plan is designed to utilize their system while still maintaining the integrity of the plan concept. Examples of these types of positions include public information officers, dispatchers and specialized Search and Rescue resources.

2. The State Coordinator will then notify the appropriate Regional Coordinator that they have responsibility for coordinating requests for the specialty position.
3. When a request is received at the State Emergency Operations Center and a mission has been authorized, the State Coordinator will contact the Regional Coordinator for the specialty position and initiate the request.
4. The State Coordinator for the specialty position will identify the resource and the Regional Coordinator will then task the request through the County Coordinator to the local agency that will be providing the resource.
5. The State Coordinator for the specialty position will track the deployment and keep the Regional Coordinator up to date on the status of the mission and any future needs related to the assignment.

The purpose of this system is to keep the primary tasking through the system to the County Coordinators and the local agencies. This provides a common issuer of tasking numbers at the local level and will minimize confusion by agencies being tasked.

Documentation

Once a Request For Assistance has been received by the State Emergency Operation Center, and a Region has agreed to fill that request, the Regional Coordinator must complete a "Disaster Team Deployment Form" (CFS Form 3) and an "Emergency Contact Form" (CFS Form 4) and fax them to ESF 4 and 9 at the SEOC.

The Crew Deployment Form shall contain the following information on each individual being prepared for deployment:

1. **Mission #** - to be issued by State E.O.C. Place next to the mission number the type of mission being filled. (Ex: ALS Strike Team)
2. **Date/Time Deployed** - to be updated as replacement crews are deployed.
3. **Message #** - original message number issued by the State E.O.C.
4. **Date/Time Demobilized** - to be updated as the mission is completed.
5. **Full Name** - as it would appear on payroll, social security, etc.
6. **Agency** - sponsoring department.
7. **Social Security Number** - as it appears on the individual's payroll records.
8. **Hourly Wage** - must indicate whether rate includes fringe. If it does not include fringe benefits, then the fringe benefit amount must be indicated in a percentage basis.
9. **Position** - to indicate position within strike team, task force or position filled resource request. (May also indicate fire service rank)
10. **Unit Designation** - apparatus number/designation individual is assigned to.

11. **Comments** - to provide additional information such as; fringe amount, special skills or when providing replacement personnel.

The Emergency Contact Form shall contain the name of a family member/friend and 24-hour contact number for each team member deployed.

Uniform Mission Tasking Numbers

Each Regional Coordinator will assure that all personnel and all equipment deployed under this plan are accounted for prior to, during and upon returning from each mission. To assist in the accountability process, the State Emergency Operations Center will issue uniform mission tasking numbers to all equipment, apparatus and personnel that are sent into an affected area or sent into staging areas. These numbers will be formatted as follows:

(Year) (Incident #) (Assignment #)
CFS / 01 / 001 / TF001

Mission Book

When resources are deployed to an affected area, the Regional Coordinator shall assure that the Strike Team Leader, or individual if single resource, receives a Mission Book which includes the following items prior to leaving home base:

1. Copy of all ICS forms (multiple copies of ICS 214, Unit Log).
2. Emergency Contact Form.
3. Copy of all vehicle/apparatus registrations.
4. Copy of basic vehicle/apparatus inventory.

Mission Orders

In addition, the Strike Team Leader, or individual if single resource, will receive mission orders. The Mission Orders will clearly identify:

1. The mission tasking number.
2. Contact name and telephone number of the staging location in affected area.
3. Directions to staging area (maps are always helpful).
4. Primary mission objective and any special instructions.
5. 24-hour contact numbers for regional coordinator/staff (to allow team leader the ability to submit daily situation reports and any necessary emergency communications).

Two copies of the Crew Deployment Form; one will remain in the possession of the Strike Team Leader, the other will be submitted to the affected area's representative upon reporting to the staging area.

- ***Left Blank for Pre-Hospital EMS Language***

LOGISTICAL SUPPORT

Self Contained

The logistical support of mutual aid resources is critical in the management of a disaster effort. It is believed a tiered resource response will be necessary. Initial units sent to a disaster should be self-contained for a period of 72 hours or able to return home each day, unless otherwise advised by the affected jurisdiction that logistical support has been established for the mutual aid forces. It is a fundamental assumption that this logistical support will be established as soon as possible and will be maintained by the agency requesting the resources. This shall include full structural fire PPE and wildland fire PPE, as appropriate.

The size of the response sent to the area, the severity of the disaster, the extent of the area involved, and the infrastructure that is still functional within the affected area, will ultimately determine the extent to which logistical support is required.

1. Transportation to and from the area:
 - Staging areas, within and outside, the disaster area
 - Overnight storage for vehicles
 - Maps and directions for responding personnel
 - Emergency towing and repairs
 - Designating fuel, oil, and water depots
2. Food supplies and preparation:
 - Self contained mobile food preparation units
 - Personnel to prepare/distribute meals
 - Sanitation and clean up
 - Food supplies/utensils
3. Overnight shelter and rehabilitation areas:
 - Provide suitable (secure) overnight shelter
 - Environmental considerations (rain, sun/heat, insects)
 - Bedding

- Transportation to and from shelter
- Parking and security of apparatus
- Electricity/generator power
- Water and sanitary facilities
- Communications links (in and out of the disaster area)

4. CISD considerations
5. Affected worker support/assistance

Communications

The key to the successful operation of the various resources into a region will depend heavily upon the ability of these agencies to communicate effectively among them. It is realistic to assume that in the wake of a major disaster, such as a hurricane, the existing communication system in the affected area will be inoperable or severely compromised. Therefore, responding mutual aid forces must be able to communicate with each other, independent of the local communications network. In addition, common terminology for all voice transmissions must be utilized.

It is essential that a statewide disaster communications network be established. This is perhaps the highest priority in the effort to design an effective statewide disaster response plan. A Frequency Plan has been established and is listed in Appendix C. The Communication Network should include the following:

1. The designation of a Statewide Communications Network (within the Statewide Emergency Management Radio Network) using non-proprietary hardware.
2. The non-proprietary hardware must have a cost that most small fire agencies can afford to purchase.
3. The Network must meet the eligibility requirements of FCC part 90.
4. The Network must be consistent with the State of Connecticut EMS Communications Plan.
5. The Network should be consistent with the use of transportable communications caches available through State Emergency Management, regional, and local government agencies.
6. The CFS will maintain a current list of emergency contact telephone numbers and pager numbers of the Officers, Board of Directors, Disaster committee, State, Regional, and County Coordinators.
7. Computer access, regionally, with Internet connection.
8. Use of clear text during disaster for radio communication with all Fire Rescue resources.
9. Designate a Statewide Communications frequency within the Statewide Emergency Management Radio Network.

Mutual Aid Communications Units

821 MHz. Common Channel Operation and Implementation:

As adopted by FCC Region 8 (New Haven, Middlesex, Litchfield and Fairfield) and FCC Region 19 (Hartford, New London, Tolland and Windham) Counties have established rules for the use of these National Calling and Tactical channels. These are to be used for response under the guidelines of this Plan and for coordination between different levels and types of services. The following assignments are designated by CFCA Technical Advisory Fire Frequency Plan:

Region 1	Fairfield:	Group 4 - 1
Region 1	Litchfield:	Group 2 - 3
Region 2	Hartford:	Group 4 - 1
Region 2	New Haven:	Group 3 - 2
Region 2	Middlesex:	Group 1 - 4
Region 3	New London:	Group 2 - 3
Region 3	Tolland:	Group 3 - 2
Region 3	Windham:	Group 1 - 4

Regional Communications Personnel:

Each regional shall assure that it maintains communications personnel, which are capable of maintaining, operating and troubleshooting their assigned communication responsibilities. At a minimum, each region shall assure the availability of a communications technician and/or a communications unit leader. Detailed position descriptions can be found in the Appendix section of this plan.

- Communications Technician: Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment. This position shall provide technical advice to the requesting agency and/or the Communications Unit Leader.
- Communications Unit Leader: Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of any statewide radio system or equipment, distribution of the radio equipment, inventory of communications equipment and the maintenance of same. When deployed, this position will report to the incident Command structure in place within the requesting agency.

REIMBURSEMENT PROCEDURES

Financial Assistance

When a major or catastrophic emergency exceeds local resources and area departments are unable to fulfill the needs of the citizens, then aid and assistance may be requested from the state of Connecticut. Such financial assistance is made available on a supplemental basis through a process of application and review. If community resources are insufficient, the local government may apply to the state for state assistance. The governor reviews the application, studies the damage estimates and, if appropriate, declares the area a state disaster. This official declaration makes state funds, personnel, and resources available.

However, if damages are so extensive that the combined local and state resources are not sufficient, the governor applies to the President for federal disaster assistance. A similar assessment of the application and damage estimates is completed. If the need for federal assistance is justified, the President issues a major declaration and resources are made available. This official declaration makes federal funds, personnel, and resources available. Federal funding is usually on a shared cost basis with 75% federal funds and 25% state funds.

FEMA Reimbursement

This section serves as a reference for information on disaster cost recovery to assist individuals in documenting disaster-related expenditures following a Presidential and/or State Declaration to facilitate reimbursement from the federal government, the state of Connecticut and the County's private insurance carriers. This section may appear tedious and burdensome, but it reflects FEMA's requirements and emphasizes the need for close compliance. If the department fails to be comprehensive, detailed, and accurate in the type and extent of documentation, portions of the claim and possibly the entire claim will be disallowed, and the department will be required to absorb these costs.

Reimbursement Eligibility

To meet eligibility requirements for FEMA reimbursement, an item of work must:

- Be required as the result of the major disaster event
- Be located within a designated disaster area
- Be the legal responsibility of the eligible applicant

FEMA Categories of Work

FEMA provides reimbursement of funds based on the type of disaster-related work that was performed. Each activity for disaster-related work is eligible for a specific amount of reimbursement. Therefore it is imperative that all disaster-related work activities must be identified and documented as one of the following FEMA categories. Under the Statewide Emergency Response Plan, the work most often performed under this Plan is Emergency Work: Work performed immediately to save lives and protect improved property and public health and safety, or to avert or lessen the threat of a major disaster. Emergency Work contains two categories: Debris Clearance and/or Protective Measures.

Disaster-Related Expenditures

FEMA will provide reimbursement of expenditures to perform emergency protective measures in disaster-related work. Reimbursements must be in accordance with Federal Financial Management Annex and 44 CFR, Part 206. Examples of eligible reimbursement activities include, but are not limited to:

1. Payroll expense for personnel operating at the incident
2. Hourly cost to operate capital equipment (fire engines, rescues, etc)
3. Expendable materials used at the incident
4. Equipment leased/purchased specifically for the incident
5. Contracted services made necessary by the disaster

Expenses for Personnel

According to the federal regulations only actual hours worked, either overtime hours or regular time hours, can be claimed for FEMA category A & B (emergency work). If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. Collective Bargaining Agreement).

On occasion, FEMA approves reimbursement for an option known as “backfilling”. If approved, this option would allow the department to be reimbursed when personnel are called back to work to replace an existing employee already approved to perform disaster related activities elsewhere. Accurate payroll records must be maintained to clearly identify the employee’s overtime hours versus regular time hours. In addition, records must identify each employee by location and purpose of the work in order to designate the proper FEMA category and organize the claim. The records must also include the CFS Mission Tracking Number. It is imperative that each member of a deployed CFS resource is accounted for daily on an ICS 214, “Unit Log”. In cooperation with the Commission on Fire Prevention & Control, resources deployed under the CFS Disaster plan will be reimbursed only for actual hours worked while assisting the requesting agency, plus travel time to and from home base. The practice known as “portal-to-portal” pay is not endorsed by the Fire Chiefs' Association and will not be reimbursed as a routine part of CFS deployments.

Expenses for Equipment

Each department may be eligible for reimbursement of equipment owned by the department used in disaster work. To assist in the reimbursement process, FEMA has developed an equipment rate schedule. The Finance Section Chief should obtain the most recent version of the FEMA equipment rate schedule prior to submitting for reimbursement. The current approved FEMA rate schedule, for use in cooperation with this plan is included within this section.

Each request for reimbursement of department owned equipment must contain the following information:

1. Mission Tracking Number as issued by CFS
2. Type and description of equipment
3. Location equipment was used
4. Number of hours used each day (show dates)
5. Total hours actually used (no standby time allowed)
6. Category of work performed

Approved FEMA Equipment Rates for CFS

Listed below are the base rates most often used for resources deployed under the CFS plan. A more complete listing of customary CFS equipment rates can be found in Appendix E.

Equipment	Rate/hour	FEMA Cost Code
Fire Apparatus to 200 hp	\$24.50/hr	8690
Fire Apparatus to 300 hp	\$35.00/hr	8691
Fire Apparatus to 400 hp	\$45.00/hr	8692
Ambulance to 150 hp	\$13.75/hr	8040
Ambulance to 210 hp& up	\$21.00/hr	8041
Command Vehicle	\$8.50/hr	8072

**Rates for other specialty vehicles may be found at www.fema.gov.

Damage/Loss of Equipment

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or lost must be documented along with sufficient supportive documentation such as video and/or photographs. If the documentation is not comprehensive, detailed, and accurate, portions of the claim and possibly the entire claim

may be disallowed, and the department will be required to absorb these costs.

Reimbursement Processing

Each department is responsible for preparing the necessary documentation and submitting a reimbursement claim for resources deployed under this Plan. The County Coordinator is responsible for collecting all documentation relative to the disaster incident from each department deployed. The County Coordinator will compile the documentation and identify eligible reimbursement in accordance with current FEMA guidelines.

The County Coordinator must coordinate the collection and documentation of all disaster-related forms and supportive documents for final review and possible submission to the Regional Coordinator. The FEMA reimbursement process is unique to each disaster and has led to processing reimbursement funds in a different manner, creating some degree of confusion and problems in reconciliation. Therefore coordination between the County and Regional Coordinator is paramount to ensure full and timely reimbursement.

CONNECTICUT FIRE SERVICE TRAVEL REIMBURSEMENT

This section is intended to be a guide for the processing and submission of reimbursement requests for travel associated with the operation, support, or training for the Association's Statewide Disaster Response Plan. It is not intended to serve as a reimbursement procedure for expenses associated with the deployment of Fire-Rescue resources under this plan.

Travel Purpose

The reimbursement process varies according to the purpose of the travel. Each purpose is subject to limitations, financial restrictions, and method of processing. The two purposes of allowable reimbursement are:

Section I Travel in support of the State EOC.

Section II Non-emergency travel associated with the CFS Disaster Response Plan.

Processing

The need for proper and accurate documentation cannot be overemphasized. The processing of travel requests will vary dependent upon the purpose of the travel. Any questions that may arise in the processing of these forms should be directed to the CFCA Executive Director.

Section I and Section II travel is processed through the State Fire Administrator to the Office of Emergency Management in accordance with the CFS's Memorandum of Understanding with the State of Connecticut.

Section I: Reimbursement Process for State EOC

Travel expenses, including per diem are eligible for reimbursement when an individual is operating as part of the CFS disaster response team assigned to the State EOC or filling an assignment in a support role, such as liaison officer, to ESF 4 and 9. Individuals will only be eligible for reimbursement if their activities are authorized, in response to a request for assistance through the State Disaster Response Network, and the necessary tasking number has been received. Individuals will only be reimbursed for actual travel expenses and will receive a per diem rate for meals as established by the State of Connecticut. Individuals operating under these₂₂ guidelines will be considered as part

of the state mutual aid program and will not be eligible for wages or overtime. Individuals traveling will be considered in the employment of their own respective agency. Any medical coverage or workers compensation claims will be processed through the individual's place of employment.

A. Travel Reimbursement Form

All requests for reimbursement must be submitted on the four-part, "State Voucher for Reimbursement of Travel Expenses Form". This form is available through the Division of State Fire Marshal. All completed forms will be processed through the State Fire Administrator's Support Staff to the Office of Emergency Management for reimbursement. Completed travel request vouchers should be submitted as soon as possible after the completion of your travel.

B. Per Diem

Individuals will be paid in accordance with the standard State of Connecticut per-diem rate. Receipts are not required for this reimbursement. The following is the authorized reimbursement amounts for meal costs:

C. Lodging

Lodging costs are reimbursed on the basis of the actual costs for accommodations. Individuals are expected to stay in standard rooms and to request a government rate if available. An original receipt indicating payment in full and a zero balance must be submitted with your travel voucher to insure reimbursement.

D. Transportation Costs Transportation Costs

Individuals are expected to travel in personal or an agency-owned vehicle when operating in the disaster response plan. Airline transportation or automobile rental requires approval from the State fire Administrator or the Commission on Fire Prevention & Control Emergency Coordinating Officer. Personal vehicle reimbursement is on a per mile basis. Individuals using a personal vehicle will be reimbursed at the rate of \$0.32 per mile. Individuals using an agency owned vehicle will be reimbursed for the actual cost of the fuel. Original receipts for fuel purchases must be submitted with your travel voucher.

E. Other Expenses

Other expenses including tolls, parking fees, laundry charges, etc. are reimbursable if they are a direct result of your travel. Personal telephone calls, movie rentals or entertainment costs are not eligible for reimbursement. Original receipts must be submitted with your voucher for reimbursement.

Section II: Non-emergency travel associated with the CFS Disaster Response Plan

Travel expenses, including per diem, are eligible for reimbursement when an individual is required travel in conjunction with the CFS Disaster Response Plan. The Chair of the Disaster Committee will coordinate travel requests through the State Fire Administrator. Members of the Disaster Response Committee will coordinate their travel through the Chair of the Disaster Committee. Individuals will only be eligible for reimbursement if their activities are authorized and involve activities associated with the Disaster Response Plan. Individuals will only be reimbursed for actual travel expenses and will receive a per diem rate for meals as established by the CFS. The CFS will NOT be responsible for any wages or the replacement of personal leave time from the employing agency of the individual. Individuals traveling will be considered in the employment of their own respective agency. Any medical or worker compensation claims will be

processed through the individual's employing agency.

A. Travel Reimbursement Form:

All requests for reimbursement must be submitted on the "CFS Expense Report Form" (CFS Form 5). All completed forms are to be sent to the State Fire Administrator. Completed travel forms should be submitted as soon as possible after the completion of your travel.

B. Per Diem:

Individuals will be paid in accordance with the standard State of Connecticut per-diem rate. Receipts are not required for this reimbursement.

C. Lodging

Lodging costs are reimbursed on the basis of the actual costs for accommodations. Individuals are expected to stay in standard rooms and to request a government rate if available. An original receipt indicating payment in full and a zero balance must be submitted with your travel voucher to insure reimbursement.

D. Transportation Costs

Individuals are expected to travel in personal or agency owned vehicles when traveling in conjunction with the disaster response plan. Airline transportation or automobile rental requires prior approval from the State Fire Administrator. Personal vehicle reimbursement is done on a per mile basis. Individuals using a personal vehicle will be reimbursed at the standard State of Connecticut rate per mile. Individuals using an agency owned vehicle will be reimbursed for the actual cost of fuel. Original receipts for fuel purchases must be submitted with your travel voucher.

Other expenses, including, tolls, parking fees, laundry charges, etc. are reimbursable if they are a direct result of your travel. Personal telephone calls, movie rentals, or entertainment costs are not eligible for reimbursement. Original receipts must be submitted with your travel expense form for reimbursement.

ACKNOWLEDGEMENTS

This document is the culmination of a desire to succeed and to improve in our mission to serve and protect the citizens of the state of Connecticut. Through the efforts and leadership of the Connecticut Fire Service and the Fire Rescue Disaster Response Committee, this document was possible. A special thanks goes to the members of the Disaster Response Task Force who brought the original concept forward from an idea to a reality.

ORIGINAL TASK FORCE MEMBERS

Chief Edward Richards, Enfield FD, Past President
Chief John Brady, North Madison FD, CFCA President
Chief Thomas G. Weber, Manchester FRE, CFCA 1st Vice-President
Chief Michael Varney, Ellington FD, CFCA 2nd Vice-President
Chief William Dunn, Meriden FD
Chief William Austin, West Hartford FD
Chief Tim Wall, North Farms FD
Chief Robert Ross, Middletown FD
Fire Marshal Philip Visintainer, East Hampton
Lieutenant Richard Warriner, Meriden FD
Jeffery Morrissette, State Fire Administrator
Chief Kerry Flaherty, Naugatuck FD

PLAN IMPLEMENTATION

Responsibility: The implementation of this plan shall remain with the person or persons with incident management authority in the event of a disaster within that jurisdictional area.

Actions:

- _____ Adopt Statewide Fire-Rescue Disaster Response Plan and blend into current Incident Management System.

- _____ In the event of an emergency/disaster when mutual aid assistance has been exhausted, the local jurisdiction shall conduct a needs assessment for determining the type and amount of additional resources required.

- _____ The locally affected jurisdiction establishes contact with County Coordinator through the office of the Regional Emergency Manager.

- _____ Transmit to the County Coordinator what logistical support, equipment, and personnel are needed for the affected local jurisdiction.

- _____ The County Coordinator contacts the State Coordinator through the Regional Coordinator and Emergency Manager with the needs assessment for the affected jurisdictions within the County.

- _____ The State Coordinator contacts the Regional Coordinator to verify the resources available within the Region to respond to the affected County.

- _____ Regional Coordinator gathers resources within the Region, verifies their response through the County Coordinator into the affected jurisdictions and advises State Coordinator which resources (committed or sent) from within the region.

- _____ Regional Coordinator contacts the State Coordinator when resource requests can not be filled from within the Region.

- _____ The State Coordinator gathers resources from the unaffected Regions and outside State assistance for response to the affected Counties/jurisdictions through the Regional Coordinator.

- _____ Regional Coordinators contact their County Coordinators to notify them of State activation and that resources may be requested.

- _____ The State Coordinator will establish an appropriate Fire Command/IMS structure in close proximity to the State EOC.

STATE FIRE ADMINISTRATOR

Position Responsibilities: Overall coordination and implementation of the Disaster Response Plan through the Disaster Coordinator.

Actions:

- _____ Annually appoints the Chair of the Association's Disaster Committee who also serves as the Statewide Disaster Coordinator.

- _____ Notifies the State EOC Coordinator through the Commission on Fire Prevention & Control annually with the identity of the Statewide Disaster Coordinator.

- _____ Appoints other members to assist the Disaster Committee as deemed necessary.

- _____ Communicates with Statewide Disaster Coordinator on all matters affecting Statewide Disaster Planning.

- _____ Assists Statewide Disaster Coordinator with Plan implementation and management as necessary.

- _____ Contacts adjacent State Chiefs' Associations, as necessary, to coordinate planning activities.

- _____ Liaison with IAFC for situation updates and assistance needs.

- _____ Attends critiques of the Plan.

STATEWIDE DISASTER COORDINATOR

Position Responsibility: Overall direction, coordination, implementation and management of the Statewide Disaster Response Plan.

Actions:

- _____ Appointed annually by the State Fire Administrator upon recommendation from the Statewide Disaster Response Committee of the Connecticut Fire Chiefs Association.
- _____ Serves as Chairman of the Disaster committee for the CFS.
- _____ Appoints a Vice Chair of the Disaster Committee.
- _____ Appoints Regional Coordinators for each of the three (3) disaster response regions
- _____ Maintains contact with all Regional Coordinators upon appointment.
- _____ Holds regular Disaster committee meetings. These meetings shall be conducted at least quarterly.
- _____ Represents the Disaster Committee to the Boards of Directors of CFS.
- _____ Makes reports to the full CFS on the Disaster Plan and the activities of the Disaster Committee, as needed.
- _____ Assists Regional Coordinators with assigning key staff members for the Plan, as well as County Coordinators. Personnel may be drawn from law enforcement, EMS, or other fields as deemed appropriate for the success of the Response Plan.
- _____ Insures Plan updating, training, funding and other administrative functions are on-going.
- _____ Coordinates Plan activation.
- _____ Serves as the Incident Commander for the Statewide Disaster Response Plan during Plan activation.
- _____ Serves as Fire Service representative/liaison in the State Emergency Operations Center to ESF 4 and 9.

STATEWIDE DISASTER COORDINATOR (Continued)

- _____ Assigns qualified personnel to work as Logistics Officers at ESF 4 and 9 in the State EOC in the event of activation.

- _____ Develops appropriate IMS support structure to implement the Plan. Such a support structure may be activated in cooperation with the Commission on Fire Prevention & Control's Office.

- _____ Serves as the liaison, during the disaster, to the affected Regional Coordinator in providing needed resources from other regions in the state.

- _____ Notifies Regional Coordinators of Plan activation and that resources may be required.

- _____ Coordinates and manages the Response Plan while implemented.

- _____ Assigns or is assigned a liaison in the disaster area.

- _____ Coordinates response requests from outside the disaster area or.

- _____ Coordinates demobilization of resources and deactivation of the Plan.

- _____ Critiques response with Disaster Committee and makes appropriate recommendations to the CFS for changes in the Plan.

VICE-CHAIR DISASTER RESPONSE COMMITTEE

Position Responsibilities: Assists the Disaster Coordinator in the overall direction, coordination, implementation and management of the Statewide Disaster response plan.

_____ Appointed annually by the Chairman of the Disaster Committee.

_____ Serves as chairman and disaster coordinator in the absence of the Statewide Disaster Coordinator.

_____ Responsible for coordinating all grants and training programs offered by the Disaster Committee.

_____ Serves as the Logistics Officer at the SEOC as necessary.

_____ Provides recommendations on revisions necessary to update the Disaster Plan.

_____ Liaisons with external associations and agencies on training opportunities.

REGIONAL FIRE-RESCUE DISASTER COORDINATOR

Position Responsibility: Command disaster assistance operations at the regional level.

Actions:

- _____ Appointed annually by the Chair of the Disaster Committee.
- _____ Identifies at least one (1) alternate for the Region.
- _____ Appoints Fire-Rescue personnel and other essential personnel within the region to serve as Operations, Plans, Logistics, Administration, EMS Liaison, Liaison, Public Information and their alternates as well as other positions deemed necessary to fill the Incident Management positions prior to or immediately after the disaster.
- _____ Serves as Incident Commander for the Fire-Rescue Response Plan in the affected Region. Uses the Statewide Coordinator as liaison for assistance outside of the Region.
- _____ Serves as member of the State Disaster Planning Committee.
- _____ Identifies County Disaster Coordinators.
- _____ Interacts with various Area Emergency Operations Centers in the Region.
- _____ Identifies mobilization staging areas for disaster assistance. Updates this information as needed.
- _____ Coordinates mutual aid assistance into the disaster area.
- _____ Pre-determines equipment, personnel, etc. that are available for response from within the region.
- _____ Communicates with the State Fire-Rescue Disaster Coordinator.
- _____ Responsible for training of staff, functional leaders, and alternates.
- _____ Maintains access to inventories of equipment, personnel, etc. in region.
- _____ Utilizes IMS as the management structure and establishes the components of it, as needed in support of the Region's activities.

REGIONAL FIRE-RESCUE DISASTER COORDINATOR (Cont)

_____ Maintains an overhead team for assignment to the State EOC at ESF 4 and 9, Fire Marshals office or advance teams into affected areas.

_____ Prepares (2) task forces available for rapid mobilization within 2 hours of a request.

_____ May serve as a liaison between Unified Command agencies within their region during an activation.

COUNTY FIRE-RESCUE COORDINATOR

Position Responsibility: Serves as the liaison for the Regional Fire-Rescue Disaster Coordinator to the local emergency management authority.

Actions:

- _____ Appointed annually by the Regional Disaster Coordinator.
- _____ Serves as a liaison for the Statewide Disaster Response Plan within the local EOC.
- _____ Identifies a contact for each department in the County.
- _____ Identifies each department's ability to provide assistance and what form that assistance will take; personnel, apparatus, etc.
- _____ Identifies resources for response; reports and updates this information to the Regional Logistics Officer.
- _____ Keeps records for rapid activation of personnel, equipment, etc. in the County.
- _____ Updates the Regional Logistics Officer and reports changes of equipment, personnel, etc.
- _____ Shall receive and/or assist the affected jurisdiction with their response needs assessment and transmits this through the Local Emergency Manager to the State Coordinator through the Regional Coordinator.
- _____ If the County Fire-Rescue Coordinator is in the affected area, the Coordinator becomes the requestor for assistance through the Regional Coordinator.
- _____ If the County Fire-Rescue Coordinator is in an unaffected area, resources are gathered as requested by the Regional coordinator.
- _____ Utilize IMS as the recognized management system and activate the components of it as needed.

INFORMATION OFFICER

Position Responsibility: This is a specialty position deployed through the Plan using an established system developed by the Connecticut Fire Service. Their responsibility is to deploy as requested and work for the requesting agency as tasked to formulate and release information about the incident to news media, the Public, and other appropriate agencies in a timely and accurate manner as approved by the State EOC, Public Information. Represent the CFS in a professional manner.

Actions:

- _____ Appropriate Regional Coordinator shall contact the PIO Section Deployment Team Committee Chairperson to identify requested resources.
- _____ A roster of members for the PIO Deployment Team will be kept by the Deployment Team Chairperson.
- _____ The PIO Deployment Chairperson shall check in and establish communications with the State EOC, ESF 14, Public Information.
- _____ All Fire Service PIO resources will be coordinated through ESF 4 & 9 at the State EOC. Tasking numbers will be received from the Regional Coordinator and be confirmed to the local agency through the County Coordinator.
- _____ When deployed to an incident the PIO will serve at the direction of the local agency and assigned local incident commander.

REGIONAL EMS LIAISON

Position Responsibility: Contact, communicate, and coordinate with the EMS private providers and those not directly under the immediate authority of the local fire department within the Region in accordance with the Disaster Response Plan. The emergency medical services function is the responsibility of ESF 8 "Health and Medical." The Connecticut Fire Service's Disaster Response Plan is used as the method to mobilize and deploy pre-hospital EMS resources. The Regional EMS Liaison provides a link between the Regional Coordinators and the field for EMS resources, especially those that may not be associated with local fire departments.

Actions:

- _____ Appointed by the Regional Coordinator annually.
- _____ Check in and establish communications with the Regional Fire-Rescue Coordinator, and receive briefing and assignment.
- _____ Identify assisting EMS agencies/jurisdictional representatives and establish communications and link them into the resource availability process.
- _____ Provide a point of contact for assisting EMS agencies/jurisdictional representatives, in coordination with the Regional Coordinator and appropriate County Coordinator.
- _____ Identify available ALS and BLS units, the number and types of transport units, and personnel that are State certified paramedics or EMT's, and report these numbers to the Regional Logistics Officer.
- _____ Respond to requests for EMS organizational contacts.
- _____ Monitor emergency situation and involvement of each EMS agency/jurisdiction.
- _____ Monitor incident operations to identify and resolve EMS related inter-organizational coordination problems.
- _____ Demobilize at the request of the Regional Coordinator and forward pertinent incident documentation.

REGIONAL OPERATIONS SECTION OFFICER

Position Responsibilities: Management and coordination of all resource deployment from the Region consistent with the Disaster Response Plan. This position is staffed at the determination of the Regional Coordinator.

Actions:

- _____ Activate and brief Operations Section branches, groups, and/or divisions, as necessary, to support the mission request.
- _____ Participate in the preparation of an incident action plan for resource deployment, after consultation with Operations staff.
- _____ Execute the incident action plan.
- _____ Contact, assemble and brief all branch, group, and division supervisors.
- _____ Implement pre-staging areas as necessary.
- _____ Determine on going needs, request additional resources as necessary, and resolve problems reported by subordinates.
- _____ Update Regional Fire-Rescue Coordinator, as needed.
- _____ Maintain log, including operational times, significant events, names of section personnel, etc.
- _____ Brief personnel as to current status of emergency operations and incident action plan objectives prior to deployment and relief.
- _____ Implement demobilization of Regional Operations Section, forward all logs and pertinent data for incident documentation.

REGIONAL PLANNING SECTION OFFICER

Position Responsibility: Collect, evaluate and disseminate information about the incident situation and status of resources, prepare strategies for the regional incident action plan, and manage the planning section unit(s). This position is activated at the determination of the Regional Fire-Rescue Coordinator.

Emergency Actions:

- _____ Check in and obtain briefing from the Regional Fire-Rescue Coordinator.
- _____ Organize, activate, brief, and manage planning section units (Situation, Resource, Documentation, Demobilization) as necessary.
- _____ Screen incoming damage and casualty information and see that pertinent data is posted to status boards, maps or similar records.
- _____ Utilize ICS forms 202-206, 221 as necessary.
- _____ Gather complete intelligence regarding the incident situation and status of resources.
- _____ Evaluate preliminary disaster information. Determine the extent of damage and estimate the extent of records required to support the emergency operations.
- _____ Schedule and facilitate planning meetings with Regional Fire-Rescue Coordinator and staff.
- _____ Maintain status of all emergency response resources.
- _____ Compile and display incident and resource status summary information.
- _____ Assist in preparation of the regional incident action plan for operational periods.
- _____ Assemble information on alternative strategies and make recommendations for the plan to the Regional Fire-Rescue Coordinator.
- _____ Prepare and distribute regional incident action plan.
- _____ Prepare demobilization plan and distribute as necessary.
- _____ Brief relief personnel as to plan section/incident status.
- _____ Maintain a unit log, including operational times, significant events, names of personnel, etc.
- _____ Insure documentation is complete for this section and entire incident.

REGIONAL LOGISTICS SECTION OFFICER

Position Responsibility: Manage resources, which provide for personnel, equipment, facilities, Services, transportation and material in support of the disaster activities. This position is activated at the determination of the Regional Fire-Rescue Coordinator.

Emergency Actions:

- _____ Organize, activate, brief and manage Logistic Section branches/personnel (County Coordinator, Support Branch, Services Branch, Other), as necessary.
- _____ Participate in the preparation of the regional incident action plan.
 - Advise on current service and support capabilities.
 - Prepare service and support elements of the incident action plan.
- _____ Identify current and future services and support requirements for planned and expected operations.
- _____ Coordinate and process all requests for additional resources from the Section Chiefs (in conformity with priorities established within the incident action plan).
- _____ Utilize resources as established within the Statewide Fire-Rescue Disaster Response Plan through the Regional Coordinator or liaison.
- _____ Maintain a section log including operational times, significant events, contracts, names of personnel, etc.
- _____ Notify relief personnel of current emergency/logistics status.
- _____ Demobilize section in conformity with demobilization plan.
- _____ Forward all pertinent data, logs, reports, paperwork to Plans for incident documentation.

REGIONAL FINANCE/ADMINISTRATIVE SECTION OFFICER

Position Responsibility: Manages and coordinates the financial and administrative aspects of the incident. Supplies documentation for reimbursements. This position is activated at the determination of the Regional Coordinator.

Emergency Actions:

- _____ Organize, activate and brief administrative units (Time Recording, Legal, Cost Analysis, Compensation and Claims), as necessary.
- _____ Attend planning meetings to gather information and provide financial, cost, and administrative analysis.
- _____ Provide information to the County Coordinators on reimbursement issues associated with the event.
- _____ Obtain and record all financial data and prepare incident cost summaries, as necessary.
- _____ Maintain a unit log to include times, significant events, names of personnel, etc. that are assigned to administrative section.
- _____ Demobilize Administrative Section in accordance with plan approved by the Regional Fire-Rescue Coordinator.

LIAISON OFFICER

Position Responsibilities: Serves as a Liaison for the Statewide Disaster Coordinator to the Incident Command structure within an affected area.

- _____ Appointed by the Statewide Disaster Coordinator or Logistics Section Chief at the State EOC to respond to an impacted area.
- _____ Assesses the situation at the local emergency operations center and from input gathered from the Incident Commander, Emergency Manager, and Fire Chief.
- _____ Act as an intelligence source for ESF 4 & 9 and the Office of Emergency Management, reporting back to them on the status from ground zero.
- _____ Serve as a resource for the local jurisdiction, guiding them on the process to obtain resources through the Disaster Plan.
- _____ Function as a liaison in the re-deployment of units by advising the local jurisdiction of requests coming from other jurisdictions for resources and by advising the State EOC of the status/need for resources within the jurisdiction where they are currently deployed.
- _____ Verify that requested resources have, in fact, made it to the requesting jurisdiction and report to ESF 4 & 9 on their status as well as keeping the local jurisdiction advised as to the status of requested but not yet received resources.
- _____ Evaluate local support of mutual aid resources and determine if needs are being met. Work with requesting agency(s) to address resource support needs.
- _____ Assist in the demobilization process.
- _____ Log Plan weaknesses so revisions can be made and identify future training needs.
- _____ Assist with any questions that come up about the Plan or the reimbursement process.
- _____ Liaison between the local jurisdiction, Division of Forestry, and other agencies for Plan implementation.

COMMUNICATIONS UNIT LEADER

Position Responsibilities: Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of deployed communication equipment, distribution of communications equipment, inventory of equipment and maintenance of the same.

_____ When deployed, this position shall report to the Incident Management structure in place within the requesting agency/jurisdiction.

_____ Prepare a regional communications plan to serve the communications needs of the requesting agency/jurisdiction.

- Assess and advise on current communication service and support capabilities.
- Prepare service and support elements of the communications plan.

_____ Ensure the communication equipment is deployed, set-up, tested and functioning properly.

_____ Coordinate and assure the distribution of portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.

_____ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.

_____ Assure repair, testing and programming communications equipment, as required.

_____ Maintain a section log including operational times, significant events, contracts, unit actions and personnel names.

_____ Demobilize in conformity with the Incident Demobilization Plan.

_____ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation.

COMMUNICATIONS TECHNICIAN

Position Responsibilities: Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment. In addition, this position may provide technical advice to the requesting agency and/or the Communications Unit Leader.

- _____ Assure communications equipment is deployed, set-up, tested and functioning properly.
- _____ Assure communications equipment is utilized to fulfill the critical elements of the established Incident Communications Plan.
- _____ Coordinate and assure the distribution of portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.
- _____ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.
- _____ Assure repair, testing and programming of communications equipment, as required.
- _____ Maintain a log of all repairs/service performed on equipment while deployed.
- _____ Provide for the transportation and security of equipment while deployed to, and returning from an affected agency/jurisdiction.
- _____ Demobilize in conformity with the Incident Demobilization Plan.
- _____ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation.

**CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCES
(MOBILE)**

RESOURCE	RADIO CALL	COMPONENTS (MINIMUM)	MINIMUM COMPONENTS			
			TYPE I	TYPE 2	TYPE 3	TYPE 4
ENGINE COMPANY	ENGINE	PUMP WATER TANK HOSE - 2 ½" (supply) HOSE - 1 ½" (attack) HOSE - ¾" PERSONNEL	1000 GPM 500 GALLONS 1200 FEET 200 FEET 4	500 GPM 500 GALLONS 1000 FEET 200 FEET 300 FEET 3	50 GPM 200 GALLONS 100 FEET 2	N/A
WATER TANKER	TANKER	PUMP WATER TANK	300 GPM 5000 GALLONS	300 GPM 2500 GALLONS	100 GPM 1000 GALLONS	1000 GALLONS
BRUSH/WOODS TRUCK	BRUSH TRUCK	PUMP HOSE - ¾" WATER TANK PERSONNEL WHEELS X DRIVE	50 GPM 100 FEET 1000 GALLONS 2 6 X 6	10 GPM 100 FEET 150 GALLONS 1 4 X 4	5 GPM 100 FEET 75 GALLONS 1 4 X 4	5 GPM 100 FEET 75 GALLONS 1 4 X 2
AERIAL EQUIPMENT	AERIAL	LADDER PLATFORM TELESQUIRT	100 FEET	50 FEET	N/A	N/A
RESCUE/AMBULANCE TRANSPORT CAPABLE	RESCUE	PARAMEDIC EMT ALS EQUIPMENT BLS EQUIPMENT STATE CERT. FF'S	1 1 YES YES	2 YES YES	1 1 YES NO	2 YES NO
TECHNICAL RESCUE	TECH RESCUE	AIR BAGS, SHORING, RAPELLING, ETC.	HEAVY	LIGHT	N/A	N/A
HAZARDOUS MATERIALS UNIT	HAZ-MAT	TECHNICAL LEVEL OR HIGHER	4	3	2	N/A
CFD (AIRPORT)	CFR	WATER FOAM TURRET GUN BUMPER TURRET PURPLE K PREMIXED FOAM	3000 GALLONS 400 GALLONS 1200 GPM 300 GPM	1500 GALLONS 200 GALLONS 300 GPM 500 LBS	 500 LB. EXT. 100 GAL. EXT.	N/A

**CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCES
(MOBILE) - CONTINUED**

RESOURCE	RADIO CALL	COMPONENTS	MINIMUM COMPONENTS			
			TYPE 1	TYPE 2	TYPE 3	TYPE 4
ALL TERRAIN VEHICLE	ATV	PUMP WATER TANK HOSE - 1' PERSONNEL	50 GPM 500 GALLONS 100 FEET 1	50 GPM 300 GALLONS 100 FEET 1	6 SEATS	2 SEATS
BULLDOZER (WITH OR W/O FLOW)	DOZER	SIZE PERSONNEL	HEAVY (D-7, D-8) 1	MED. HEAVY (D-5, D-6) 1	MEDIUM (D-4) 1	LIGHT (JD-350) 1
TRACTOR TENDER	TRACTOR TENDER	FUEL COMPRESSED AIR	100 GALLONS OPTIONAL	N/A	N/A	N/A
TRACTOR PLOW	TRACTOR	SIZE PERSONNEL	HEAVY (D-7) 1	MED. HEAVY (D-6) 1	MEDIUM (D-4) 1	LIGHT (JD-350) 1
CREW TRANSPORT	CREW TRANSPORT	PASSENGER SEATS	40	30	20	10
FIELD MOBILE MECH. W/ VEHICLE	MECHANIC	REPAIR OF MOBILE EQUIPMENT	HEAVY EQUIPMENT	LIGHT EQUIPMENT	N/A	N/A
FIELD KITCHEN	FIELD KITCHEN	MEALS	150	50	N/A	N/A
FUEL TRUCK	FUEL TRUCK	FUEL, SPECIFY TYPE (AV, DIESEL, GAS, JET)	1000 GALLONS	100 GALLONS	N/A	N/A
HEAVY EQUIPMENT TRANSPORT	TRANSPORT	CAPACITY	HEAVY (D-7, D-8)	MED. HEAVY (D-6)	MEDIUM (D-4)	N/A
ILLUMINATION	LIGHT	PORTABLE LIGHTS	TRUCK	TRAILER	N/A	N/A
PORTABLE PUMP	N/A	PUMPING CAPACITY	500 GPM	250 GPM	100 GPM	50 GPM
UTILITY TRANSPORT	UTILITY TRANSPORT	PAYLOAD WHEELS X DRIVE	1 TON + 4 X 4	UNDER 1 TON + 4 X 4	1 TON + 4 X 2	UNDER 1 TON + 4 X 2
MOBILE COMMAND VEHICLE	COMMAND POST	COMMUNICATION PERSONNEL (WORK AREA)	10	5	NA/	N/A
COMMUNICATIONS VEHICLE	COMMUNICATIONS	FREQUENCY RANGE	PROGRAM-MABLE	LOW BAND-VHF, UHF, 800 MHZ	VHF, UHF	N/A
AIR SUPPLY TRUCK	AIR TRUCK	COMPRESSOR STORAGE TANKS	25 CMF @ 5000 PSI 2000 CU FT	20 CMF @ 3000 PSI 1000 CU FT	15 CFM 2200 PSI 1000 CU FT	N/A

**CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCES
(AIRCRAFT)**

RESOURCE	RADIO CALL	COMPONENTS	MINIMUM COMPONENTS			
			TYPE 1	TYPE 2	TYPE 3	TYPE 4
AEROMEDICAL/RESCUE HELICOPTORS	AIR RESCUE	CREW	4	3	2	2
		MAXIMUM PATIENTS	6	3	2	1
AIR TANKER	AIR TANKER	CAPACITY	2000 GALLONS	1000 GALLONS	100 GALLONS	N/A
SUPPRESSION HELICOPTORS	CHOPPER	SEATS (INCLUDING PILOT)	16	9	5	3
		CARD WEIGHT	5000	2500	1200	600
		CAPACITY (POUNDS)	700	300	100	75
		TANK: GALLONS OF RETARDENT EXAMPLE	BELL 214 HEAVY	BELL 204, 205, 212 MEDIUM	BELL 206 LIGHT	BELL 47 LIGHT
HELICOPTOR TENDER	HELL-TENDER	FUEL AND SUPPORT EQUIPMENT	ALL	N/A	N/A	N/A
HELITACK CREW	HETTACK	3-CREW PERSONNEL	ALL	N/A	N/A	N/A
FIXED WING	AIR	SEATS	7	6	4	2

**CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCES
(PERSONNEL & MISCELLANEOUS EQUIPMENT)**

RESOURCE	COMPONENTS	MINIMUM COMPONENTS			
		TYPE I	TYPE 2	TYPE 3	TYPE 4
ADMIN./COMMAND PERSONNEL	INCIDENT COMMAND	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	OPERATIONS SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	PLANNING SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	MEDICAL SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	LOGISTICS SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	ADMIN. SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
SUPPRESSION	FIREFIGHTERS/OFFICER	STATE CERT.	VOL. W/TRAIN.	FAMILIAR	N/A
PARAMEDIC	STATE CERTIFIED PARAMEDIC	YES	YES	N/A	N/A
	STATE CERTIFIED FIREFIGHTER	YES	NO	N/A	N/A
EMERGENCY MED. TECHNICIAN	STATE CERTIFIED EMT	YES	YES	N/A	N/A
	STATE CERTIFIED FIREFIGHTER	YES	NO	N/A	N/A
HAZARDOUS MATERIALS	CERTIFICATION	COMMAND	TECHNICIAN	N/A	N/A
URBAN SAR	URBAN SEARCH & RESCUE	EXPERIENCED	N/A	N/A	N/A
URBAN SAR CANINE	URBAN SEARCH & RESCUE	EXPERIENCED W/HANDLER	N/A	N/A	N/A
WILDERNESS SAR	WILDERNESS SEARCH & RESCUE	EXPERIENCED	N/A	N/A	N/A
WILDERNESS SAR CANINE	WILDERNESS SEARCH & RESCUE	EXPERIENCED W/HANDLER	N/A	N/A	N/A
WATER RESCUE	SCUBA - OPENWATER	YES	YES	NO	N/A
	RESCUE SKIN DIVER	YES	NO	YES	N/A
FIRE INSPECTOR	STATE CERTIFIED	YES	COMPANY LEVEL	N/A	N/A
	EXPERIENCED	ALL	N/A	N/A	N/A
COMM. OPERATORS	EMERGENCY MEDICAL DISPATCHER	YES	NO	N/A	N/A
MOBILE MECHANIC	EXPERIENCED	HEAVY EQUIPMENT	LIGHT EQUIPMENT	N/A	N/A
RADIO TECHNICIAN	LIST QUALIFICATIONS	ALL	N/A	N/A	N/A
<i>MISCELLANEOUS EQUIPMENT</i>					
RADIOS	LIST FREQ. & PL (CHANNEL GUARD)	TABLE TOP	MOBILE	HANDHELD	N/A
CELLULAR PHONE		ALL	N/A	N/A	N/A
FAX MACHINE		ANY	N/A	N/A	N/A
DUPLICATION MACHINE	DESCRIBE	FULL SIZE	DESK TOP	N/A	N/A

*PENDING CERTIFICATION PROCESS

**CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCE INVENTORY FORM**

EXAMPLE

Region:	II	County:	Hartford
Department Name:	Manchester Fire-Rescue-EMS		
Department Address:	75 Center Street		
City:	Manchester	Zip Code:	06040
Fire Chief:	T. Weber	Daytime Phone:	(860) 647-3266
24-Hour Phone:	(860) 643-7373	Fax Number:	(860) 647-3268
Contact Person:	A/C Bob Bycholski		

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
<i>MOBILE EQUIPMENT</i>					
ENGINE COMPANY	1	1	1		
WATER TANKER					
BRUSH TRUCK					
AERIAL	1				
RESCUE/AMBULANCE					
TECHNICAL RESCUE					
HAZ-MAT UNIT					
CFR (AIRPORT)					
ALL TERRAIN VEHICLE					
BULLDOZER					
TRACTOR TENDER					
TRACTOR-PLOW					
CREW TRANSPORT					
MOBILE MECHANIC		1			
FIELD KITCHEN					
FUEL TRUCK					
HEAVY EQ. TRANSPORT					
ILLUMINATION		1			
PORTABLE PUMP			1		
POWER GENERATOR					
UTILITY TRANSPORT					
MOBILE COMMAND VEH.					
COMMUNICATIONS VEH.					
AIR SUPPLY TRUCK		1			With Personnel

**CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCE INVENTORY**

EXAMPLE

Region:	II	County:	Hartford
Department Name:	Manchester Fire-Rescue-EMS		
Department Address:	75 Center Street		
City:	Manchester	Zip Code:	06040
Fire Chief:	T. Weber	Daytime Phone:	(860) 647-3266
24-Hour Phone:	(860) 643-7373	Fax Number:	(860) 647-3268
Pager:	(860) 596-8800		
Contact Person:	A/C Bob Bycholski		

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
<i>AIRCRAFT</i>					
RESCUE HELICOPTER					
AIR TANKER					
SUPPRESS. HELICOTERS					
HELICOPTER TENDER					
HELITACK CREW					
FIXED WING					
<i>PERSONNEL ONLY</i>					
INCIDENT COMMANDER		1			
OPERATIONS SEC. CHIEF		1			
PLANNING SEC. CHIEF		1			
MEDICAL SEC. CHIEF		1			
LOGISTICS SEC. CHIEF		1			
ADMIN. SEC. CHIEF		1			
SUPPRESSION		10			
PARAMEDIC		5			
EMT		10			
HAZ-MAT					
URBAN SAR					
URBAN SAR-CANINE					
WILDERNESS SAR					
WILDERNESS SAR CANINE					
WATER RESCUE					
FIRE INSPECTOR	1				
FIRE INVESTIGATOR	1				
COMM. OPERATORS					
MOBILE MECHANIC	1				
RADIO TECHICIAN					
<i>OTHER EQUIPMENT</i>					
RADIOS			5		List Attached
CELLULAR PHONE	2				
FAX MACHINE	1				
DUPLICATING MACHINE					

LIST ADDITIONAL PERSONNEL (W/QUALIFICATIONS) AND ADDITIONAL EQUIPMENT ON SEPARATE PAGE

FREQUENCY PLAN

Base, Mobile, Portable

Frequency	CTCSS	Primary Use
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CONNECTICUT FIRE MUTUAL AID (Statewide)

46.16 MHz	141.3 Hz	Statewide Base to Base
33.78	179.9 Hz	Mobile for Fire Ground

CONNECTICUT FIRE MUTUAL AID (Counties)

33.70 MHz	None	Litchfield & New Haven
33.86 MHz	None	Fairfield
33.88 MHz	None	Tolland & Windham
33.90 MHz	None	Tolland, Windham, New London
33.94 MHz	None	Hartford
46.18 MHz	Different per Town	Middlesex
33.80	Different per Town	Tolland & Windham Mutual Aid

VHF INTERCITY NETWORK

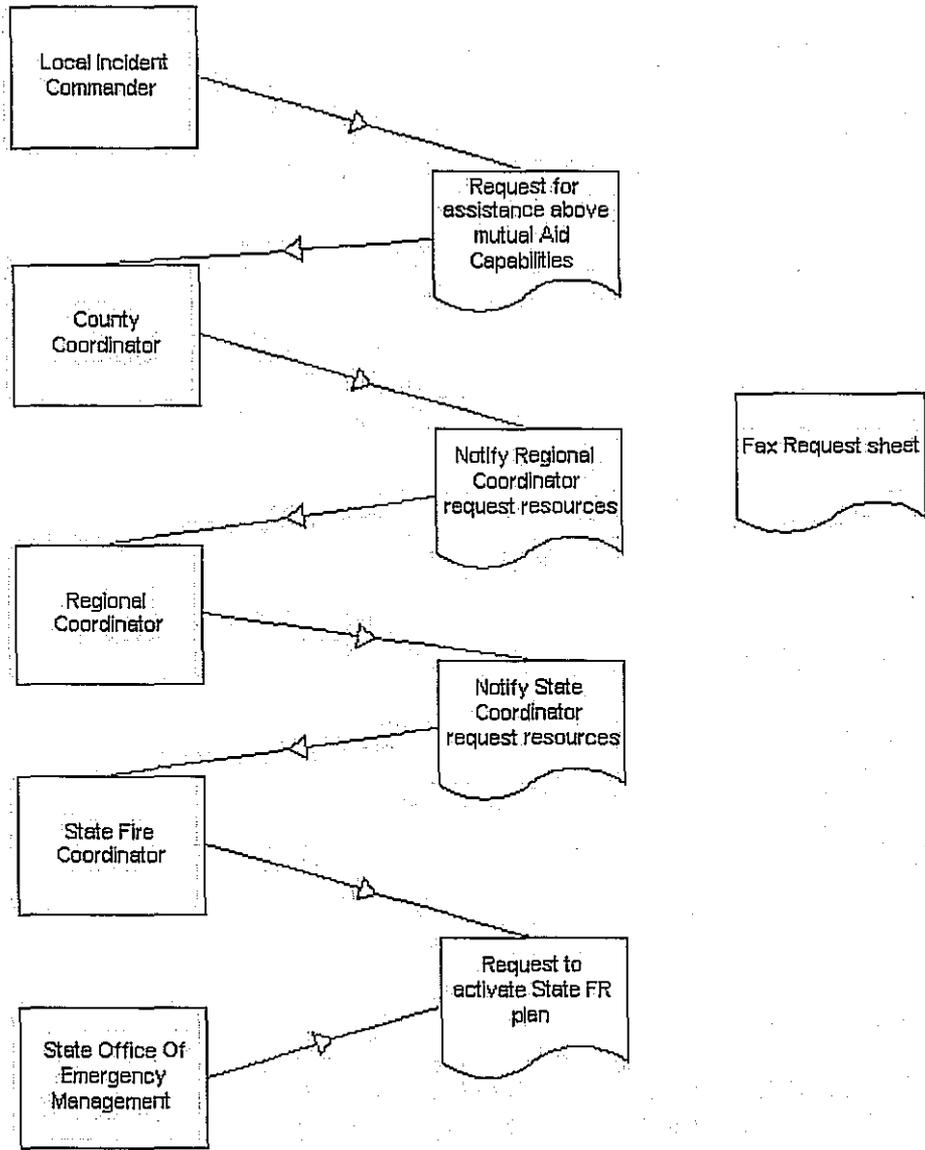
154.265 MHz	107.2 Hz	Hartford
154.265 MHz	82.5 Hz	Fairfield
154.295 MHz	107.2 Hz	South Central
154.295 MHz	118.8 Hz	Waterbury
154.280 MHz	82.5 Hz	Springfield
154.280 MHz	203.5 Hz	Winsted

NATIONAL PUBLIC SAFETY

821.0125/866.0125	156.7	National Public Safety Calling Repeater
821.5125/866.5125	156.7	National TAC 1 Repeater
822.0125/867.0125	156.7	National TAC 2 Repeater
822.5125/867.5125	156.7	National TAC 3 Repeater
823.0125/868.0125	156.7	National TAC 4 Repeater

APPENDIX D

Connecticut Fire Service
Statewide Fire-Rescue Disaster Rescue Response Plan
Request for activation flow chart (2/02)



Message #:		Date:		Time:		County:		Agency:	
Requestor:	Name:		Tel #:		Fax #:			Net:	
Brief Description of Mission Requested :									
Resources Report:		Date:		Time:		Estimated Resource Release:		Date:	
On Scene Contact:			Tel #:		Fax #:			Net:	
Resources Report Location:								Staging Tel #:	
Equipment Estimated Daily Work Hrs:				Personnel Estimated Daily Work Hrs:				Mission #:	
Comments/Information/Notes:									

RESOURCES REQUESTED

Category - Equipment	Type	CCode	Quantity	Comment/Info	Category -- Personnel	Type 1	Type 2
Strike Team - Engine					Incident Commander/Manager		
Strike Team - Brush Truck					Chief/Officer - Administration		
Strike Team - Water Tanker					Chief/Officer - Finance		
Strike Team - Other -					Chief/Officer - HazMat		
Aerial - Ladder Truck					Chief/Officer - Liaison		
Aircraft, Fixed Wing					Chief/Officer - Logistics		
Aircraft, Rotary					Chief/Officer - Medical		
Ambulance - ALS					Chief/Officer - Operations		
Ambulance - BLS					Chief/Officer - Planning		
Arson Van - SFM					Chief/Officer - Public Information Officer		
All Terrain Vehicle, Bombardier					Chief/Officer - Safety		
All Terrain Vehicle, Personnel Carrier					Diver - Skin/Scuba - Open Water		
All Terrain Vehicle, Honda type 4 wheel					Diver - Skin/Scuba - Fast Water		
Automobile					Dispatcher - Emergency Medical		
Automobile, Fire/Police					Dispatcher - Fire Service		
Bus					Dispatcher - Public Safety		
Command Trailer					Driver - Engine		
Command Vehicle					Driver Operator		
Fire Engine (structural)					EMT - State Certified		
Foam Truck					EMT/Firefighter		
Kitchen Trailer					EOC Staffing - FFCA,DOF,CAP,FASAR		
Pumper, Fire					EOC Staffing - SFM		
Radio - Cache					Fire Fighter - Structural		
Radio - Mobile					Fire Fighter - Volunteer		
Radio - Portable					Fire Fighter - Forestry		
Radio - Tower					Fire Inspector - State Certified		
Tanker, Water					Fire Inspector - Company Level		
Tender/Trailer, Water					Fire Investigator		
Trailer, Equipment					Fire Officer - Structural		
Trailer, Office					Fire Officer - Volunteer		
Truck, Brush					Fire Officer - Forestry		
Truck, Fire					Mechanic - Mobile - Heavy Equip		
Truck, Pick Up					Mechanic - Mobile - Light Equip		
Truck, Water					Paramedic - State Certified		
Other:					Paramedic/Firefighter		
Other:					SAR Leader		
Other:					SAR Leader - Assistant		
Other:					SAR Member - SFM		
Other:					SAR Member - Urban		
Other:					SAR Member - Urban - w/canine		
Other:					SAR Member - Wildemess		
Other:					SAR Member - Wildemess - w/canine		
Other:					Strike Team / Task Force Leader		
Other:					Strike Team / Task Force - Asst Leader		
Other:					Technician - HazMat		
Other:					Technician - Radio		
Other:					Other:		
Other:					Other:		

Message #:	Mission #:	Responding Agency:
Approver Name:	Tel #:	Fax #:
Contact Name:	Tel #:	Fax #:
Resources Available:	FROM	Date:
	Time:	UNTIL
	Date:	Time:
Estimated Hourly Cost for Responding Resources:	Estimated Transportation Costs To and From Home Base:	
Equipment Work Pattern or Hours:	Personnel Work Pattern or Hours:	
Logistics Required:		
Comments/Information/Notes:		

ASSISTANCE PROVIDED

Category - Equipment	Type	CCode	Quantity	Comment/Info	Category – Personnel	Type 1	Type 2
Strike Team – Engine					Incident Commander/Manager		
Strike Team – Brush Truck					Chief/Officer – Administration		
Strike Team – Water Tanker					Chief/Officer – Finance		
Strike Team – Other -					Chief/Officer – HazMat		
Aerial – Ladder Truck					Chief/Officer – Liaison		
Aircraft, Fixed Wing					Chief/Officer – Logistics		
Aircraft, Rotary					Chief/Officer – Medical		
Ambulance – ALS					Chief/Officer – Operations		
Ambulance – BLS					Chief/Officer – Planning		
Arson Van – SFM					Chief/Officer – Public Information Officer		
All Terrain Vehicle, Bombardier					Chief/Officer – Safety		
All Terrain Vehicle, Personnel Carrier					Diver – Skin/Scuba – Open Water		
All Terrain Vehicle, Honda type 4 wheel					Diver – Skin/Scuba – Fast Water		
Automobile					Dispatcher – Emergency Medical		
Automobile, Fire/Police					Dispatcher – Fire Service		
Bus					Dispatcher – Public Safety		
Command Trailer					Driver – Engine		
Command Vehicle					Driver Operator		
Fire Engine (structural)					EMT – State Certified		
Foam Truck					EMT/Firefighter		
Kitchen Trailer					EOC Staffing – FFCA,DOF,CAP,FASAR		
Pumper, Fire					EOC Staffing – SFM		
Radio – Cache					Fire Fighter – Structural		
Radio – Mobile					Fire Fighter – Volunteer		
Radio – Portable					Fire Fighter – Forestry		
Radio – Tower					Fire Inspector – State Certified		
Tanker, Water					Fire Inspector – Company Level		
Tender/Trailer, Water					Fire Investigator		
Trailer, Equipment					Fire Officer – Structural		
Trailer, Office					Fire Officer – Volunteer		
Truck, Brush					Fire Officer – Forestry		
Truck, Fire					Mechanic – Mobile – Heavy Equip		
Truck, Pick Up					Mechanic – Mobile – Light Equip		
Truck, Water					Paramedic – State Certified		
Other:					Paramedic/Firefighter		
Other:					SAR Leader		
Other:					SAR Leader - Assistant		
Other:					SAR Member – SFM		
Other:					SAR Member – Urban		
Other:					SAR Member – Urban – w/canine		
Other:					SAR Member – Wilderness		
Other:					SAR Member – Wilderness – w/canine		
Other:					Strike Team / Task Force Leader		
Other:					Strike Team / Task Force – Asst Leader		
Other:					Technician – HazMat		
Other:					Technician – Radio		
Other:					Other:		
Other:					Other:		

STATE FIRE RESCUE RESOURCE INVENTORY FORM

Region:		County:	
Department Name:			
Department Address:			
City:		Zip Code:	
Fire Chief:		Daytime Phone:	
24-Hour Phone:		Fax Number:	
Pager:			
Contact Person:			

MOBILE EQUIPMENT

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
ENGINE COMPANY					
WATER TANKER					
BRUSH TRUCK					
AERIAL					
RESCUE/AMBULANCE					
TECHNICAL RESCUE					
HAZ-MAT UNIT					
CFR (AIRPORT)					
ALL TERRAIN VEHICLE					
BULLDOZER					
TRACTOR TENDER					
TRACTOR-PLOW					
CREW TRANSPORT					
MOBILE MECHANIC					
FIELD KITCHEN					
FUEL TRUCK					
HEAVY EQ. TRANSPORT					
ILLUMINATION					
PORTABLE PUMP					
POWER GENERATOR					
UTILITY TRANSPORT					
MOBILE COMMAND VEH.					
COMMUNICATIONS VEH.					
AIR SUPPLY TRUCK					

STATE FIRE RESCUE RESOURCE INVENTORY FORM

Region:		County:	
Department Name:			
Department Address:			
City:		Zip Code:	
Fire Chief:		Daytime Phone:	
24-Hour Phone:		Fax Number:	
Pager:			
Contact Person:			

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
<i>AIRCRAFT</i>					
RESCUE HELICOPTER					
AIR TANKER					
SUPPRESS. HELICOTERS					
HELICOPTER TENDER					
HELITACK CREW					
FIXED WING					
<i>PERSONNEL ONLY</i>					
INCIDENT COMMANDER					
OPERATIONS SEC. CHIEF					
PLANNING SEC. CHIEF					
MEDICAL SEC. CHIEF					
LOGISTICS SEC. CHIEF					
ADMIN. SEC. CHIEF					
SUPPRESSION					
PARAMEDIC					
EMT					
HAZ-MAT					
URBAN SAR					
URBAN SAR-CANINE					
WILDERNESS SAR					
WILDERNESS SAR CANINE					
WATER RESCUE					
FIRE INSPECTOR					
FIRE INVESTIGATOR					
COMM. OPERATORS					
MOBILE MECHANIC					
RADIO TECHICIAN					
<i>OTHER EQUIPMENT</i>					
RADIOS					
CELLULAR PHONE					
FAX MACHINE					
DUPLICATING MACHINE					

LIST ADDITIONAL PERSONNEL (W/QUALIFICATIONS) AND ADDITIONAL EQUIPMENT ON SEPARATE PAGE

CFS EXPENSE REPORT

Payment is requested for expenses, which were incurred while on official Association business. Please submit separate expense report for each meeting.

Name:		Date:	
Address:			
City:		State:	
		Zip:	

Reason for Travel:	

Total Miles Traveled:		@ \$0.21 per mile	\$
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Lodging & Meals:			
	Days Lodging	@	per day
	Breakfast	@ \$ 6.00	per day
	Lunch	@ \$ 6.00	per day
	Dinner	@ \$ 18.00	per day

All other items such as tips, parking, cabs, etc. should be itemized:	
	\$
	\$
	\$
	\$
TOTAL DUE	\$

Signature:	
-------------------	--

Approved:		Date:	
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Receipts, with the exception of mileage, tips, and meals not exceeding the amounts indicated above must accompany all listed expenses.

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Construction Agreement – Birch Road Bikeway

Dear Town Council:

Attached for your review and consideration is the Construction Agreement for the Birch Road bikeway, one of the Town's federally funded transportation enhancement projects.

Move, that the Council endorse the attached resolution authorize the Director of Public Works to execute the agreement.

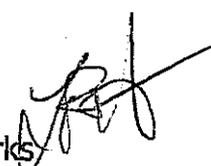
Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach:(1)

TOWN OF MANSFIELD
MEMORANDUM
10/3/02

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works 
RE: Construction Agreement – Birch Road Bikeway

Attached please find excerpts from the Construction Agreement for the Birch Road bikeway - - one of the Town's federally funded transportation enhancement projects. Design is nearing completion and we expect to bid and construct this project in 2003.

Council's action to authorize my signature of this agreement is respectfully requested via the attached resolution.

cc: Stephen T. Bowen, Project Engineer
file

attach: (1) Resolution
(2) Six pages of Agreement

State Project No.: 77-198

Federal Aid Project No.: TEA-PEDS(73)

Description: Agreement between the State of Connecticut and the Town of Mansfield for the construction, inspection and maintenance of the Birch Road Bikeway, utilizing Federal funds under the enhancement component of the Surface Transportation Program.

RESOLUTION

RESOLVED, that Lon R. Hultgren, Director of Public Works, be, and hereby is, authorized to sign the agreement entitled "Agreement Between the State of Connecticut and the Town of Mansfield for the Construction, Inspection and Maintenance of the Birch Road Bikeway, Utilizing Federal Funds under the Enhancement Component of the Surface Transportation Program."

ADOPTED BY THE _____ of the Town of Mansfield,
Connecticut, this _____ Day of _____ 2002.

Clerk (Seal)

Date

Excerpts from

Agreement No.

AGREEMENT
BETWEEN THE STATE OF CONNECTICUT
AND
THE TOWN OF MANSFIELD
FOR THE CONSTRUCTION, INSPECTION AND MAINTENANCE
OF THE
BIRCH ROAD BIKEWAY
UTILIZING FEDERAL FUNDS UNDER THE
ENHANCEMENT COMPONENT OF
THE SURFACE TRANSPORTATION PROGRAM

State Project No. 77-198

Federal-Aid Project No. TEA-PEDS(73)

THIS AGREEMENT, concluded at Newington, Connecticut, this day of , 200 , by and between the State of Connecticut, Department of Transportation, James F. Byrnes, Jr., Acting Commissioner, acting herein by Arthur W. Gruhn, P.E., Chief Engineer, Bureau of Engineering and Highway Operations, duly authorized, hereinafter referred to as the State, and the Town of Mansfield, Town Hall, 4 South Eagleville Road, Mansfield, Connecticut 06268, acting herein by Lon R. Hultgren, Director of Public Works, hereunto duly authorized, hereinafter referred to as the Municipality.

WITNESSETH, THAT,

WHEREAS, the required contract plans, specifications and estimates have been prepared for the Birch Road Bikeway, and

WHEREAS, said bicycle/pedestrian trail construction includes, but is not limited to, installation of a bituminous trail, fencing and landscaping along Birch Road and Route 44 from Hunting Lodge Road to Route 195, herein identified as State Project No. 77-198 and Federal-aid Project No. TEA-PEDS(73), hereinafter referred to as the Project, and

WHEREAS, the Municipality shall be responsible for the construction phase of the Project, which includes, but is not limited to, administration, inspection, and construction engineering services in conjunction therewith, and

WHEREAS, the Transportation Equity Act for the 21st Century of 1998 provides funding authorization for "Federal-aid highways, highway safety programs, and transit programs, and for other purposes," and

WHEREAS, the Project is eligible for funding under the Surface Transportation Program (STP) as defined in Title I, Section 1108 of the Act, and

WHEREAS, the State is exempt from any liability in conjunction with the subject Project pursuant to Section 13a-153 of the Connecticut General Statutes, as revised, and

WHEREAS, Section 13a-98i of the Connecticut General Statutes, as revised, provides that, "(a) The commissioner may enter into agreements for the acceptance and expenditure of funds concerning federal surface transportation urban program roadways or facilities and eligible federal surface transportation rural collector roadways or facilities with the United States Secretary of Transportation or local officials, or both, to develop plans and establish programs for, and construct improvements on or to such roadways or facilities using appropriations made to the Department of Transportation by the General Assembly and apportionments to the Department of Transportation by said Secretary of Transportation under the provisions of the Transportation Equity Act for the 21st Century, all amendments thereto and all applicable federal regulations...", and

WHEREAS, the Municipality has requested that federal funding be obligated so that Project-related construction activities can be authorized.

NOW, THEREFORE, KNOW YE THAT:
THE PARTIES HERETO AGREE AS FOLLOWS:
THE MUNICIPALITY SHALL:

(1) Designate an individual to act as liaison with the State to provide for the proper interchange of information during the construction phase of the Project and all activities related thereto.

(2) In accordance with Section 13a-98f of the General Statutes of Connecticut, as revised, "issue an appropriate order to any utility to readjust or relocate in or remove its utility facility at its own expense from any such federal surface transportation urban program roadway or facility as is deemed necessary by the municipality, "...provided the cost of readjusting, relocating or removing any municipally-owned utility facility shall be apportioned on the same basis as the cost of constructing such roadway or facility,"... located within the municipal right-of-way and the Municipality shall take all necessary legal action provided under Section 7-148 of the Connecticut General Statutes, as revised, to enforce compliance with the issuance of such order.

Any delays resulting in charges or claims by the Municipality's contractor which are the result of the failure of any utility to readjust or relocate in or remove its facilities within the area impacted by the Project because of the failure of the Municipality to carry out its responsibility as outlined in the first paragraph of this Article, shall become the responsibility of the Municipality.

(3) Acknowledge and agree to comply with "Agreements with Goals, Special Provisions, Disadvantaged Business Enterprises as Subcontractors and Material Suppliers or Manufacturers for Federal Funded Projects," revised October 16, 2000, insofar as inspection work is concerned, a copy of which is attached hereto and made part of this Agreement.

(4) Acknowledge and agree to comply with "Special Provisions, Disadvantaged Business Enterprises as Subcontractors and Material Suppliers or Manufacturers for Federal Funded Projects," revised October 23, 2000, insofar as construction work is concerned, a copy of which shall be made a part of the construction contract documents.

(5) Upon written approvals by the State, separate from this Agreement, advertise, receive bids, award a contract(s), make payments to contractor(s), and administer construction activities associated with the Project.

(6) Obtain bids for all Project items to be supplied or constructed by the Municipality's contractor(s) utilizing a bidding procedure acceptable to the State for a Federal-aid project. Thereafter, analyze all bids, submit a bid summary and request the State's approval to award the Project.

(7) Assure that the following pre-award requirements are met by the apparent low bidder:

- (a) Disadvantaged Business Enterprises documentation is in order;
- (b) A schedule of progress or time chart for the Project has been developed; and
- (c) A complete statement of the origin and manufacturer of any manufactured materials to be used in the construction phase of the Project has been furnished. In conjunction therewith, the "Anticipated Source of Material - CON 83" form will be provided by the State.

(8) Upon verification, by the State, that all affirmative action and pre-award requirements (indicated in Article (7) herein) have been complied with, award the contract to the lowest responsible bidder.

(9) Make no change which will increase the cost of the Project or alter the termini, character or scope of work without prior written State approval. In addition, the Municipality shall not grant any contract time extensions without advance State approval.

(10) Notify the State as to the commencement of the Project's construction activities via the attached CON 82 form. Failure to properly file this form with the State shall jeopardize the Federal proportionate share of the funding for this Project.

(18) Document expenses by recording all contractor's costs, consultant fees and all municipal costs including payroll hours on time sheets, material purchases (including bills), and equipment charges. Equipment rates will be based on a municipal audit, if available, acceptable to the State. In the absence of acceptable municipal rates, the State's rates, for the year of use will be used. In the absence of acceptable State rates, rates developed by the Federal Emergency Management Agency (FEMA) for the year of use will be employed.

(19) Pay one hundred percent (100%) of all construction costs which are the result of errors and/or omissions, solely of the Municipality or its consultant, in the contract plans, specifications and estimates or due to inadequate administration, inspection and/or construction engineering services. The percentage(s) derived from the ratio of the total cost of all State-provided services to the total construction cost, as determined by a post-construction audit, will be used to determine the cost of State-provided services incurred due to said errors and/or omissions.

(20) Pay for all construction related costs, without reimbursement, in the event the Project is canceled by the Municipality without "good cause." However, the Municipality may request cancellation of the Project, and if determined by the State and the Federal Highway Administration to be justifiable and with "good cause", Federal participation in expenditures will be provided up to the percentage of acceptable work completed to the approved date of cancellation. A shift in municipal priorities, or lack of municipal funding, are considered to be within the control of the Municipality and will not be considered as "good cause".

(21) Pay for advertising, construction contract items, administration, inspection and construction engineering services, including assistants and/or consultants or contractors, rendering professional, technical, engineering or other assistance and advice during the construction phase of the Project. Expenditures approved by the State will be reimbursed under the provisions of Articles (27), (40) and (42) of this Agreement. Written documentation shall be provided to the State indicating procedures utilized for the employment of municipal forces and/or retention of consultants providing construction services for the Project.

(22) Assume all responsibility and liability for:

- (a) The proper maintenance and operation of all the Municipality's facilities constructed as part of this Project, upon completion of the Project, to the satisfaction of the State and the Federal Highway Administration, including, but not limited to the following facilities constructed within the State highway right-of-way:

Bituminous Trail	Safety Rail
Landscaping & Trees	Sign Wall
Trail Signs	Stone Seat Wall
Object Markers	Concrete Walks

(42) That the total estimated cost for the construction phase of the Project is Five Hundred Eighty-one Thousand Nine Hundred Dollars (\$581,900), which includes anticipated expenditures of Thirty-eight Thousand Two Hundred Dollars (\$38,200) for services to be provided by the Municipality and Thirty-three Thousand Three Hundred Dollars (\$33,300) for services to be provided by the State.

The maximum amount of reimbursement to the Municipality under the terms of this Agreement is Four Hundred Thirty-eight Thousand Eight Hundred Eighty Dollars (\$438,880), unless revised under the provisions of Article (32) of this Agreement.

ESTIMATED CONSTRUCTION COSTS

State Project No. 77-198 Federal-aid Project No. TEA-PEDS(73)

A.	Contract Items and Contingencies	\$510,400
B.	Incidentals to Construction- Municipal (Services + Field Office)	\$38,200
C.	Incidentals to Construction- State (Material Testing)	\$9,500
D.	Incidentals to Construction - State (Oversight)	\$23,800
E.	Total Construction Cost (A+B+C+D)	\$581,900
F.	Estimated Municipal Proportionate Share of the Total Construction Cost (20% of E)	\$116,380
G.	Estimated Federal Proportionate Share of the Total Construction Cost (80% of E)	\$465,520
H.	Maximum Amount of Reimbursement to the Municipality (80% of [A+B])	\$438,880
I.	Amount to be deposited by the Municipality in accordance with Article (16)(a) of this Agreement (20% of [C + D])	\$6,660
J.	Demand deposit required from the Municipality for depreciation reserve credit in accordance with Article (16)(b) of this Agreement.	\$-0-
K.	Total Demand Deposit (I+J)	\$6,660

Agreement No.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year indicated.

WITNESSES:

STATE OF CONNECTICUT
Department of Transportation
James F. Byrnes, Jr., Acting Commissioner

Name:

By _____ (Seal)
Arthur W. Gruhn, P.E.
Chief Engineer
Bureau of Engineering and
Highway Operations

Name:

Date: _____

TOWN OF MANSFIELD

Name:

By _____ (Seal)
Lon R. Hultgren
Director of Public Works

Name:

Date: _____

APPROVED AS TO FORM:

Attorney General
State of Connecticut

Date: _____

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Road and Traffic Sign Issues

Dear Town Council:

The attached correspondence is in response to issues that were raised by the Town Council asking the Town Manager to get more information regarding road signs at various town locations.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach:(1)

TOWN OF MANSFIELD

MEMORANDUM

10/1/02

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works
RE: **Signs**



1. Center Street – No through traffic

These signs were authorized by the Traffic Authority at its April 4, 2002 meeting. Complaints about speeding "cut-through" traffic using Center Street to avoid the signal at Rt. 195/89 date back to November of 2000. The road did not meet the criteria for speed humps. A diverter at the intersection of Route 89 and Center Street was proposed by staff and approved by the Traffic Authority. In polling the neighborhood, one resident objected to the diverter. The signs were then approved on an interim basis. Traffic and speeds will be monitored to determine whether or not the signs have been effective.

2. Speed Hump Signs

Town guidelines (adopted by the Traffic Authority and based on the original ITE speed hump guidelines) call for warning signs prior to sections that have humps and signs at each hump. Additionally, humps are striped and "bump" is stenciled on the pavement before each hump. The latest ITE guidelines call for warning signs and object markers at each hump. To be consistent and to account for winter sand – which tends to obscure pavement markings – we have continued to install "bump" signs at each hump.

3. Bicycle Signs

"Share the Road" bicycle signs were paid for and installed as part of the Town's first two transportation enhancement projects (Mall and UConn area). As envisioned for these projects, signs would be placed *within sight of each other* to serve as a constant reminder to motorists they were traveling on a Mansfield bike route. In actuality, we ended up installing 300 of the 337 signs that were intended for the 17 miles of routes in these two projects on the 25 miles of all the bike routes in Town. This works out to about a sign every 900 feet. As explained previously (and verified by the Town Attorney last year), these signs are properly used in accordance with the Uniform Manual on Traffic Control Devices to warn motorists of slower moving traffic.

cc: Timothy M. Webb, Superintendent of Public Works
Stephen T. Bowen, Project Engineer

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Concept Proposal – Relocation of Mansfield City Road near Stearns Road

Dear Town Council:

The attached memo regarding the concept proposal for the relocation of Mansfield City Road near Stearns Road is a proposal for discussion by the Town Council.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

Attach:(1)

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TOWN OF MANSFIELD
MEMORANDUM
9/16/02

TO: ✓ Martin H. Berliner, Town Manager
Gregory J. Padick, Town Planner

FROM: Lon R. Hultgren, Director of Public Works 

RE: **Concept proposal - - Relocation of Mansfield City Road
near Stearns Road**

In the 1980's when we were first developing potential transportation enhancement grant proposals, we included in a "Mansfield Center" project (that was never funded) the relocation of Mansfield City Road from its intersection with Stearns Road behind the existing farmhouse southerly to the next curve on the road, a distance of about 1,200 feet. This was originally suggested to eliminate the sharp curve on Mansfield City Road at Crane Hill Road which is a little narrow for bicycles and cars to negotiate at the same time.

More recently, we were contacted by the Bahler's who operate the farm at the corner of Mansfield City Road and Crane Hill Road to see if the Town might still be interested in relocating the road behind the farmhouse - - a project they say would make operating this farm more attractive in the future as it would put the main barn and the farmhouse on the same side of the Town road.

A map of this concept is attached. Staff has looked for grants that could help implement this proposal but have not found any to date. However, we have researched this concept and at this point believe it could be feasible over the course of several years done with Town forces. This would involve:

1. Swapping the new road right-of-way (owned by Stearns) for the old road right-of-way (Mansfield City Road from Crane Hill to the old/new junction). This would be done via maps and deeds prepared by the Town. (The Stearns' are supportive of this.).
2. Building 1,200 feet of new road, which by our preliminary calculations would include 10,000 CY of grading, 2,500 tons of gravel, 1,250 tons of processed gravel, 900 tons of asphalt, 1,500 feet of drainage pipe, 5 catch basins, and plantings, seeding, signs, etc. If we use gravel and processed gravel that the Town has, the materials costs for this project (paving and pipe, etc.) are in the \$50,000 range.

3. A multi-year project. We cannot start this project until the Maple Road drainage project and the 4th Lions Club field grading is complete (late 2003 or early 2004). We likely would then take at least 2 or 3 years to complete the work – working on this project each year in between our regular spring, summer and fall maintenance work.

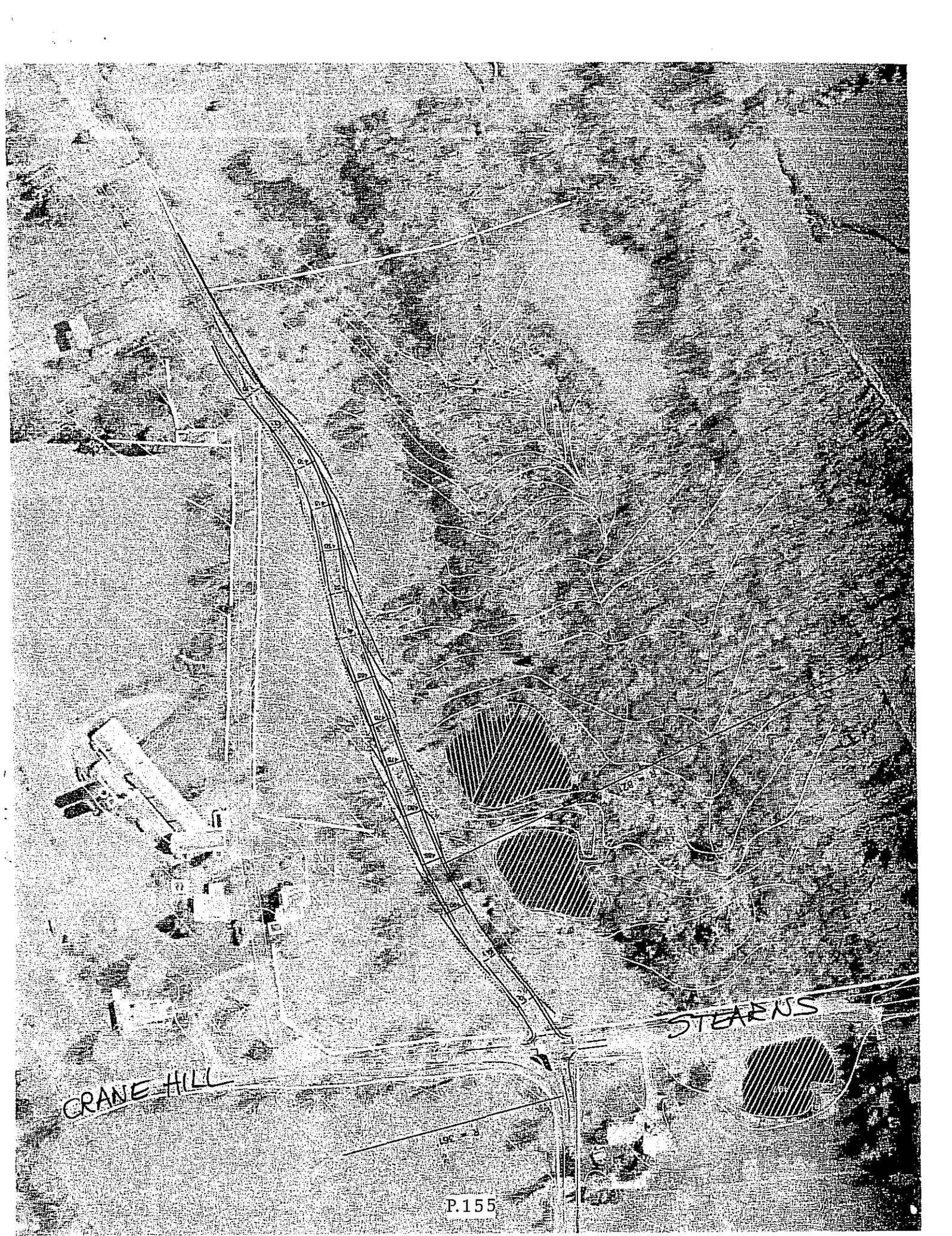
With all of the potential Town improvement projects, why would we want to undertake this one? Here are some of the reasons I can think of:

1. It would improve the safety of our North-South bike route on Mansfield City Road.
2. It would improve Mansfield City Road as a North to South traffic artery, and eliminate one town road intersection.
3. It would help preserve a working farm - - the Bahler's plan to purchase this farm from the Stearns'.
4. It would provide a scenic section of Town roadway, in that the new road would go by the two farm ponds on the property.
5. It would move the road away from the stone well at the edge of Mansfield City Road near Crane Hill Road, eliminating this vehicular movement.
6. It would establish a new "four corners" intersection at Mansfield City Road and Stearns Road.

Since we don't have to do this work, I am interested in Council and PZC opinion as to the appropriateness of this project for the Town. I will be able to discuss this concept at your convenience.

cc: Mr. and Mrs. G. Bahler
Grant Meitzler, Assistant Town Engineer
Timothy M. Webb, Superintendent of Public Works
Stephen T. Bowen, Project Engineer
file

attach: 1



CRANE HILL

STEAKENS

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 15, 2002

Town Council
Town of Mansfield

Re: Open Space Acquisition – Fesik Property

Dear Town Council:

Attached please find information concerning the proposed acquisition of the Fesik Property between Crane Hill Road and Puddin Lane. The negotiated purchase price is \$7,000 for the 7.5 acre parcel. The Town has executed an agreement to purchase the land, subject to final approval by the Town Council.

The Open Space Preservation Committee supports the acquisition of this property. A copy of the Open Space Committee's recommendation is attached.

If you wish to proceed, the following sections would be in order:

1. Set a public hearing for October 28, 2002 at 7:30 p.m. and;
2. Refer this item to the PZC pursuant to CGS 8-24

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:

OPEN SPACE PRESERVATION COMMITTEE
RECOMMENDATION TO THE TOWN COUNCIL

Three properties adjacent to Town land that was acquired from the Vernon parcel on Crane Hill Road

Description

A survey of the Vernon property on Crane Hill Road shows three properties at the south edge of land purchased by the Town from the Vernon family. All of these parcels are available for purchase or acquisition by the Town. They have mature woods of oak, beech and hickory and slope eastward toward Sawmill Brook.

1) An 11.16-acre landlocked parcel belonging to the Vernon family that abuts Town land to the north and Joshua's Trust land to the west (see the survey map). The Nipmuck Trail crosses this property on its way from the Town land to the Trust land. The Vernon parcel is available for the Town to purchase and would provide a protected link between the Town land and the Trust's land. On the Trust's land, a side trail leads west across other Town land to the end of Jacobs Hill Road.

2) A landlocked parcel of approximately 11 acres abutting the east side of parcel 1 (described above) and also abutting Town land on the north side. The most recent ownership found during the Vernon survey was by Andrew Pierce, as recorded in vol. 30, page 30, of the Town records. Sawmill Brook forms the eastern boundary of this property (approximately 400 feet on the brook).

3) A 7.5-acre landlocked parcel, which Florence Fesik has offered for sale to Joshua's Trust, is surrounded on three sides by Town land purchased from the Vernon family. Discussion with the Trust indicates that the property would be available for purchase by the Town.

Goals

These three parcels form a continuous strip of land along the south edge of Town land and would contribute to a protected corridor for a section of the Nipmuck Trail, a first priority in the Town Plan of Conservation and Development. The committee recommends purchase of parcels 1 and 3. Acquisition of the former Pierce property (parcel 2) would contribute to protection of the Sawmill Brook streambelt, a second priority in the Town Plan of Conservation and Development.

P.159

N/F WILLIAM A. PALMER
V.328 P.401

LEGEND

- PROPERTY LINE
- EASEMENT LINE
- EASEMENT LINE
- EASEMENT LINE
- BANKING SERVICE
- OVERHEAD WIRE
- STORM DRAINAGE
- WATER SERVICE
- GAS SERVICE
- COMMERCIAL LIGHT AND POWER
- TELEPHONE NEW ENGLAND TELEPHONE
- TELEPHONE AMERICAN TELEPHONE & TELEGRAPH
- TELEPHONE WASHINGTON ELECTRIC LIGHT COMPANY
- SQUARE FEET
- NEW OR FORMERLY
- UNRECORDED LAND RECORDS
- RICH FBI
- RICH FBI
- STONE PILE
- STONE PILE

N/F RUSSELL W. MARTIN
V.109 P.535 MLR
V.109 P.535 MLR

N/F PASCAL A. AND LOUISE E. PRIGNANO
V.472 P.291 MLR

PRELIMINARY VINE PARCEL AREA
THE VINE PARCEL AREA
20462 SQ. FT.
469.47 ACRES

N/F FLORENCE PRESCOTT FISKE
V.111 P.88 MLR

N/F WILLARD J. STEARNS & SONS, INC.
V.384 P.222 MLR

N/F MICHAEL B. AND LAURA J. LASSON
V.388 P.169 MLR

N/F ANDREW PIERCE
V.30 P.90 MLR

N/F TOWN OF MANSFIELD

N/F ESTATE OF JACK

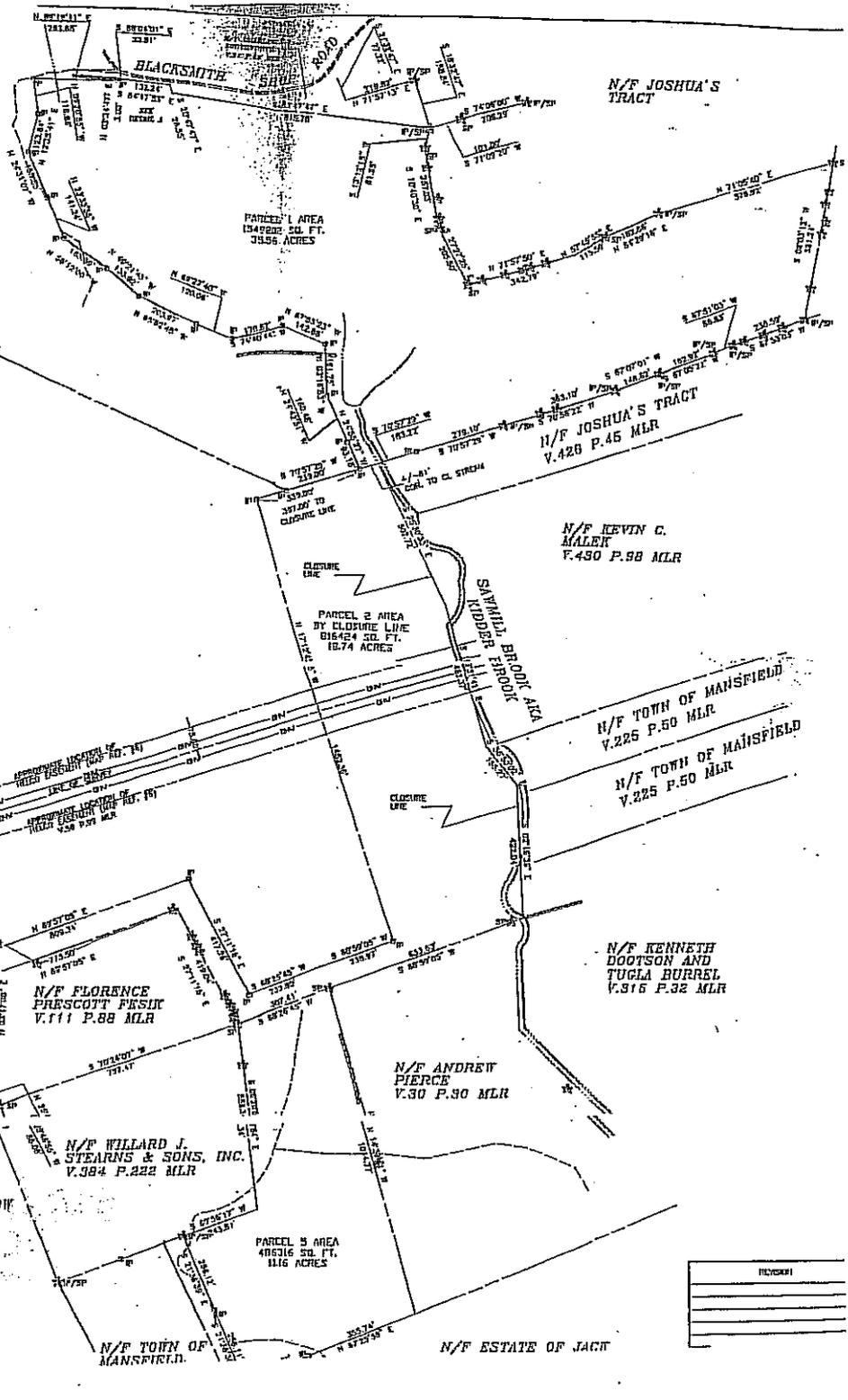
N/F JOSHUA'S TRACT

N/F JOSHUA'S TRACT
V.426 P.45 MLR

N/F KEVIN C. MALEK
V.430 P.98 MLR

N/F TOWN OF MANSFIELD
V.225 P.50 MLR
N/F TOWN OF MANSFIELD
V.225 P.50 MLR

N/F KENNETH DOOTSON AND TUGLA BURREL
V.315 P.32 MLR



REVISION	

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**MINUTES
MANSFIELD COMMISSION ON AGING**

MEETING HELD ON SEPTEMBER 9, 2002

Present: Sue Thomas, Chair, Phil Fichandler, Carol Phillips, Nora Stevens, Ray Moore, Mary Thatcher, Phil Secker, Bob Gouldsbrough, Carol McMillan, Beth Acebo, Elizabeth Norris, Staff: Jean Ann Kenny, Matt Hart, and Marilyn Gerling.

- I. **Call to Order:** The meeting was called to order at 2:30 PM.
- II. **Appointment of Recording Secretary:** Elizabeth Norris agreed to take the minutes for this meeting.
- III. **Minutes:** The minutes for the June 10, 2002 were approved.
- IV. **Communications:**
 - A. Information on Seniors & Law, October 4, 2002.
 - B. A letter of resignation from Curt Hoffman has been received.
- V. **Optional Reports:**
 - A. Publicity in Sparks and Chronicle elicited a response of about 25 – J. Kenny;
 - B. Response to exercise program good – J. Kenny;
 - C. Mansfield Nursing & Rehabilitation prices have gone up \$20.00 per day – J. Kenny;
 - D. Senior Center – M. Gerling reported: that there are two excellent women working in the kitchen;
Bazaar to be September 29 – 9:00-2:00;
 - E. Beth Acebo of Juniper Hill was welcomed;
 - F. Ralph Gouldsbrough of Jensens wants to have a building certified as a shelter;
 - G. M. Thatcher reported that the Committee on Needs of Persons with Disabilities has not met;
 - H. R. Moore says the Recreation Center should be closed in by cold weather with a possible July 2003 opening. Many operations details to be worked out;
 - I. M. Hart reported that 10-12 candidates for Director of Social Services are to be interviewed in October with the possibility of a replacement being named by the middle of the month;
 - J. Jean Ann Kenny is acting as staff liaison for the committee in the interim; N. Stevens for the Nominating Committee; P. Fichandler has agreed to stay on; Barbara Iray was nominated, dependent upon her acceptance from the Committee on Committees, to replace Curt Hoffman. If she refuses, the letter will not be sent; and
 - K. N. Stevens has contacted Coventry about how their cell phone program is working. No down side so far.
- VI. **New Business:**
 - A. October - should choose regional agencies for reviewing applications for funding;
 - B. November – should be receiving application requests from regional agencies;

- C. December – review and discuss application requests; and
- D. January – should make recommendations to Town Manager of regional agencies applications for funding.

VII. Adjournment: The meeting adjourned at 3:55 PM.

Next Meeting: October 15, 2002, 2:30 PM, Mansfield Senior Center.

Respectfully submitted,

Elizabeth Norris, Secretary Pro Tem

MINUTES
MANSFIELD PLANNING & ZONING COMMISSION
Regular Meeting, Tuesday, September 17, 2002
Council Chambers, Audrey P. Beck Municipal Building

Members present: A. Barberet (Chairman), B. Gardner, J. Goodwin (arr. 7:15 p.m.), K. Holt, P. Kochenburger, G. Zimmer
Members absent: R. Favretti, R. Hall, P. Plante
Alternates present: B. Ryan (arr. 8:15 p.m.)
Alternates absent: E. Mann, B. Mutch
Staff present: C. Hirsch (Zoning Agent), G. Padick (Town Planner)

Chairman Barberet called the meeting to order at 7:10 p.m., announcing that Mrs. Ryan, the only Alternate member expected this evening, would act as a voting member when she arrived.

Zoning Agent's Report – **Enforcement Report** was noted. **Live Music Permit renewals** – Noting Mr. Hirsch's 9/16/02 memo, Holt MOVED, Gardner seconded to schedule a Public Hearing for 10/21/02, to hear testimony on renewal requests for live music at Altnaveigh Inn, Café Earth, Civic Pub, The Hideaway Roadhouse, Huskies Restaurant, New York Pizza Co., Schmedley's Pub, Ted's Restaurant, Tree of Life and Zenny's Restaurant. MOTION PASSED unanimously.

T&B Motors – Trees are planted and hydroseeded; the site is very close to completion.

CVS – Mr. Hirsch has written to Att'y. Bacon to ask about CVS's plans for replacement of dead trees and shrubs.

Negro court case – Mr. Hirsch apprised members of the court proceedings earlier in the month and said the Appeals Court has up to four months to reach a verdict.

Nanos/Subway, N. Eagleville Rd. – Mr. Hirsch and Mr. Panciera, the Building Official, plan to meet with the carpenters on the site tomorrow to try to resolve problems.

Old Business

Mango, proposed efficiency unit at 253 Spring Hill Rd., file 1192 – Holt MOVED, Kochenburger seconded to approve with conditions the special permit application (file 1192) of Sharon Mango for an efficiency apartment on property located at 253 Spring Hill Road in an RAR-40 zone, as submitted to the Commission and shown on an undated site plan and elevation and floor plans dated 7/31/02 and as presented at Public Hearing on 9/3/02. This approval is granted because the application as hereby approved is considered to be in compliance with Article X, Section M, Article V, Section B, and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. This approval is granted for a one-bedroom efficiency unit in association with an existing single-family home having three additional bedrooms. Any increase in the number of bedrooms on this property shall necessitate subsequent review and approval from the Director of Health and the Planning and Zoning Commission;
2. This approval is conditioned upon continued compliance with Mansfield's zoning regulations for efficiency units, which include owner-occupancy requirements and limitations on the number of residents in an efficiency unit.
3. This special permit shall not become valid until it is filed upon the Land Records by the applicant.

This action approves requested site plan submission waivers, as the submitted information has been found adequate to address applicable approval criteria. MOTION CARRIED, all in favor except Gardner (disqualified).

Oak Grove Montessori School modification request for proposed addition/site alterations, 132 Pleasant Valley Rd., file 825-2 – Reports were noted from the Town Planner (9/12/02), Health Officer (9/11/02)

and Design Review Panel members Atwood, Sherman and Sunmark (9/16/02). During discussion, the Design Review Panel's comments regarding the need for consistency or a successful blend of outside materials with the existing buildings was noted. Mr. Padick reported that J. DeWolf, speaking for the Committee on the Needs of Persons with Disabilities, had related that the concerns of his group appear to have been met. Revised plans dated 9/17/02 were submitted by E. Pelletier, project engineer, showing the area between the school and the parking lot as a retention of the present grassed lawn; he explained where the previously-proposed plantings would be placed. Regarding building exteriors and roofs, the school's director has reported that the building and roof will either be the same as existing, or a compatible color; no final decision has been reached. Holt MOVED, Gardner seconded that the PZC Chairman and Zoning Agent be authorized to approve the modification request of Oak Grove Montessori elementary School, Inc. for a school addition, parking lot and walkway revisions and an open-sided pavilion (may be built at a future date) on property located at 132 Pleasant Valley Rd., as depicted on a 9/17/02 site plan, floor plan and elevation plan dated 2/26/02, and other application submissions. This authorization is subject to the following conditions:

1. This action does not authorize any increase in school enrollment, which, in 1994, was established as a maximum of sixty-eight (68) students.
2. The proposed accessible (handicap) parking spaces shall have signage and pavement markings as per current State and local regulations.
3. The area between the front parking lot and school shall be landscaped in a manner consistent with existing landscaping in front of the school or as maintained lawn area. Final plans shall clarify proposed landscaping in this area and any future plantings that are classified as "invasive," based on the current listing by the Univ. of CT Center for Conservation and Biodiversity, shall not be used.
4. Any lighting improvements shall be the minimum necessary to address safety and security needs, and all light fixtures shall be directed downward, to minimize neighborhood impacts and illumination of night skies.
5. Pursuant to zoning requirements, all site work, including landscaping, shall be completed prior to the issuance of a Certificate of Compliance, unless bonding or other arrangements to insure completion has been approved by the PZC.
6. Final building plans for the new addition and future pavilion shall demonstrate that these structures, including roof and siding elements, are compatible in design and color with the existing building. Any questions regarding this condition shall be resolved with the PZC.
7. Any additional site modifications shall require subsequent review and approval pursuant to Mansfield zoning regulations.

After continued discussion led to friendly amendments resulting in the motion as given above, the MOTION CARRIED, all in favor except Gardner (disqualified).

Minutes – 9/3/02 – Zimmer MOVED, Kochenburger seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Gardner (disqualified).

8/21/02 – Mr. Padick related that, since only one member had attended, the field trip could not be viewed as an official meeting, so it would not be appropriate for the Commission to act on Minutes.

Request for bond release, Quail Run, "Vinton Woods" subdivision, file 1156 – The Town Planner's 9/11/02 memo was noted. At the meeting, Mr. Padick reported that the road is in acceptable condition, with some access, but some refinements remain to be done. Completion is expected by the 10/7 meeting.

Request for bond release, Lot 8, "Crossing at Eagle Brook," file 1048-2 – Mr. Padick's 9/12/02 memo w/attachment was noted. At the meeting, he related that some of the trees planted by the previous landowner, T. Morizio, have died, and Mr. Morizio contends that it was because they were not properly watered by the new owner. Members agreed by consensus that the matter should be tabled pending discussion with the Town Attorney and the new and neighboring property-owners.

Douglas Subdivision, 1 proposed lot on Wormwood Hill Rd., file 1189 – The IWA application must be acted upon before PZC may act. Revised plans have been submitted to the PZC. Members noted steep driveway slopes and discussed the question of who should be responsible for driveway construction. Mr. Padick said staff will present to the PZC some options for construction, and agreed to consult the Town Attorney on this question. It was agreed that any potential owner should be made aware of the potential cost, and the fact that the driveway should be constructed concurrently with the house. Members asked that the applicant submit a cost estimate. Mrs. Holt recommended that a notice be placed on the Land Records regarding this issue.

Pine Grove subdivision, 13 proposed lots off Meadowbrook Ln., file 1187 – A Public Hearing was scheduled for 10/7/02. Mr. Padick was informed that the earliest any plans could be submitted is the first week in October, too late for proper staff and citizen review before the scheduled Hearing, which must be held at that time unless the applicant agrees to request an extension. In order to stay within mandatory timelines, Zimmer MOVED, Holt seconded that the PZC Chairman authorize an extension request from the applicant to reschedule the Public Hearing for a later date. MOTION PASSED unanimously.

Public Hearing, Holinko Estates, Ph. II, special permit for addition of 20 units and zone change application from RAR-40 to DMR, Mansfield Housing Authority, o/a, file 884-3 – The Public Hearing was called to order at 8:02 p.m. Members and Alternates present were Barberet, Gardner, Goodwin, Holt, Kochenburger, Zimmer and Ryan (arr. 8:15 p.m.) Comments from the Town Planner dated 9/11/02, with attached memos from the previous application (withdrawn this spring) from the Town Planner, Ass't. Town Engineer, Health Officer, Fire Marshal, Design Review Panel, and Comm. on Needs of Persons with Disabilities were noted. In addition, a 9/16/02 letter from J. M. Connor, Esq., representing Celeron Sq. apartments, requesting that the Hearing be held open pending more information regarding sewer and pump station issues, was faxed to the Planning Office. The special permit application was discussed first.

Architect E. Breen described the proposed addition, identical to the previous proposal, for 10 new 2-story duplex units amounting to 1,300 sq. ft. They would be constructed at grade, with composite siding, which Mr. Breen feels is superior to vinyl, and roofs to match the existing units. One building (2 units) would be for handicapped persons. Lighting would match existing lighting.

Engineer P. Carraher submitted all but two unclaimed notification receipts. Mr. Carraher said the project is the same as before, and briefly described it, noting the University would supply sewer and water services.

K. Forcier, Director of the Housing Authority, noted the concern of Celeron Square owner P. Goldberg (Celeron Sq. Assocs.) regarding a possible need to increase the size of the tanks at the pump station shared by the two developments. Ms. Forcier submitted a letter from her to Mr. Goldberg stating the Housing Authority's agreement with this, and including the preliminary engineering report and the engineer's statement that a cost estimate would subsequently be provided. Later on, Mr. Padick retrieved an additional 9/17/02 fax from Mr. Goldberg stating that Celeron Square Associates has reached agreement with the Housing Authority and now supports the application, provided that any future changes in plans for the pumps and pumping station must be agreed to by both parties prior to the start of construction.

Zone Change application – Mr. Padick said that zone changes for multi-family housing must be done in conjunction with a special permit application, and the zone change decision would be a PZC legislative decision. No members of the public cared to comment. The Hearing was closed at 8:20 p.m.

Assorted Verbal Updates (Town Planner)

2003 Plan of Dev. & Conservation – A citizen committee is scheduled for 7:30 p.m. on 9/24/02, at which land use planners J. Butts and S. Westa will speak. There will be a series of meetings on land use issues during the fall, with land use issues to be presented to the PC for the Plan of C&D. Jim Gibbons,

of the State Cooperative Extension Service, will speak at the 11/7 on development in small towns. Mr. Padick encouraged all interested citizens to attend.

Lands of Unique Value study – The steering committee is holding open meetings every Thursday, and a 3rd public information session has now been scheduled for 10/30/02 in the Young Agriculture Building, to present recommendations from the study committee. He urged all members to attend. A door-to-door survey of 200 Town families is planned within the next few weeks to obtain their views on development in town; the comments will then be analyzed for use. Mrs. Holt recommended that comments from the “Favorite Places in Mansfield” also be consulted.

Continued Public Hearing, “Maplewoods, Sec. 2” subdivision, 17 proposed lots off Maple Rd., Depot Assocs., o/a, file974-3 – The Public Hearing was called to order at 8:38. Members and Alternates present were Barberet, Gardner, Goodwin, Holt, Kochenburger, Zimmer and Ryan. Written comments were noted from the Town Planner (9/13/02); Ass’t. Town Eng’r. (8/30/02); Health Director (9/11/02); Fire Marshal (9/11/02); Conservation Comm. (9/12/02), and the Parks Advis. Comm. (9/12/02). Since this was a continued Hearing, no legal notice was required.

D. Holmes, project engineer, reported that newly-revised plans reflect original staff comments; Mr. Holmes stated that the applicants would also agree to the comments in Mr. Padick’s 9/13/02 memo. Possible shifts in conservation easement locations were discussed at length; revised plans including some changes in easements were displayed. Mr. Holmes agreed to easement revisions on lots 17 through 23 recommended by the Open Space Conservation Committee and supported by the Conservation Commission and Parks Advisory Committee. Mr. Holmes added that street lighting at the intersection with Maxfelix Dr. has been placed as far from the center of anyone’s property as possible, in an attempt to minimize light nuisance. Mr. Holmes also stated his agreement with recommendations on consolidation of design area envelopes and building area envelopes on lots 18-21, 27, 29, 31 and 33.

M. Taylor, one of the applicants (Depot Assocs.), again told the Commission that Depot Assocs. had dedicated an additional 24 acres at the time of the approval for Maplewoods, Sec. I, an amount greater than required under the Regulations at that time, with the understanding on their part that it could be taken into account when this phase was developed. Mr. Taylor agreed on behalf of Depot Assocs. to revise some of the conservation easements as recommended by Town committees. The applicant specifically agreed to a revision of the presently-proposed parcel adjacent to Dunham Pond (not to include the Pond), and also the addition of an easement on the southern portion of lots 23 and 17. Mr. Padick stated that the PZC has the right to require an appropriate open space dedication for this application based on the current Subdivision Regulations. Mr. Holmes pointed out that if the PZC substitutes the suggested dedication on lots 17-23, current requirements regarding percentage of wetlands and steep slopes on that area could not be met. Public comment was then invited.

J. Galligan, 144 Maple Rd., requested that the Hearing be kept open to allow additional time for public review of the revised plans.

V. Ursin, 154 Maple Rd., stated that inadequate well water supply in the Maple Rd. vicinity is the real issue. She voiced concern that the proposed 17 new wells would adversely affect the already severely compromised water supply in the area. She asked that an insurance policy be purchased to protect residents, but Mrs. Barberet responded there is no legal way for the PZC to require that. She noted the Eastern Highlands Health District Director has already stated that the plans meet the State Health Code.

Att’y. S. Schrage, representing the applicant, said no evidence has been presented to show that the 17 new lots would significantly affect existing wells, and that the applicant has met all requirements of the Subdivision Regulations; therefore, the application must be approved. Mrs. Barberet noted the inclusion on the maps of a warning note regarding the questionable nature of the water supply in the area, recommended by the Health Officer, as well as the well test results from Maple Road wells.

Mr. Galligan voiced concern that impact from the new wells on the existing ones will produce a health problem.

H. Koehn, Separatist Rd., spoke against the project, saying that water problems noted by previous speakers are symptomatic of probable long-range groundwater shortages. She urged that the Town develop a long-range method for protection and recharge of its water supply.

Mrs. Barberet asked if the plans contain stormwater runoff management elements; Mr. Holmes noted design for road runoff which would percolate and scatter underground.

Mr. Taylor re-emphasized that the structural layout of the 35 lots on 209 acres would have a moderating effect on the water-use needs from the development.

Mr. Holmes agreed that cleanup of tires and debris on the property would be done by the developer.

During discussion among members, Mr. Kochenburger requested a legal opinion from the Town Attorney on the extent of the PZC's authority to regulate regarding the effect of the 17 proposed new wells on existing wells outside the scope of this application. Members voted to keep the Hearing open to 10/9/02, to allow time for review of the revised maps and to receive comments from the Town Attorney. The Hearing was recessed at 9:44 p.m.

Public Hearing, subdivision application for 4 lots on Mt. Hope/Warrenville Rds., "Stephen Estates,"

C. Harakaly, o/a, file 1191 – the Public Hearing was called to order at 9:50 p.m. Members and Alternates present were Barberet, Gardner, Goodwin, Holt, Kochenburger, Zimmer and Ryan. Written comments were noted from the Town Planner (9/12/02), Ass't. Town Engineer (9/12/02), Health Officer (9/11/02), and 9/5/02 letter to M. Healey (engineer) from EHHD (H. Hood). A Public Hearing on this application is mandated by the Scenic Road Ordinance, since it includes driveway construction and associated drainage, utilities and sightline work along Mt. Hope Rd., a Town-designated Scenic Road. Project engineer M. Healey and landscape architect P. Miniutti represented the applicant. Mr. Healey said the plans are substantially those approved by the Inland Wetland Agency last winter, with the addition of an open space dedication and driveway details; he explained that only 2 of the 4 lots are being developed at this time. A common driveway is planned to serve lots 1 and 2. This would reduce tree removal along Mt. Hope Rd. and consolidate drainage and utilities installation. Mr. Healey said a sizeable vegetative buffer has been retained along Mt. Hope Rd.. Members and Mr. Healey discussed possible shifting of boundary lines to achieve more flexibility in design area envelopes.

Mr. Miniutti described the way the proposed buffer along Mt. Hope Rd. had been determined in order to respect the concerns of the Scenic Road Ordinance. Two small retaining walls along the common drive are proposed. He said an attempt has been made to minimize site disturbance and minimal tree removal is proposed. He also agreed that portions of an existing stone wall on the property could be partially repaired.

Mr. Healey outlined the method used to determine appropriate locations for open space dedication. The applicant wishes to preserve and continue to utilize for agricultural purposes an area of roughly 9 acres at the northeast corner of the property, and has proposed that the area be retained under an agricultural open-space designation.

The Health Officer has said that an existing well behind the house on lot 3, and existing and potential reserve systems for that lot, should be shown on revised plans. In addition, revisions to the building envelopes for lots 3 and 4 should be shown. Referral comments from other Town boards and staff are also expected. With this in mind, at 10:30 p.m., the Public Hearing was recessed until 10/7.

Verbal Updates (con't.)

Mansfield Water Study – Town staff continue to review recommendations resulting from the Water Study.

"Downtown" project – The Partnership is presently interviewing consultants for the implementation level of the project. Members discussed parking issues, parking space for existing and future area uses, and stabilization of rents for relocated businesses.

UConn land use projects and issues

Detention basin – Mr. Padick reported on a pre-Hearing conference held on 9/17 for the DEP Hearing on 9/24, when the University will display its plans for the dam and show that they are in compliance with DEP requirements. The Town is still reviewing the plans and will offer comments at that time. Two detention basins are now planned, as an extra purification measure. It is hoped that the project can at least begin this fall.

North campus apartments – Now again under construction, following a stoppage caused by the discovery of an old dumping area on the site. The landfill materials are to be removed from the site.

Greek housing/Towers dining facility – Construction is scheduled to begin by the end of October. Drainage plans still need DEP approval.

Bolton Rd. extension – Completion is expected by 11/1/02. The intersection of Hillside Circle and Bolton Rd. is being re-designed to encourage the flow of traffic onto Bolton Rd. instead of Hillside Circle. The work is to be done by the Town.

Graduate student housing – Two sites are under consideration, but the environmental evaluations have not yet been received.

UConn Co-op – The new Co-op is expected to be open by the end of September.

Reports on other matters

Community Center – Work is currently on schedule and completion is scheduled for next summer.

Rt. 32 cell tower – The Town's contract with SBA was recently renewed, so there may still be an intention to go forward with the project. The exact status vis-à-vis the CT Siting Council is unclear at present.

Signage at Southeast Field – Advertising is currently prohibited in Town parks. The Town Attorney is being consulted on the possibility of amending the Town Ordinance which prohibits such advertising.

New Business

Natchaug Hospital, proposed building addition, file 937-4 – Kochenburger MOVED, Holt seconded to receive the special permit application (file 937-4) submitted by Natchaug Hospital, Inc. for a building addition and related site work on property located at 173/189 Storrs Road owned by the applicant, as shown on plans dated 9/1/02 and as described in other application submissions. Said application is referred to the staff, Design Review Panel and the Committee on the Needs of Persons with Disabilities for review and comment. A Public Hearing shall be held on 11/4/02. MOTION PASSED unanimously.

Subdivision application, 2 lots on Stonemill Rd., G.&K. White, file 1195 – Goodwin MOVED, Holt seconded to receive the subdivision application (file 1195) submitted by G. and K. White for a two-lot subdivision, "Stone Mill Acres," on property owned by the applicants and located at 109 Stonemill Road, as shown on plans dated 9/11/02 and as described in other application submissions, and to refer said application to the staff for review and comment. MOTION PASSED unanimously.

Communications and Bills – As listed on the agenda.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES
MANSFIELD INLAND WETLAND AGENCY
Regular meeting, Tuesday, September 3, 2002
Council Chambers, Audrey P. Beck Municipal Building

Members present: A. Barberet (Chairman), R. Favretti, J. Goodwin, R. Hall, K. Holt,
P. Kochenburger, P. Plante, G. Zimmer
Members absent: B. Gardner
Alternates present: B. Mutch, B. Ryan
Alternates absent: E. Mann
Staff present: G. Meitzler (Wetlands Agent)

Chairman Barberet called the meeting to order at 7:12 p.m., appointing Alternate Mutch to act as a voting member. Barberet MOVED, Favretti seconded to add to the Agenda under New Business a subdivision referral from the Town of Windham (W1193). MOTION PASSED unanimously.

8/5/02 Minutes – Holt MOVED, Mutch seconded to approve the Minutes with the addition of a comma in cond. #3, MCR Assocs. (W1186) and the removal of “farming exemptions” in discussion of Doudera (W1190); MOTION CARRIED, all in favor except Mutch and Plante (disqualified).

8/21/02 field trip – Tabled until next meeting. Mr. Padick explained that only Mr. Favretti, Mr. Meitzler and he had attended the field trip, and that all the properties listed on the Agenda were visited. He planned to discuss the need for Agency approval of Minutes with the Town Attorney.

Communications – Conservation Commission draft 8/21/02 Minutes, with comments on W1187 (Montessori School), W1188 (Tynan, Spring Hill Rd.) and W1189 (Malek), and Mr. Meitzler’s 8/30/02 Monthly Business memo.

Old Business

W1187, Montessori School expansion, Pleasant Valley Rd. – Holt MOVED, Favretti seconded to grant an Inland Wetland License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Oak Grove Montessori Elementary and Preschool, Inc. (file W1187), for an addition to an existing building and expansion of the parking area, on property owned by the applicant located at 132 Pleasant Valley Rd., as shown on a map dated 7/16/02 and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls shall be in place prior to construction and maintained during construction, and removed when disturbed areas are completely stabilized;
2. This approval is valid for a period of five years (until 9/3/07), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment.

MOTION CARRIED, all in favor except Mutch and Plante (disqualified).

W1188, Tynan, home w/driveway within regulated areas, Spring Hill Rd. – Holt MOVED, Favretti seconded to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to William F. Tynan, Trustee, (file W1188) for construction of a single-family home with an associated driveway on property owned by the applicant located on Spring Hill Rd., as shown on a map dated 7/30/03 revised through 8/20/02, and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls shall be in place prior to construction, maintained during construction, and removed when disturbed areas are completely stabilized;
2. This approval is valid for a period of five years (until 9/3/07), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comments.

MOTION CARRIED, all in favor except Plante and Mutch (disqualified).

W1189, Malek, 4-lot subdivision with new road – During discussion, it was noted that the issues raised in the Conservation Commission's 8/21/02 draft Minutes were PZC-oriented. Holt MOVED, Hall seconded to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Patricia Malek (file W1189) for construction of a 4-lot subdivision, "Windswept Manor," with a new roadway, on property owned by the applicant located on East Road, as shown on a map dated 7/18/02 and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized;
2. If the final plans have been modified by PZC action, then they shall be resubmitted for review and approval by the Inland Wetlands Agency;
3. Yard drains shall be placed as far away from the edge of wetlands as the Health Code requirements allow. Said new locations shall be added to plans;
4. The end of each yard drain shall be provided with a small pooled area to dissipate flow. Said design details shall be added to the plans;
5. The rip-rap energy dissipator shall be built with an area 12 inches deep below the pipe invert, to provide a long-term sediment trap. The design detail for the rip-rap outlet shall be added to the plans;
6. This approval is valid for a period of five years (until 9/3/07), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comments.

MOTION CARRIED, all in favor except Mutch and Plante (disqualified).

New Business

W1191, Boisvert, Candide Lane, subdivision – Goodwin MOVED, Holt seconded to receive the application submitted by Norman E. Boisvert, Jr. and Julie Ann W. Boisvert (file W1191) under section 5 of the Wetlands and Watercourses Regulations for the Town of Mansfield for a 3-lot residential subdivision at Stearns Rd. and Candide Ln., on property owned by the applicants as shown on a map dated 8/22/02, and as described in other application submissions, and to refer said application to the staff and Conservation for review and comment. MOTION PASSED unanimously.

W1192, Connelly, Mulberry Rd., shed within buffer area – Goodwin MOVED, Holt seconded to receive the application submitted by Billy Connelly (file W1192) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for a 12-ft. by 16-ft. shed on lawn at 375 Mulberry Rd., on property owned by the applicant as shown on a map dated 8/5/02 and as described in other application submissions, and

1. To refer said application to the staff and Conservation Commission for review and comment;
2. To direct the Wetlands Agent to notify the applicant by September 6, 2002, that the following application items are absent and/or deficient: Section C of the application does not meet the Project Description Guidelines in that number C.4 is missing and/or deficient. Said deficiency must be corrected and the requested information provided to the Wetlands Agent on or before the close of business on September 13, 2002, or the Agency reserves the right to deny the application.

It was noted that the applicant had not addressed alternatives. Mr. Connelly said he did not have any alternative location to offer. After further discussion, the MOTION PASSED unanimously.

W1193, 37-lot subdivision in Windham, at Mansfield town line – Mr. Meitzler noted the 37-lot subdivision proposed in Windham adjacent to the town line west of High Street (Mansfield City Rd.). After discussion, Hall MOVED, Favretti seconded to authorize the officers to communicate to Windham's Inland Wetland Agency that more information is needed to review potential impacts within Mansfield. MOTION PASSED unanimously.

Regulations Review Committee – No meetings were scheduled.

Communications – The University has received a tentative permit for sewer line replacement near Willowbrook Rd.. After discussion, Mr. Meitzler was instructed to write to UConn indicating that the plans were reviewed by the Inland Wetland Agency, and the Agency had no comments to relay.

Field trip – Scheduled for 9/18/02 at 1 p.m.

The meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

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AGRICULTURE COMMITTEE

MINUTES OF SEPTEMBER 11, 2002 MEETING

PRESENT: Bob Peters, Charlie Galgowski, George Thompson, Gary Zimmer, Vicky Wetherell

1. Bob Peters was acting chairman.
2. Minutes of the August 14, 2002 meeting were approved.
3. **Agriculture Areas Map**
The committee reviewed a Cleared Land map produced by UConn's Landscape Architecture Program for the Town's Lands of Unique Value project. Members discussed each parcel in the southern part of town and decided whether to include that parcel in an Agricultural Areas map for the upcoming revision of the Town's Plan of Conservation and Development. The northern part will be reviewed at the next meeting.

There was discussion about three types of information that could be indicated on maps in the Plan: 1) active farmland, 2) open land with potential to return to active use, 3) overgrown (brushy) land with potential to return to active use. The committee will use the All Farm Areas map to identify prime agricultural soils that are not now being farmed.

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**WINDHAM REGION COUNCIL OF GOVERNMENTS
REGULAR MEETING
MINUTES
September 6, 2002**

A regular meeting of WINCOG was held on September 6, 2002 at the Windham Town Hall, 979 Main Street, Willimantic, CT. Vice-Chairman Adel Urban called the meeting to order at 8:35 a.m.

Voting COG Members Present: John Zulick, Ashford; Adel Urban, Columbia; John Elsesser, Coventry (alt.); Margaret Haraghey, Hampton; Dan McGuire, Lebanon; Chris Thorkelson, Mansfield; Elizabeth Wilson, Scotland; and Michael Paulhus, Windham (arrived at 8:50).

Staff Present: Barbara Buddington and Suzanne Gustafson.

Others Present: Roberta Dwyer, Northeast Alliance; Grayson Wright, ConnDOT; Mark Paquette, Willimantic River Alliance; Roger Adams, The Chamber of Commerce, Inc.

PUBLIC COMMENT

Mark Paquette reported that the Willimantic River Alliance is working with some local high schools on a GPS mapping project for the Willimantic River. Other partners in the project include WINCOG, the Connecticut River Alliance, UConn, DEP and the Green Valley Institute. The Willimantic River Alliance is also seeking state-level greenway designation for the Willimantic River from Windham to Stafford.

MINUTES

MOVED by Mr. Zulick, SECONDED by Mr. McGuire, to approve the minutes of the 7/12/02 meeting as submitted. MOTION CARRIED UNANIMOUSLY.

APPOINTMENT TO WORKFORCE ONE BOARD

Virginia Sampietro, Executive Director of Workforce One, could not be at the meeting due to a prior commitment but requested that WINCOG endorse the nomination of Erin Wadegren, Director of Recruiting, Rogers Corporation, to the Workforce One Board. The nomination was made by Elizabeth Kuszaj, Executive Director of the Northeast Connecticut Chamber of Commerce. Motion to appoint was MOVED by Mr. Zulick, SECONDED by Mr. McGuire. MOTION CARRIED UNANIMOUSLY.

APPOINTMENT TO EASTERN CONNECTICUT RESOURCE CONSERVATION & DEVELOPMENT AREA COUCIL

The RC & D is in the process of restructuring and transition and is requesting new letters of appointment or re-appointment. Question was raised as to whether the COG should make the appointment or delegate the authority to the Regional Planning Commission. Oliver Manning has served as liaison to the RC & D since the 1990's and is willing to continue to do so for the time being. Motion to appoint was MOVED by Mr. Zulick, SECONDED by Mr. McGuire. MOTION CARRIED UNANIMOUSLY.

TRANSPORTATION

- a. Amendments to 2001 STIP: Inclusion of Route 89 improvements near Mt. Hope Rd. Mansfield in TIP/STIP. WINCOG received a letter from the Town of Mansfield requesting that WINCOG add this project to the list of priority projects in the Regional Transportation Plan, and ask ConnDOT to include it in the TIP for the region and in the STIP. It was agreed that any amendment to the RTP would require a public hearing, but because the project is already included in the plan, it was MOVED by Mr. McGuire, SECONDED by Mr. Thorkelson that staff make a written request to ConnDOT that the project be added to the TIP and the STIP. MOTION CARRIED UNANIMOUSLY.
- b. Urban Area Boundaries – Ms. Buddington displayed maps of the newly designated urbanized areas (UZA's) ad defined by the Bureau of the Census based on Census 2000 data. Two census blocks in Coventry (Tract 8501, blocks 2007 and 2009) are designated as part of the Hartford Urbanized

Area, and are thus eligible for a portion of the federally designated "attributable" funds which are given to that Area for transportation planning and projects. *[Staff note: there are actually three Coventry blocks in the Hartford UZA]*. Because the Hartford UZA includes all or part of six planning regions, FHWA may require an inter-agency agreement among all of the involved organizations which specifies how the funds are to be distributed. Ms. Buddington noted that funds would be distributed on the basis of population residing in the urbanized area. Coventry has a very small number of residents in the affected blocks. Last year, funding approximated \$10.00 per person, which would mean about \$1,300/year available to WINCOG for projects in the designated urbanized blocks. However, the minimum project level considered by FHWA is \$50,000. It was agreed that it would not make sense at this time to participate in the funding distribution, but that we may want to review this decision annually. A draft agreement prepared by CRCOG was distributed for review. While there may be some revisions, the draft represents the general sense of what the agreement would include. **MOVED** by Mr. Zulick, **SECONDED** by Mr. Thorkelson, to authorize Chairman to sign an interagency agreement with CRCOG if so required by FHWA. **MOTION CARRIED WITH** Mr. Elsesser and Ms. Urban abstaining.

- c. I-395 Corridor TIA Draft Plan - Ms. Buddington reported that there will be a public hearing on the Plan on September 23rd at 7:30 at ACCESS agency. Two additional public hearings will be held the same week, at the locations and times listed in the Director's Report.
- d. Enhancement applications - The deadline for applications to be received by WINCOG for review has been extended to January 31, because of an extension of ConnDOT's deadline.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY DRAFT REPORT

Ms. Buddington reported that the EDA was pleased with the Comprehensive Economic Development Strategy Draft Report submitted by the Northeastern Connecticut Economic Partnership. The plan now needs to be approved by the two participating Councils of Governments. Mr. Elsesser reported that he read the plan and that he had a few comments and suggestions. He thought it was a good starting point. He noted that the plan omitted mention of the limited sewer system in Coventry; and did not include any mention of a cluster initiative in Eastern Connecticut focusing on the Photonics Center at UConn. He also noted that the plan should comment the issue of water systems and the franchising of the right to provide water to new developments. While there has not been a WUCC process in this region, DEP is in effect assigning water franchises, and this has caused difficulties for a proposed new commercial development in Coventry. **MOVED** by Mr. Elsesser, **SECONDED** by Ms. Wilson, that WINCOG endorse the plan for final submission to the U.S. EDA.. **MOTION CARRIED** with Mr. Thorkelson abstaining.

MEMBERS FORUM

- Mr. Zulick reported that some property owners in Ashford were selling their stone walls for \$100/ton. In addition to the loss of a scenic resource, he questioned the legality of selling a stone wall when it determines a property boundary. Most other members present reported problems with theft and selling of stone walls. Ms. Buddington offered to contact Charlene Cutler of the QSHC to ask if this was a problem throughout the Heritage Corridor, and to ask for assistance in addressing it.
- Mr. Zulick asked what other towns' policies were for transfer station fees. Ashford currently uses tax revenue to fund the process. Coventry charges user fees.
- Windham is considering using a statewide web-based system for bidding on municipal projects. Mr. Paulhus said it can help in getting local businesses to participate in more contracts. He will let WINCOG staff know when a demonstration will be held, and suggested that other towns be invited to attend to see how it works.
- Coventry is switching to a new software system for the Town's web page. The software is distributed by GovOffice. He noted that it is easy to use and easy to update.
- Ms. Buddington reported that she had been contacted by a resident and selectman in the NECCOG region, who asked that WINCOG consider asking CCM to add to its legislative agenda enabling legislation for mineral extraction taxes or fees. The issue was briefly discussed but no action taken.

- Ms. Urban raised the issue of growing costs of putting public notices into local newspapers.
- In response to Ms. Haraghey's interest in finding a used backhoe, Mr. Elsesser said that Coventry had one that they may be selling.
- Mr. Elsesser notified members that there is a major smart growth conference on September 17th at Northeast Utilities.
- Ms. Wilson invited everyone to Scotland's Chili Challenge on the Scotland Town Green, Sept. 14th 10:00am - 4:00pm.

DIRECTOR'S REPORT

A written Director's Report was distributed. Ms. Buddington reported that auditing was being done for both WINCOG and WRTD and both should be completed soon.

ADMINISTRATION

- a. Update on Technical assistance contracts with member towns – This report is included in the Director's report.
- b. WINCOG procurement policies: Action on proposal to increase "small purchase" limit from \$1,000 to \$10,000 and to establish a limit of \$1,000 for "micro-purchases". Policies currently in effect have not been changed since adopted in 1982. The proposed changes would make WINCOG's policies consistent with those recommended by FHWA and ComDOT. MOVED by Mr. Zulick, SECONDED by Ms. Wilson, to change the policy as presented. MOTION CARRIED UNANIMOUSLY.

OTHER BUSINESS

- a. Other – Mr. Paulhus asked about effective enforcement of noise ordinances, especially pertaining to mufflers on cars, which has been brought up to him by residents many times.
- b. Other – Ms. Wilson asked how to get state police to enforce changing of address at DMV within 48 hours of moving. She said it would be most helpful for property taxes.

There being no further business, the meeting was adjourned at 9:50 A.M.

Respectfully submitted by,
Suzanne Gustafson, Planning Assistant, for Liz Wilson, Secretary.

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ADMINISTRATION

- **Audit Update:** Al Rusilowicz, CPA, has completed WINCOG's FY 02 audit and will be delivering it to our office early next week.
- **Sick Leave Policies/ Disability Insurance:** In the early 1990's, your predecessor organization, WRPA, changed from a no-limit to a 30-day limit for accumulation of sick time and at the same time began providing short term and long term disability insurance. When WINCOG formed in 1998, the 30-day limit stayed in place, but the disability insurance coverage was not continued. Health insurance for WINCOG staff has been provided through the Town of Mansfield; up to now, Mansfield has not offered disability insurance because it had in place very generous policies for accumulation of sick time and for compensation for unused sick time for its employees. Mansfield is now changing its policies and is making short and long term disability coverage available for WINCOG staff. We are gathering information on sick leave and disability insurance policies used by member towns and by other regional planning organizations, and will be asking the personnel/ finance committee to review WINCOG's policies for possible revisions.
- **Technical Assistance Contracts Update:**

Contract #	Description	Date started	Status
Scotland '03-1	join tax assessment data to parcel map	6/20/02	completed 8/02
Columbia '03-1	Create new zone boundaries and official zoning map	6/26/02	completed 9/02
Scotland '03-2	Mapping for POCD	pending contract signatures	
Scotland '03-3	POCD preparation	pending contract signatures	

UPCOMING DATES OF INTEREST

- October 17th 8:30 a.m. Planner's Breakfast at WINCOG
- November 1st 8:30 a.m. Next WINCOG Meeting
- November 13th 8:00 a.m. CT Institute for the 21st Century (Land use/Smart Growth)
- January 31st Transportation Enhancements applications due to WINCOG office.

GRANTS & OPPORTUNITIES FOR TECHNICAL ASSISTANCE:

- November 14th Application Deadline: DEP Open Space and Watershed Land Acquisition Grants.
- January, 2003 Probable time frame for second round of applications for DEP's Pre-disaster mitigation planning grants for regions.

ECONOMIC DEVELOPMENT

- **Northeast Economic Development Partnership:** As soon as we have received documentation of NECCOG's endorsement of the Partnership's Comprehensive Economic Development Strategy, the plan document will be submitted officially to the U.S. EDA. NECCOG took action at their late September meeting.

HOUSING

- WINCOG staff have been asked to attend an October meeting of the Continuum of Care working group, spearheaded by Cathy Cementina of WRCC, to begin a "gaps and needs" housing analysis.

TRANSPORTATION

- **Urbanized Areas:** During September, WINCOG staff met with Coventry, Mansfield, and Windham planning staff to discuss the boundaries of ConnDOT's proposed urbanized areas. Subsequently,

ConnDOT staff visited WINCOG offices to review the urbanized area maps and the towns' proposed changes. After the changes have been made, ConnDOT will provide revised maps and will ask WINCOG to endorse the agreed-upon urbanized area boundaries. We will then start the process of reviewing the functional classification of roads in the region.

- I-395 Transportation Investment Area: During the week of September 23rd, the I-395 Corridor TIA held three public hearings on the draft plan prepared for submission to the Transportation Strategy Board in November. The hearings were held in Willimantic, Norwich, and Dayville. Written comments and a summary of the oral comments received at the public hearings will be distributed to the TIA committee for review prior to its next scheduled meeting, October 22nd, at SECCOG. At that meeting, the committee may make revisions based on the public comment, and will take action to endorse the final plan for submission to the TSB.

TRANSIT

Transit Planning:

- Audit: Staff continued to provide information to the auditor. Because of new federal requirements, we will need to make changes in WRTD's bookkeeping system for FY 03. This is likely to require the services of a QuickBooks consultant to assist with the initial account set-up.

Transit Administration (See attached Activities Report)

PLANNING

- Regional Planning Commission: At their October 2nd meeting, the Regional Planning Commission reviewed and responded to the following referrals:
 - a. #02-09-03-CY: Canterbury: Proposal to remove regulations allowing an industrial park and a proposal to modify the regulations concerning non-conforming lots and uses. **No Intermunicipal Impact.**
 - b. #02-09-06-MD: Mansfield: Proposal to expand the allowable signage for shopping centers with five or more stores. **Recommendation to require design review.**
 - c. #02-09-23-TD: Tolland: Proposal to modify the regulations concerning multi-family developments and a proposal to modify the lighting regulations. **No Intermunicipal Impact.**
- Scotland Plan of Conservation and Development: During the month of September, staff met with the Scotland POCD committee and, as a follow-up to that meeting, carried out tasks to move the planning process forward, including a re-analysis of a 1990 opinion survey of residents, re-drafting of plan goals and objectives, and gathering of background data for Scotland and abutting towns. We next meet with the committee on October 7th.

CENSUS AFFILIATE ACTIVITIES

- Data Requests: Responded to requests for information from: 2 businesses, 2 students, 4 non-profits, 2 municipal staff.
- SE3 Data: Staff are anxiously awaiting the arrival of the sample data from the 2000 census on DVD. While the data is available on the internet (American FactFinder), the census software provided with the data makes it much easier to find data for different geographies.
- Training: Staff provided extensive assistance to local business and to a student on techniques of accessing census data on the internet.

LOCAL ASSISTANCE

- Chaplin* - Collected municipal waste collection RFP's and recycling info for Selectman.
- Columbia* - Provided census data to town planner.
- Coventry* - Met with two members of Conservation Commission to discuss mapping services.

- Mansfield* - Updated municipal open space map layer.
- Sent mapping info to UMass graduate student at town’s request.
- Continued involvement in Lands of Unique Value Study.
- Presented Regional Land Use Plan at POCD Workshop.
- Investigated statutes for future roadways.
- Scotland* - Worked on Town POCD under contract
- Provided map information to POCD committee member.
- Windham* - Continued to serve on Ad Hoc Economic Development Committee.
- Provided information on housing to Economic Development Director.
- All Towns* - Processed statutory referrals from or affecting various member towns (see Planning, above)
- Coordinated with DPH and health districts on biohazard planning

MEETINGS

- Sept. 6 - COG meeting (BB, SG)
- 9 - Meeting with Scotland POCD Committee (BB, JB) / Scotland
- 10- Meeting with Coventry town planner re UZA's (BB)
 - Meeting with WRA re: mapping of Willimantic River Project/ UConn (JB)
 - Festival of Ideas: River Access/ Putnam (JB*)
- 12- Meeting with Windham town planner re UZA's (BB)
 - CT RDC Economic Development Training meeting / East Hartford (BB)
- 12-14- American Planning Association Regional Conference / Providence (JB)
- 17- CT Institute for the 21st Century / Berlin (BB, JB)
 - Windham Ad Hoc Economic Development Committee (BB)
- 18- CT RDC Board meeting / Hartford (BB)
 - Meeting with Mansfield staff re UZA's / Storrs (BB)
- 19- OPM RPO Directors' Technical Coordination meeting/ Rocky Hill (BB)
 - Capital Region Partnership Census Presentation / Hartford (BB)
- 23- I-395 TIA Public Hearing (BB)
- 24- I-395 TIA Public Hearing / SECCOG (BB)
 - POCD Kick-off Mtg. / Mansfield (JB)
- 25- Meeting with ConnDOT staff re UZA's (BB)
- 26- Mapping Mtg. with Coventry Cons. Comm. Members (JB)
 - Windham Open Space Presentation / Windham (JB*)
- 30- Coventry Growth meeting / Coventry (BB*, JB)
- Oct. 2- CT RDC Economic Development Training meeting / Berlin (BB)
 - Regional Planning Commission meeting (JB, SG)

*Time not charged to WINCOG.

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Town of Mansfield
Transportation Advisory Committee REC'D OCT 2 2002
Minutes of the Meeting
September 19, 2002

Present: Zimmer (acting chair), Nash, Thorkelson, Hultgren (staff), Zolnik (staff)

The meeting was called to order by acting chair Zimmer at 7:42 p.m.

The minutes of the June 18, 2002 meeting were approved. The reprinted bicycle map was distributed to members.

The public hearing announcement and the plan summary for the Rt. 395 corridor Transportation Improvement Area (TIA) was circulated. Hearings are scheduled for next week, then the plan is submitted to the State TSB.

Nash reported that the fare-free bus subcommittee had been active meeting with UConn students, WRTD staff and others. The bus newsletter was edited for final wording. It will be distributed to interested parties by WRTD. Information about the fare-free program will be continually sent to the parties of interest, and a meeting of all the entities who are participating (and may wish to participate) will be scheduled to critique/review/modify the program.

Hultgren updated members on the status of the current enhancement projects: Mansfield Center is nearly complete; the Birch and Separatist Road bikeways are still in design.

Hultgren updated members on traffic calming projects: speed humps will be installed on Dog Lane and Daleville Road this fall; there is some question as to the appropriateness of the "no through traffic" signs on Center Street (which the Traffic Authority will review) and the changes to Hillside Circle where it meets Hillside Road (UConn) should be installed this fall.

The Route 89 dehumping project will be reconsidered by the Town Council at its first meeting in October. Hultgren said that even though some of the hump was removed, it was still hard to see over the hump in smaller cars.

Hultgren said that concepts for the redesigned Stone Mill Bridge should be ready soon, and that he did instruct the consultant to consider "all architecturally appropriate designs".

Hultgren outlined the new round of enhancement projects staff was preparing for the Town Council. These included: 1) Extending the bikeway from four corners to the Holiday Mall; 2) extending the Mansfield Center walkway/streetscape to the Library; 3) a streetscape for the Rt. 195-downtown Storrs area (Liberty Bank to Dog Lane); 4) a streetscape for the Rt. 195-mall area/extending the sidewalk north to Puddin Lane.

Hultgren showed a sketch of a possible rotary at the eastern Hunting Lodge/Birch intersection to help eliminate "corner cutting" and other uncertain movements at this intersection. This concept will now go to the Traffic Authority for review. He said that the intersection of Birch and Bone Mill was also being looked at because of conflicts between traffic entering the Depot Campus (Weaver Road) and southbound traffic on Bone Mill Road turning onto Birch Road.

Hultgren showed a concept plan that would reroute P.183 Mansfield City Road from its intersection with

Stearns Road away from Crane Hill Road and away from the corner farm. This will be discussed by Council and PZC in the near future. Members suggested that the Town consider acquiring development rights along the road to be discontinued so that the road swap didn't end up just creating more building lots (instead of preserving the farm as intended).

The next meeting will be November 12, 2002.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,



Lon R. Hultgren
Director of Public Works

cc: ✓ Town Manager, Town Clerk, Town Planner, Assistant Town Engineer, Transportation Planning Aide, Social Services Director, UConn Transportation, H. Koehn, file

Item #4



Mansfield Downtown Partnership

1244 Storrs Road
PO Box 513
Storrs, CT 06268
(860) 429-2740
Fax: (860) 429-2719

October 1, 2002

Board of Directors
Mansfield Downtown Partnership

Re: Item #4 - Meeting Minutes

Dear Board members:

Attached please find the minutes for the Board meeting held on September 3, 2002.

The following motion would be in order:

Move, to approve the minutes of September 3, 2002.

Sincerely,

A handwritten signature in black ink that reads "Cynthia van Zelm". The signature is fluid and cursive, with a long horizontal flourish at the end.

Cynthia van Zelm
Executive Director

Attach: (1)

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Offices
Tuesday, September 3, 2002**

MINUTES

Present: Phil Barry, Martin Berliner, Tom Callahan, Wendy Halle, Philip Lodewick,
John Petersen, Steve Rogers, Chris Thorkelson, Betsy Treiber

Staff: M. Hart, C. van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:05 p.m.

2. Opportunity for Public to Comment

Mr. Allen Ward made comments about the revised Bylaws. Mr. Ward said he was impressed with some of the changes but there were a few issues that concerned him. He thought there should be a category of citizen directors, which would fill the elected spots. Mr. Ward also thought the chief officers should be elected or rejected by the general membership, not just the Directors. In addition, he questioned whether alumni from all over the state should be allowed to be members, and, thus, be given the authority to vote.

Ms. Robin Weiner made a few observations – where is the ultimate decision-making with respect to the proposed development. Consultants? UConn? People who live in the Town? She advocated for townspeople playing a big role. Ms. Weiner passed out an article from an AARP publication that references senior housing in college towns indicating that such housing in Mansfield would be a plus to the community.

3. Approval of Minutes

Chris Thorkelson made a motion to approve the minutes. Phil Barry seconded. The minutes were approved unanimously.

4. Presentation on the Freedom of Information Act

Tom Hennick, the Public Education Officer from the Freedom of Information Commission ("Commission"), gave an update on the requirements of the Act.

Mr. Hennick commended the Partnership for holding a meeting to review Freedom of Information Act (FOIA) requirements. The Partnership would most likely be considered a quasi-public agency. Mr. Hennick said much of the FOIA is about interpretation.

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Mr. Hennick passed out an overview of requirements for meetings in terms of notice and minutes. The meetings are broken down into Regular, Special, and Emergency.

Mr. Hennick said meeting notices need to be posted so everyone has an opportunity to participate. Quorum procedures should be followed.

If the organization appoints a task force or has a work session, this is still considered a meeting, and the meeting dates must be posted.

Meeting dates must be on file (in this case with the Town Clerk).

Mr. Hennick distinguished between Regular and Special Meetings. With respect to a Regular Meeting, any addition to an Agenda item should be by a 2/3rds vote of those members present and voting. Agenda items cannot be added to a Special Meeting agenda. When an organization changes the date of a Regular Meeting, the new meeting becomes a Special Meeting.

It is not necessary to ask people who they are when they walk into a meeting.

Meetings can be video or audio taped. The organization can indicate where they want the particular equipment to be placed.

The FOIA has no jurisdiction over whether Public Comment is included as part of an Agenda. Time can be set for Public Comment.

The public can be excluded from Executive Session. There must be a 2/3rds vote by the Board in public to close a meeting to go into Executive Session. The reason for doing so must be cited. All votes must be done in public. If someone is giving testimony in Executive Session, they must leave after they are done. An organization can make the decision on who can attend an Executive Session.

There are five reasons an organization can go into Executive Session: 1) discussion of appointment, performance, evaluations, health and dismissals of an employee (the employee must be notified and can require a public meeting), 2) strategy and negotiations with respect to pending claims and litigation, 3) security matters, 4) real estate acquisition by a political subdivision (if openness is likely to increase the price), and 5) discussion that would disclose records that are exempt from disclosure.

Mr. Hennick said that discussions on pending litigation usually are related to when an organization gets sued.

Mr. Hennick said the hiring of a person at an executive level, and contract negotiations can be done outside of a meeting.

The deliberation of competitive bids should be done in public but one-on-one negotiation could possibly be done outside of a meeting.

With respect to minutes, minutes should not be taken in Executive Session.

Minutes should include all votes recorded, who was there, and what business took place. Minutes should be on file within 7 days.

Every record is accessible to the public with some exclusions including the addresses of police officers. An exemption would be student records. Mr. Hennick referred to Section 1-210 of the FOIA statute for more information on permissive exemptions. With respect to public records, a person requesting a copy does not need to indicate the reason why they want to see a copy. An organization can request in writing a request for a copy. An organization should respond to a request for a document within 4 days. This response need only indicate that the organization will get back to them in a reasonable timeframe.

An organization is not required to conduct research for someone asking for information but a recent court ruling said that with respect to computer records, if information is in an organization's database, it must be provided. If an organization feels an exemption fits, then they have a right to use it.

Mr. Hennick said if the organization could reasonably make a copy of a lengthy electronic copy it should be provided.

Complaints can be filed with the Commission. The Commission encourages mediation before a hearing is held. Decisions made at a hearing can be appealed at the court level.

Mr. Hennick said that the statutes related to the FOIA changed a few years ago to include a municipal development agency (such as the Partnership) as an "implementing agency."

Mr. Hennick passed out his card and encouraged people to call him if they have questions.

5. Review and Approval of Bylaws

Mr. Lodewick said the Nominating Committee had reviewed the Bylaws, taking input from the public, and the Town Council. He also indicated that the Bylaws had been reviewed by Attorneys Dennis O'Brien and Andrea Ferster with respect to compliance with the Connecticut Non-Stock Corporation statutes and 501 © 3 status. The Bylaws were forwarded to the Town Council where they were reviewed and accepted.

On August 27, the Nominating Committee met and made some technical amendments to the Bylaws including deleting the name of the registered agent, and deleting descriptions of the Committees.

Mr. Lodewick asked for a motion to approve the Mansfield Downtown Partnership Revised Bylaws dated September 3, 2002 with technical amendments deleting the name of the registered agent in Article I, Section 3, and deleting Article VI, Sections 4 through 8.

Mr. Callahan made the motion, seconded by Mr. Barry. The Bylaws were approved unanimously.

The next step is to have the Bylaws approved by the membership at the Annual Meeting.

6. Update on Review of Consultants for Municipal Development Plan

Mr. Barry said the Finance and Administration Committee had received 3 proposals to undertake the municipal development plan. The Committee would be reviewing the proposals on September 23 at 8:30 AM, 11 AM, and 2 PM slots. Mr. Barry encouraged Board members to attend the meeting, which will be held at the UConn Purchasing Building. He hopes that a recommendation to the full Board can be made shortly after those meetings.

7. Annual Meeting

Ms. van Zelm passed out a draft of the Annual Meeting agenda set for September 26, 5 PM at Zenny's restaurant.

8. Report from Committees

Nominating – Mr. Lodewick said the Committee has reviewed candidates for nomination to the Board, and is awaiting some responses. The Committee has also asked the Town Council to appoint its three members.

Membership Development – Ms. Treiber said that approximately 200 letters had been sent out to solicit for memberships. In addition there has and will continue to be outreach through personal asks, the location of brochures at Town Hall, the Library, etc., and speaking at a variety of meetings.

Ms. Treiber said there were currently 37 memberships, nine of which are businesses. Dues thus far total \$1820 with an additional \$190 in donations.

Mr. Rogers asked about business vs. individual votes. When an organization becomes a member, one person votes on behalf of that organization. That person can also become an individual member.

Planning and Design – In Mr. Bacon's absence, Ms. van Zelm noted that the Committee continued to brainstorm design ideas and had met with Peter Miniutti and Norm Garrick who had worked on the Concept Master Plan. Ms. van Zelm noted that in a prior meeting, the Connecticut DOT personnel did indicate that they would need

additional design and engineering information before they could make any concrete recommendations.

Business Development and Retention – In Mr. Gergler's absence, Ms. van Zelm said the Committee had met and discussed further outreach to the business community including the publishing of Committee meetings in The Chronicle. She also mentioned that the Committee was exploring interest in a downtown merchants group.

9. Other

Ms. van Zelm noted that she and Matt Hart would be giving a presentation on the Partnership as part of the UConn Fine Arts Department retreat.

Mr. Barry referenced the Conflict of Interest policy in the Bylaws. How do we determine who on the Board might have a conflict? Chris Thorkelson thought the conflict would be defined as a Board member receiving a financial benefit from any action it would take.

Mr. Lodewick said a Director would need to tell the Board if there is a conflict. He encouraged Directors to review the Conflict of Interest policy in the Bylaws.

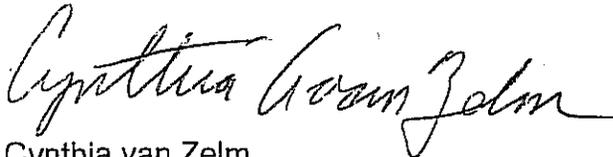
10. Adjourn

Mr. Callahan made a motion to adjourn. Ms. Treiber seconded. The motion was approved unanimously.

The meeting adjourned at 5:35 PM.

The next meeting is set for October 1 at 4 PM.

Respectfully submitted,



Cynthia van Zelm
Executive Director, Mansfield Downtown Partnership

TOWN OF MANSFIELD
Community Center Building Committee Meeting
August 26, 2002
MINUTES

Present: A. Rash, S. Goldman, D. Hoyle, M. Johnson, R. Moore, J. Pandolfo, M. Paquette

Staff: Town Manager M. Berliner, Capital Projects and Personnel Assistant L. Patenaude, Director of Parks and Recreation C. Vincente

Others: SLAM Architect J. VanderMaelen, Construction Manager, K. Boutin

1. Call to Order

A. Rash convened the meeting at 7:29 p.m. after a brief site visit.

2. Approval of Minutes

The minutes of the August 5, 2002 meeting were approved with a few minor corrections.

3. Audience to Visitors

None

4. Additions to the Agenda

None

5. Staff Reports

- a. Construction Manager's Report –K. Boutin gave an overview of what was occurring on site and what was to occur within the next couple of weeks. A. Rash questioned where the Special Inspector was from. K. Boutin replied that he is a Structural Engineer from S/L/A/M.

M. Berliner questioned if the room where the fire pump is to go should become available, if it could be used for other purposes, i.e., storage. C. Vincente stated that the room had no inside door, just an outside door for access. M. Paquette questioned what the room was next to. C. Vincente replied that it was next to the filter room. J. VanderMaelen replied maybe it could be used for storing chemicals. J. Pandolfo also suggested it could be used for outside storage, i.e., shovels, ice removal equipment, etc. C. Vincente also suggested custodial supplies storage. He also stated that it was only approximately 200 or 300 sq. feet but that they could find a use for it.

K. Boutin then reviewed the change order list. S. Goldman stated that the fire pump issue is a big if for the \$20,000+/- savings. K. Boutin stated that more would be known after the test is completed on Thursday, August 29th.

S. Goldman wanted to know how the job compares with other jobs as far as the amount of contingency used. K. Boutin stated that this is not out of the ordinary and would rather see the bigger items earlier in the project. At this point in the project, they are trying to foresee any problems that might occur and prevent them. C. Vincente reminded the Committee that the contingency budget was cut.

D. Hoyle asked about the caulking vs. spraying of the decking. K. Boutin replied that caulking is still going to happen and that we will have to watch this process more closely. J. Pandolfo questioned if there was any way to test the roof after it was completely caulked. K. Boutin replied that there was no way to do so, that they would have to verify how the caulk was laid down and that it was one continuous bead.

- b. Architect's Report – J. VanderMaelen was here for D. Harazim who is on vacation. He had nothing new to report.

M. Berliner questioned the schedule to date. K. Boutin replied that it was approximately four weeks behind schedule. M. Berliner asked if he thought they might be able to catch up and was June +/- still feasible for the completion. K. Boutin replied that they would indeed be looking for opportunities to catch up and that June might still be okay. M. Berliner questioned if they were losing time lately. K. Boutin replied that no time is being lost now and that all the delays were early on. S. Goldman wanted to know if it would be possible to commit to SAFEGRAD next June. C. Vincente stated that he would be cautious to make a commitment as that was too far in the future. He plans on doing a system test with charter members, Town and possible school employees.

C. Vincente talked to the League of Women Voters about a table and possible site tours at the Know Your Town Fair, which is set for Saturday, September 14th. Questioned if it might be possible for site tours to occur. M. Berliner thought it might be an issue with OSHA and to talk to M. Hart so he could discuss with CIRMA. Another option might be to rope off a section of the new parking lot so a better view of the building could occur.

C. Vincente also discussed having a display at the schools for their open houses in September.

6. Old Business

M. Berliner stated that the Public Works Department is working on the clearing the trees. The name of Rory Cahoun was given for a tree removal service.

7. New Business

None.

The next meeting is September 30th at 7:00 p.m.

The meeting was adjourned at 8:15 pm.

Respectfully Submitted,

Linda Patenaude,
Capital Projects and Personnel Assistant

INDUSTRIAL CONSTRUCTION COMPANY, INC.

752 North Mountain Road
Newington, Connecticut 06111

Tel: (860) 953-5667
Fax: (860) 953-2145

Founded 1921

September 20, 2002

Mansfield Community Center
Meeting Minutes: Job Meeting No. 12
Location: Town Hall, Council Chambers
Address: 4 South Eagleville Road, Mansfield, CT
Held: September 11, 2002

*Mansfield Community Center
Building Committee
September 30, 2002
AGENDA ITEM # 5.a.i*

Attendance:

Applied Thermodynamics Associates
Electrical Contractors, Inc. (ECI)
Gardner & Peterson (GP)
H.H.S. Mechanical Services (HHS)
LaRosa Building Group, LLC (LBG)
M. Beebe & Sons, Inc. (MBS)
Patriot Mechanical Services (PMS)
Rizzo Construction Pool Co. (RP)
Shepard Steel Company (SSC)
Sullivan/Benson L.L.C.
The S/L/A/M Collaborative (SLAM)
Town of Mansfield (TOM)

Not Represented
B.J. Diana
Not Represented
Not Represented
C. Scott Murray
Not Represented
Ron Becotte
Not Represented
Not Represented
Kurt Benson
John VanderMaelen
Martin Berliner
Jim Gaudreau
John Jackman
Mike Nintean
Linda Patenaude
Curt Vincente
Ken Boutin
Dave McNaughton

Industrial Construction Company, Inc. (ICC)

Next Job Meeting will be in the Council Chambers, Wednesday, September 25, 2002, at 9:00a.m.

1. Safety/Owner Coordination/Record Keeping

- 1.1. Contractors should submit copies of their Material Safety Data Sheets and safety programs to ICC. MSDS will be filed and available in the project field office.
- 1.2. Contractors and employees operating equipment or driving vehicles on or around site should drive with caution. Watch out for students and other pedestrians in area.
- 1.3. Daily clean up required in work areas.
- 1.4. Call 911 in case of an emergency. Job site is behind Town Office Building at 4 South Eagleville Road. Fire extinguishers and first aid kit are located in field office.
- 1.5. This is a HARD HAT project. Hard hats must be worn at all times by workers and visitors to job site. All visitors are to sign-in at ICC field office.
- 1.6. Contractors using forklifts or cranes on site should submit copy of operator certifications or license to ICC.
- 1.7. Any contractors planning any activity which will impact the Town Offices in any way is to coordinate with ICC well in advance so arrangements can be made with the Owner.
- 1.8. Project Emergency Plan posted in field offices.

- 1.9. The nearest medical center is Med-East Medical Walk In Center at 1703 West Main (Route 32) in Willimantic. Telephone number is (860) 456-1252. Directions available in ICC Field Office.
- 1.10. The nearest hospital is Windham Community Memorial Hospital at 112 Mansfield Avenue in Willimantic. Main Telephone number is (860) 456-9116. Directions available in ICC Field Office.
- 1.11. Mechanical, electrical and pool contractors are to schedule inspections of their work directly with Building Department and advise ICC superintendent. Contractors may write up their own inspection reports that the Building Official can sign after inspection of work. Copies of contractor's inspection reports should be given to ICC Superintendent. We will note inspections in our Daily Log.
- 1.12. Mr. Nintean stated inspections are being made and no problems to report.
- 1.13. ICC will schedule inspections with Building Department for items covered by its Building Permit. ICC will also schedule inspections done by Special Inspector and Test Lab.
- 1.14. Rizzo will need product information for pool equipment being purchased by Town. Some of these items have to be incorporated into work being done by others.
- 1.15. ECI reviewing pool grounding and bonding requirements. ECI will discuss with Building Official any local requirements or preferences for pool electrical.
- 1.16. ATA recommended that the fire pump be deleted from the Project after reviewing the flow test results from HHS and information about the water system provided by UCONN. Fire Marshal John Jackman agrees with the ATA's recommendation. ATA and SLAM will prepare a Proposal Request for the change to the fire protection system.

2. Submittals

- 2.1. Contractors should review requirements for Submittals and Product Substitutions in Specification Section 01335.
- 2.2. Contractors are to review and stamp submittals before submitting to the Construction Manager.
- 2.3. Contractors are to submit 5 copies **plus** the number of copies they want returned for their use.
- 2.4. Use arrows or circle items requiring selection on product data sheets.
- 2.5. Review Submittal Report for items in review or requiring action.
- 2.6. Kalwall shop drawings and engineering calculations returned "Revise and Resubmit". Shop drawings being reviewed by LaRosa and Kalwall. **LaRosa needs to resubmit.**
- 2.7. Pre-cast Architectural Concrete sample "Approved". Precast shop drawings need to be resubmitted with corrections. Masonry mock up panel has block veneer and mortar joints ready for review and approval by SLAM.
- 2.8. ATA returned fire pump and fire protection piping submittals. Pricing received from HHS for smaller fire pump. These items are currently on hold. The Town has requested another water flow test be done during the last week of August after UCONN students return to Town. The Town would like to delete the fire pump if the current water supply is adequate. If it is determined the fire pump is not required, HHS would have to revise shop drawings that were previously reviewed and approved. Water flow test scheduled for 8/29/02. HHS will notify UCONN Utilities. **9/11/02: ATA determined water supply is adequate and is recommending that fire pump be deleted from project. Fire Marshal John Jackman has no objections to ATA's recommendation to delete fire pump. SLAM to issue revised Proposal Request for pricing.**
- 2.9. Paging System submittal being held by ATA. Paging and telephone system changes reviewed by Owner. **ATA needs to issue drawings. SLAM needs to issue Proposal Request. ICC will then send to subcontractors for pricing.**
- 2.10. Security system information needed from Owner so work can be coordinated with new construction. ICC and TOM meeting with security contractor Friday 9/13/02.
- 2.11. 8/28/02: ICC received from Patriot sheet metal shop drawings for review and approval by engineer. 8/30/02 ICC submitted to ATA for review and approval. Areas with conflicts have been clouded on drawings.

- 2.12. Door and Finish Hardware supplier needs keying information from Owner. Meeting scheduled with ICC, Owner and Builders Hardware Friday 9/13/02.

3. Changes

- 3.1. Design changes may be issued in Proposal Request, Supplemental Instructions or as a RFI response. Contractors are to quote any change promptly to the CM, normally 5 working days after receipt of change.
- 3.2. The following changes are needed from the Architect:
- 3.2.1. Changes to telephone and paging system. Paging submittal being held by ATA.
- 3.2.2. Changes to roof fastening system over Pool Area. 9/10/02: SLAM issued PR 13/14.
- 3.2.3. Changes to fire pump and accessories. SLAM will revise earlier Proposal Request. New Proposal Request will be No. 8R.
- 3.2.4. Need detail for roof overhang. ICC making suggestions. SLAM reviewing.
- 3.3. The following Proposal Requests require pricing:
- 3.3.1. Proposal Request No. 13: Change vapor barrier on pool roof from self-adhering sheet vapor barrier to two plies of Type VI felt set in hot asphalt.
- 3.3.2. Proposal Request No. 14: Set roof deck insulation in hot asphalt in lieu of using screws and accessories to fasten insulation to roof deck.
- 3.4. Submit RFI's through the Construction Manager.
- 3.4.1. Ron Becotte questioned if a backflow preventer was required on water service in filter room. Ron thought another floor drain would be necessary if a backflow preventer is required. ICC discussed with ATA. Ken Hipsky checked with UCONN Utilities and they do not require a reduced pressure backflow preventer on the incoming domestic water. RPD's or air gaps are being provided between domestic water and other systems.
- 3.4.2. ECI questioned type of fixture specified for Type 'G' light fixtures. RFI sent ATA and SLAM. Light fixture package being released at end of August. Need answer as soon as possible. 6-8 week lead time for delivery of light fixtures. Original RFI sent to ATA. ICC discussed with Allen Pigeon at ATA. ATA recommended staying with fixture previously approved.
- 3.5. Review RFI Report.
- 3.6. ICC met with Mike Birdseye at SNET and CL&P on 7/12/02 to located property pole at northeast corner of Town Hall property. The utilities will be requesting easements across the Town Hall property for their utilities to the Community Center. The Town is in the process of surveying easements and writing legal descriptions. Part of easement over southeast corner of E.O. Smith High School property.
- 3.7. Supplemental Instruction issued for revisions to layout of pools and coping at activity pool.
- 3.8. Additional information needed for Timing System for Lap Pool. John VanderMaelen will discuss with ATA and Pool Consultant.
- 3.9. Review need for heat trace on rain leader above exterior ceiling over rear entrance to building between Gym Storage 139 and Vestibule 137.

4. Contract Administration

- 4.1. Corrected Insurance Certificate and Bonds needed from Rizzo.
- 4.2. Contracts have been executed and assigned to ICC for Bid Package Nos. 1, 2, 3, 4, 5, 6 and 7.
- 4.3. Subcontractor's Certified Payroll Certificates are to be kept up-to-date and submitted to ICC for review.
- 4.4. To date the Owner has selected to do Alternate Nos. 11, 14, 15, 16, and 17.

5. Site Storage, Parking and Deliveries

- 5.1. Coordinate on-site parking and storage requirements with CM's Superintendent.

- 5.2. Patriot is having rooftop equipment delivered to rigger's yard. Most of the equipment should be delivered rigger's yard between mid August and early September. Parking lot is also available for storage if needed.
- 5.3. Masonry mock-up panel on lawn area south of Community Center. Mock-up panel to face south. Concrete pad and metal-framed wall section in place. Masonry construction added to mock-up panel. Architect to review after masonry construction added to panel.

6. Schedule – General

- 6.1. Review manpower status.
 - 6.1.1. Review labor, material and equipment resources.
 - 6.1.1.1. CT Mason / J. Copasso on site laying CMU back-up for exterior walls at gym and mechanical areas. Need balance of masonry frames, lintels, colored mortar and split face block.
 - 6.1.1.2. Shepard Steel has most of the structural steel erected. Installing decking and perimeter support angles for metal decking at pool. Finishing miscellaneous details on main building.
 - 6.1.1.3. LaRosa reported R & L waiting for G90 studs for exterior walls. Delivery for 9/25. Studs should have been here earlier.
 - 6.1.2. Need overhang and roofing details finalized so roofer can start. ICC will provide sketch for review by SLAM.
- 6.2. Review schedule.
 - 6.2.1. Concrete for suspended slabs scheduled for 8/30 but postponed due to rain. Concrete for 9/4 postponed because of forecast for heavy rain. Concrete pumped and placed for suspended slabs on 9/5 (good weather day).
 - 6.2.2. Frame exterior walls starting 9/3. G90 studs will not be on site till 9/25 per LaRosa.
- 6.3. ICC updating the current schedule. Updated schedule will be distributed with meeting minutes.

7. Trade Reports

- 7.1. M. Beebe & Sons, Inc. - Past Two Weeks
 - 7.1.1. Placed concrete for generator pad.
 - 7.1.2. Hand-excavated for pool drain and piping.
 - 7.1.3. Piped underground storm to rain leaders.
 - 7.1.4. Connected site storm to building storm lines.
- 7.2. M. Beebe & Sons, Inc. - Next Two Weeks
 - 7.2.1. Start preparing gravel base for north parking lot.
 - 7.2.2. Start subgrading site around building.
 - 7.2.3. Patch existing lawns by Town Hall.
 - 7.2.4. Fine grade for bottom of lap pool.
- 7.3. LaRosa Building Group - Past Two Weeks
 - 7.3.1. Placed concrete for slabs on grade.
 - 7.3.2. Built masonry mock-up panel.
 - 7.3.3. Finished grouting base plates at main building.
 - 7.3.4. Infilled column diamonds on lower level.
 - 7.3.5. Installed reinforcing for suspended slabs.
 - 7.3.6. Placed concrete for suspended slabs and housekeeping pads.
 - 7.3.7. Laid 8" common CMU for Gym walls.
- 7.4. LaRosa Building Group - Next Two Weeks
 - 7.4.1. Install reinforcing for suspended slabs at main building.
 - 7.4.2. Dampproof CMU backup on exterior walls.
 - 7.4.3. Start split face block on exterior walls at gym.
 - 7.4.4. Start wood blocking for roofs and curbs
 - 7.4.5. Start roof on gym.

- 7.4.6. Spray fireproof structural steel scheduled for fireproofing.
- 7.4.7. Frame exterior walls at main building.
- 7.4.8. Frame interior walls at main building.

- 7.5. Shepard Steel Company - Past Two Weeks
 - 7.5.1. Finished metal deck and caulked joints for pool roof.
 - 7.5.2. Touched up primer on structural steel connections.
 - 7.5.3. Cleaned up scrap and materials.
- 7.6. Shepard Steel Company-Next Two Weeks
 - 7.6.1. Sandblast primer on structural steel in pool filter room.
 - 7.6.2. Apply epoxy primer to structural steel in pool filter room.
- 7.7. Rizzo Pool - Past Two Weeks
 - 7.7.1. Laid out equipment and piping in pool filter room.
 - 7.7.2. Set and piped pool drains. Tested pipe. Backfilled around pipe and drains with concrete.
 - 7.7.3. Continued forming and installing reinforcing steel at deep end of lap pool.
- 7.8. Rizzo Pool - Next Two Weeks
 - 7.8.1. Continue forming walls and installing reinforcing at shallow end of lap pool.
 - 7.8.2. Install underground piping at pool filter room.

- 7.9. H.H.S. Mechanical – Past Two Weeks
 - 7.9.1. Shop drawings and submittals approved but on hold pending engineering review of need for fire pump.
- 7.10. H.H.S. Mechanical – Next Two Weeks
 - 7.10.1. Delete fire pump. Re-calculate hydraulics and modify shop drawings.
 - 7.10.2. Coordinate fire protection with other trades.

- 7.11. Patriot Mechanical - Past Two Weeks
 - 7.11.1. Prepared sheet metal shop drawings for review and approval.
 - 7.11.2. Installed floor and roof drains for concrete roofs and suspended slabs.
 - 7.11.3. Sleeved penetrations for suspended slabs.
 - 7.11.4. Installed floor drains for slab on grade.
- 7.12. Patriot Mechanical - Next Two Weeks
 - 7.12.1. Coordinate mechanical with other trades.
 - 7.12.2. Set equipment curbs for roof top equipment.
 - 7.12.3. Receive and place equipment in boiler room.
 - 7.12.4. Pipe roof drains and building storm piping above grade.

- 7.13. Electrical Contractors, Inc. - Past Week
 - 7.13.1. Roughed electrical in masonry walls at gym.
 - 7.13.2. Installed underground conduit to generator.
 - 7.13.3. Extended conduit to relocated transformer vault.
- 7.14. Electrical Contractors, Inc. - Next Two Weeks
 - 7.14.1. Start bonding and grounding for pool.
 - 7.14.2. Receive and set generator on pad.
 - 7.14.3. Start roughing electrical in partitions.
 - 7.14.4. Continue roughing conduit in masonry walls at gym and mechanical areas.
 - 7.14.5. Install underground electrical and light pole bases north of building.

8. Trade Items and Discussion

- 8.1. Bid Package No. 1 - Site Work
 - 8.1.1. John Jackman needs NFPA Certification paperwork for underground water fire main. Beebe to provide documentation. Beebe provided documentation to John Jackman. ICC has copy for file.

8.2. Bid Package No. 2 - General Trades

8.2.1. Start mason on gym storage room wall (by gas meter) as soon as possible so CNG can do underground gas service. ICC updated CNG. They will schedule work when wall behind meter is finished. Pad for gas meter installed after service line brought to building. Fence enclosure will be required per Peter Casirella of CNG. Enclosure not shown on drawings.

8.2.2. ~~Need balance of metal door and window frames~~ for masonry walls and partitions as soon as possible. Priority list of doors received in earlier shipment.

8.3. Bid Package No. 3 - Structural and Misc. Steel

8.3.1. Pool Roof deck to be caulked as originally specified. Test lab will inspect deck installation and caulking. ICC also inspected priming and caulking of deck.

8.3.2. Regular primer used on structural steel in pool filter room. Epoxy primer was specified for this room. Shepard Steel will make arrangements to sandblast primer and repaint with specified epoxy primer.

8.4. Bid Package No. 4 - Swimming Pools

8.4.1. Flat floor area in Lap pool will be a continuous pitch at shallow end of pool from 4 to 5 feet. Flat area in shallow end of activity pool to remain to provide level area leading out from bottom step of pool stair.

8.4.2. Pool shell is reinforced shotcrete construction using one-sided form with bracing.

8.4.3. Rizzo will shoot test panels while shotcreting pool shell. Specified mix design is minimum of 4000 PSI. Mix Design sent to pool consultant for review and approval.

8.4.4. Pool layout revised to provide required space to incorporate handrail between two pools.

8.4.5. Rizzo needs to finish underground piping in pool filter room. LaRosa will then place slab on grade and housekeeping pads in filter room. Mason to build exterior wall.

8.5. Bid Package No. 5 - Plumbing and HVAC

8.5.1. Sullivan & Benson continuing work on sheet metal shop drawings. Problem areas have been identified on shop drawings. S/B meeting with ATA later this week to review tight areas and identify possible solutions. Several areas may need ceiling heights lowered to provide more space above ceiling.

8.6. Bid Package No. 6 - Fire Protection

8.6.1. Fire pump and piping shop drawings on hold pending results of water flow test. 9/11/02: ATA recommending fire pump be deleted based on water flow test results and information received from UCONN regarding water supply and usage.

8.7. Bid Package No. 7 - Electrical

8.7.1. Generator will be delivered on or about 9/20/02. Concrete pad and underground electrical need to be done.

8.7.2. Switchgear for this project is a four-week lead item for delivery.

8.7.3. Need Right of Way finalized and SNET pole for completion of electrical service to building.

INDUSTRIAL CONSTRUCTION COMPANY, INC.

Kenneth M. Boutin

Cc: All present
All other trade contractors listed above
Building Committee
File

**Mansfield Parks Advisory Committee
Minutes of the September 4, 2002 Meeting
Audrey P. Beck Municipal Building – 7:30 pm**

Members Present: Sue Craig, Pat Bresnahan, John Fisher, Jean Haskell, Dirk Fecho, Kristin Schwab, Jennifer Kaufman

- A. Selection of Secretary** – Kristin Schwab acted as secretary.
- B. Minutes for August 7, 2002 Meeting.** Approved as submitted. (still missing June minutes)
- C. Continuing Business**
1. **Friends of Mansfield Parks (FOMP) Group Update.** Flyers advertising fall work dates and membership brochure prepared by Jean and Jennifer were reviewed; they will be distributed at Know Your Town Fair on Sept. 15. As member benefits, the goal is to offer at least two educational events per year to members; Robert Thorsen has been asked to give a fall program on stone walls.
 2. **Park Updates:**
 - a. **Merrow Meadow** Jackie and Sue have cleared trail edges; field still looks good. Vandalism down.
 - b. **Eagleville Preserve** No news.
 - c. **Shelter Falls** Jennifer walked DEP loop – needs better marking.
 - d. **Schoolhouse Brook** No news.
 - e. **Dunhamtown Forest** Sign ordered for White Oak entry; 8-space parking lot to go in soon.
 - f. **Mt. Hope Park** John gave update on Boy Scout projects; scouts have met with town officials to get input on their structures, will meet with scout officials in next month for final approval. Jennifer reviewed the agenda for September 21st dedication; a work day w/ Uconn students is scheduled for September 14.
 - g. **Coney Rock Preserve** Sign is ordered and parking design for Chaffeeville Rd. entry being done by Grant Meitzler.
 - h. **Fifty Foot** Pat is still working on the plant survey; we should decide where her efforts should go next season.
 3. **Committee Reports**
 - a. **Open Space** – August 20 minutes reviewed, no comments.
 - b. **Land Management** - none
 - c. **Recreation Advisory** July 24 minutes reviewed, no comments.
 - d. **Community Center Building Committee** – August 5 minutes reviewed, no comments.
 - e. **Conservation Commission** – August 21 minutes reviewed, no comments.
 4. **Walking Weekend Oct 12-14** Merrow Meadow will be led by Sue; Mt. Hope by John and Kristin; Q&S training sessions being held soon.

5. **Community Service Days/Work Days** Jean and Jennifer reported that new work kits have been assembled with needed tools and safety/first aid supplies for use by the volunteers. Jean reported that FOMP and the work days are now listed on a database available at the library.
6. **Wildlife Habitat Incentives Grant Program (WHIP) Update** Jennifer reported that Mt. Hope received the most favorable response in discussions with NRCS; it is being submitted for this round of grants.
7. **Maplewoods Subdivision** The Committee voted to endorse the July 16th comments as submitted by Open Space Committee.
8. **Know Your Town Fair (September 14)** Jean will represent Mansfield Parks and will distribute information about FOMP, conduct a volunteer sign-up for work days, and provide a display about invasive plant control.
9. **Other Continuing Business** None

D. Correspondence None

E. Director's Report None

F. New Business

1. Discussed the continuing need to have each PAC member assigned to one of the eight parks and preserves as a contact/partner for FOMP stewards – will resolve at next meeting.
2. Kristin brought up the idea of the parks system having some sort of park presence (the town green, a peripheral natural area, etc.) in the new town center area; Jennifer will discuss with Curt.

Meeting was adjourned at 8:55.

Respectfully submitted,

Kristin Schwab

TOWN OF MANSFIELD

OPEN SPACE PRESERVATION COMMITTEE

Minutes of September 17, 2002 Meeting

Members Present: Ken Feathers, Quentin Kessel, Jim Morrow (Chair), Steve Lowrey and Vicky Wetherell

1. **The meeting was called to order at 7:36 p.m.**
2. **The minutes of the August 20, 2002 meeting were approved.**
3. Wetherell reviewed a number of items.
 - a) An August 13, 2002 map of the Vernon Crane Hill Road property which shows three back lots adjacent to either Town or Joshua's Trust property was discussed. Parcel 5, 11.16 acres, will provide linkage to complete a protected trail connection between Joshua's Trust and Town property and Jacobs Hill Road. The OSPC voted unanimously to recommend the Town purchase this property. The lot N/F of Andrew Pierce (v. 30, p. 30) which has Sawmill Brook for an eastern border is also recommended for acquisition. The motion passed unanimously. The lot described as N/F Florence Prescott Fesik (v. 111, p. 88) is surrounded on three sides by Town land. The OSPC voted unanimously to recommend the purchase of this property.
 - b) Millie Larkin has offered to sell to the Town a 12-acre parcel adjacent to the northern section of Schoolhouse Brook Park. This lot would fill out a corner of the park and the OSPC voted unanimously to recommend the purchase of this property.
 - c) The Mullane property which is split by the unused section of Woodland Road has been offered for sale to Joshua's Trust. The OSPC recommends the Town assist with this purchase because the parcel is important in filling of a corner of the Coney Rock Joshua's Trust Land. It also protects an important wetland in a public water supply watershed.
 - d) Harakaly Subdivision: The subdivision plan dated 11/26/01 shows a highlighted area (parcel A, 10.6 acres on the south side of Mount Hope road at the intersection with Route 89, designated as "subject to conservation restrictions"). It was agreed that the field should be maintained as open farmland by a conservation easement and not be permitted to become forest. Wetherell will forward the OSPC comments to the PZC
 - e) The initial meeting of the Plan of Conservation and Development Committee will be held September 24, 2002 at 7:30 p.m. in Council Chambers. Wetherell spoke on the importance of having the Willimantic River Greenway in the new plan and the committee discussed potential green connections.
 - f) October 30, 2002 at 7:30 p.m. in Room 100 W. B. Young building the final public presentation of the Lands of Unique Value will be given.

4. **The meeting was adjourned at 9:00 p.m.**

Respectfully submitted,

Quentin Kessel
Secretary

**Mansfield Youth Services
Advisory Board Sub-committee Minutes
Tuesday, September 10, 2002
10:00 a.m.
at Mansfield Municipal Building**

Present: Frank Perrotti, Assistant Chairperson, Ethel Mantzaris,
Chairperson, Janit Romayko, YSB Coordinator

Agenda items included:

1. **Update:** Month of August 2002 was another busy one.

a. **Met with MMS staff:** re: number of cases needing social work "type" intervention (home visits, truancy monitoring, parent aid activities, follow up telephone calls, family therapy, etc). It was decided that a social work intern (from YSB) will be solicited and supervised by YSB and that that intern will carry a caseload of 4-5 students and their families. Perhaps the student will co-facilitate an in school group with teacher and another parent education group in the evening.

b. **Caseload remains consistent.** Medications are also running parallel. Dr. Haney came in to YSB in the later part of the month and did a recheck on six of our active cases so as to facilitate school progress early on.

c. **Planning for fall Open Houses** occurred, along with the "Know Your Town Fair" and presentation of substance abuse prevention at UConn.

d. **SSD position:** remains unfilled

e. **Underage Drinking grant:** for \$40,000 was denied. OPM received 13 applications for three available grants. Towns of East Lyme, Madison and Newtown received grants. Janit thought that the liaison with UConn Police & Health Services made a very strong case but Frank Perrotti pointed out that the three towns

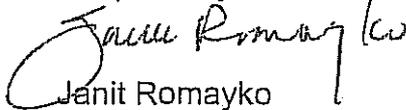
that were granted are heavily Republican. Some discussion then followed and it was decided that perhaps \$40,000 would not have been an adequate amount for an 18-month grant. (See attached letter).

2. Budget Outlook: It appears that YSB's line items and other grants from the State will be reduced by 5% to 10% with \$1400 being potentially cut by SDE. That amount goes into the Town's General Fund and it is used to offset professional costs of the YSB.

3. Upcoming Meetings: It was decided to hold the entire YSB Advisory Board meetings in November, February and May and have the Subcommittee group at the YSB in October, December, January, March and April. Janit will check with Jeff Cryan at MMS for November 2002 meeting. Ethel suggested that we have a speaker for the February meeting or go to another agency. Janit will contact Superior Court Family Relations as everyone seemed to enjoy the "fieldtrip" to Juvenile Court in spring, 2002. Judge Michael Mack was especially cordial to our group and perhaps Peter Myers can accommodate our group with Judges Kaplan, Zarella and/or Bishop. Amy Fallon will also be approached as she is the new outreach minister at St. Mark's Episcopal Church. Rev. Dexter Cheney is currently the interim pastor filling in for Rev. Rob Hirschfeld until a replacement is found.

Meeting adjourned at 11:15 a.m.

Respectfully submitted,



Janit Romayko
Secretary

Next meeting:

**Tuesday, October 8, 2002 at YSB at 10:30 a.m.
Subcommittee: Perrotti, Mantzaris and Romayko**

Agenda:

- 1. Update: September 2002**
- 2. Budget Fiscal Year 2003-2004**
- 3. Other**



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

August 30, 2002

Mr. Martin H. Berliner
Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Mr. Berliner:

Thank you for submitting an application for funding under the Comprehensive Approach to Combating Underage Drinking Program. We appreciate your interest in this program and encourage your local efforts in addressing the problem of underage drinking. Unfortunately, program funding is competitive and we were unable to award all requests, including your proposal.

By way of background, the Office of Policy and Management received 13 applications for this program. Three of those 13 applicants have been selected for funding. The applications were reviewed based on the criteria set forth in the program announcement. The Subcommittee on Police Training reviewed each application and made recommendations for funding. These recommendations were submitted to the members of the Juvenile Justice Advisory Committee at their June 6, 2002 meeting. The Subcommittee recommendations were accepted as the final funding decisions of the Juvenile Justice Advisory Committee (JJAC). The applicants selected for funding are the Town of East Lyme, Town of Madison, and Newtown Youth Services, Inc.

I am sorry that we cannot support all the cities, towns and agencies that submit proposals to us. Good luck in your future endeavors on behalf of Connecticut's young people.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Mattiello".

Brian Mattiello
Under Secretary

cc: Janit Romayko
Jeffrey H. Smith

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Mansfield Conservation Commission
Minutes of the August 21, 2002 Meeting
Conference Room B, Audrey P. Beck Building

Present: Robert Dahn (Chair), Jennifer Kaufman, Quentin Kessel, John Silander, Frank Trainor, and Mary Rogers.

Absent: Denise Burchsted, Lanse Minkler, and Robert Thorson.

Town Staff: Grant Meitzler

1. The meeting was called to order at 7:38 PM.
2. The minutes of the July 17, 2002 were approved unanimously with a motion made by Rogers and seconded by Kaufman.
3. Kaufman moved and Kessel seconded that a subcommittee be formed to review the pending revised map for the Maplewoods subdivision and, if appropriate, provide comments to PZC should action need to be provided before the CC's September meeting. The motion passed unanimously and Dahn, Kaufman and Rogers agreed to serve on this committee.
4. Kessel moved and Kaufman seconded that the same committee review the pending revised map for the Pine Grove subdivision and provide comments to PZC, if appropriate. The motion passed unanimously.
5. Fenton River Water Level: Kessel reported that it was about ankle deep, in spite of the recent inch of rain. He also noted that during this very dry summer the level would sometimes rise even though there had been no rain. He assumes this effect is related to changing drawdowns by the University pumping stations.
6. Mission Statement: Historical information, including the CC 1967 administrative procedures and CC statements of purpose had been distributed to the members. These included the minutes of the first meeting in 1963 for which Audrey Barbaret was acting secretary and a June 6, 1967 statement presented by the CC at the public Thames River Watershed Water Quality Standards hearing. Kessel noted that the CC has a proud history of testifying at public hearings.
7. Open Space: Kessel reported on the August 20, 2002 Open Space Preservation Committee meeting. The OSPC is recommending the 9 acre parcel owned by Thompson at the corner of Bone Mill Road and Route 44 be purchased for open space. It is part of the Nelson Brook watershed and would buffer both Town and University owned lands. Padick will be meeting with George Merrow in the near future. The Merrow family owns several hundred acres in that part of Town. Of special interest to the CC was the OSPC's

recommendation that in updating the 1993 Town Plan of Conservation and Development that the matrix developed by the CC for evaluating properties be updated to include grasslands, forestry resources, and wildlife corridors. The OSPC felt that these were not given adequate consideration in previous plans.

8. Lands of Unique Value: Silander reported that the next meeting was set for August 29, 2002 and he plans to attend. Concern was expressed that this study might not be forthcoming with some of the information for which it was commissioned, specifically professional assistance with the CC's matrix for evaluating the relative values of watersheds, forestland, open space and farmland, etc.

9. Fenton River Level A Aquifer Mapping: The subcommittee's letter on this issue was not available for review.

10. Plan of Conservation and Development: A draft list of volunteers shows no CC membership, in spite of Silander and Burchsted agreeing to serve on the committee. Kaufman will check on this.

11. The Green Valley Institute Protecting Family Farm and Forests Workshop the CC is co-sponsoring with the Willington CC will be held September 26, 2002 at 7:00 PM in the Edwin O. Smith High School chorus room.

12. Letter from Willimantic River Alliance (7/30/02) - Greenway Application: Kaufman moved and Silander seconded the statement, "The sense of the CC is that the Town of Mansfield should support these efforts of the Willimantic River Alliance in any way possible." The motion passed unanimously.

13. IWA Applications.

a) W1187 - Montessori School - 132 Pleasant Valley Road. Map date July 16, 2002. This application is for a school addition and an upgrade to their parking area. Kaufman moved, and Silander seconded, that the proposed work would have no significant negative impact on the wetlands if the siltation and erosion controls indicated on the map are in place during the construction and removed once the site is stabilized. The motion passed unanimously.

b) W1188 - Tynan - Spring Hill Road. Map date August 20, 2002 revised. This application is for a drive way in a buffer area to a home to be constructed. Kessel moved, and Dahn seconded, that the proposed work would have no significant negative impact on the wetlands if the siltation and erosion controls indicated on the map are in place during the construction and removed once the site is stabilized. The motion passed unanimously.

c) W1189 - Malek - East Road. Map date July 18, 2002. This application is for a four lot subdivision with work to be done in a regulated area. For discussion purposes, Kessel moved, and Silander seconded, that the proposed work would have no significant negative impact on the wetlands if the siltation and erosion controls indicated on the map are in place during the construction and removed once the site is stabilized. A number of matters were discussed. Concern was expressed that the project was typical of those

which contribute to a cumulative negative impact on the wetlands, the end result of which may be a significant negative impact. It was further noted that approval of this project will remove that much more prime farmland from Mansfield's inventory of prime farmland. The CC also hopes that should this subdivision be approved that the PZC will show appropriate concern for the University of Connecticut's nearby astronomical observatory. It was strategically placed to avoid light pollution. Any house or required street lighting must be minimal and directed downward to minimize its effects on the night sky. The original motion to approve did not pass (1 in favor, 4 against, and one abstention).

15. Kaufman noted that the CC had not received a reply from the PZC regarding our memo on developing a policy for invasive species. It was agreed that the Town's public works employees might benefit from some training in this area. Kaufman will discuss the status of this memo with Greg Padick.

16. The meeting was adjourned at 9:20 PM.

Respectfully submitted,

Quentin Kessel
Secretary, *pro tem*.

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MANSFIELD DEPARTMENT OF SOCIAL SERVICES

ADVISORY COMMITTEE

MINUTES FOR MEETING HELD SEPTEMBER 5, 2002

- I. **Present:** Becky Lehmann, Chair, Jim Peters, Marla Hauslaib, Ed. Passmore. Staff: Sheila Thompson.

- II. **Communications:**
 - A. Matt Hart, Assistant Town Manager, was in attendance to report that the search process for a Dept. Director has yielded 10 top applicants, and interviews will be scheduled for late Sept. or early Oct. He also reported that interviews for the School Readiness Parent Education Coordinator will be held Sept. 20, with hopes that there will be staffing decision soon thereafter. Mr. Hart also indicated that during the absence of a Director, the Dept. has been functioning quite well under the supervision of the program managers for each division.
 - B. The Committee reviewed the Dept.'s Quarterly Report and monthly reports from YSB, Wellness Center and Sr. Center, along with pertinent information from the CABHN.
 - C. Favorable comments were made in regard to Bill Kennedy's retirement receptions, and a Thank You note from Bill to the Committee was read by Becky.

- III. **Minutes from June 13, 2002:** Minutes were accepted and approved unanimously.

- IV. **Old Business:**
 - A. Discussion focused on proposed changes to the Dept. Director's job description, and Matt Hart indicated that he would review these with consideration given to possible incorporation into the current description.
 - B. Pastor Ken Ferguson has been asked to consider membership on the Committee, and Committee members were asked to think of other possible members, should he decline. Becky will follow up with Pastor Ferguson, with hopes that he will accept and join the Committee at the next meeting.
 - C. The discussion of timetable of Committee tasks and activities was tabled until Oct.
 - D. The discussion of the Legislative meeting was tabled until Oct.

- V. **New Business:**
 - A. Recreation Director, Curt Vincente, joined the Committee to discuss a fee waiver policy for use of the Community Center. It was decided that the Committee would join with the Community Center's subcommittee

to formulate a proposed policy based on income and the guidelines of the Town's existing fee waiver policy. This policy will be presented to the Town Council for action.

- B. The Mansfield Advisory Committee for Persons with Disabilities has recently had two resignations, along with a death of a member, and the Committee is searching for replacement of these members. The Town Council will be asked to assist in the search, and the Advisory Committee was also asked to assist.
- C. The Know Your Town Fair will be held Saturday, 9/14/02, and Becky will host a table with information from the SSD. Joan Buck will host a table with information on School Readiness.
- D. Discussion focused on changing the meeting schedule back to its original schedule of the first Tuesday of the month (no meetings in July or Aug.). Next meeting will be Oct. 1, 2002, beginning at 2:45 PM.

VI. Next meeting: Oct. 1, 2002.

VII. Meeting adjourned: 5:15 PM

Respectfully submitted,

Sheila J. Thompson

Minutes: mdss 05

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 3, 2002

Mr. Robert L. Smith, Bureau Chief
DEP/Bureau of Water Management
79 Elm Street
Hartford, CT 06106

RE: Hilltop Apartments Detention Basin Improvements, UConn, Dam Safety Permit Review

Dear Mr. Smith:

The Town of Mansfield and our consultant (George Andrews of LEA, Inc.) have reviewed the plans for the improvements to the Hilltop Apartments detention basin (9 plan sheets dated 8/30/02 and revised 9/10/02), the hydraulic computations dated 9/10/02 and the draft DEP permit No. DS-01-17 dated 9/17/02 and find them acceptable, with a few minor (non-dam safety) suggestions given herein below. We commend the University for this effort and look forward to the implementation of the improvements.

The minor suggestions we have for these plans include:

1. The concrete weir elevation between the primary and secondary parts of the basin is not given on the detail. It will be much easier to construct properly if the elevation is clearly given on the plan and detail of this structure.
2. While the permit does require the plantings in the bottom of the basin be monitored and restored for three (3) years, we suggest that the restoration of these plantings be included long-term in the required operation and maintenance plan for the basin, particularly in the primary stage after sediment is removed (the action of removing the sediment will likely require some plant restoration).
3. It looks to us as though the primary stage is designed to empty out fairly quickly. This we find acceptable; however, some of the plantings called for in this first stage are plants that may require standing water to survive. This should be checked to make certain the correct species of plants have been selected for this first stage.

Thank you for this opportunity to comment. We have also forwarded the plans to our groundwater consultant and we expect to have her comments about impacts to groundwater in the near future, which we will forward to you and the University.

Sincerely,



Martin H. Berliner
Town Manager

MHB:sml

cc: Art Christian, DEP
Lon Hultgren, Director of Public Works
Larry Schilling, University Architect
George Andrews, LEA, Inc.
Greg Padick, Town Planner
Robert Miller, EHHD
Mansfield Town Council
Mansfield Planning & Zoning Commission
Helen Koehn



TOWN OF MANSFIELD
SUGGESTIONS FOR CCM'S 2003 STATE LEGISLATIVE PROGRAM
September 23, 2002

Education

- Increase funding for School Readiness to include all communities, provide for cost of living increases to the grant awards, and to bring child care salaries to a more competitive level. Also make the grant program permanent.
- Increase funding for the Education Cost Sharing Grant (ECS)
- Increase funding and separate Special Education funding
- Support adequate funding of the Operating Budgets for the state's public colleges and universities

Elections

- Encourage the state to study and improve the Presidential absentee ballot system and voter registration accountability

Environment

- Expand the bottle bill to include non-carbonated beverage containers and channel the new unclaimed deposit revenues to fund recycling-related programs; or set up a task force to study the improvement and expansion of the bottle bill with a 2-year implementation. Also, increase the deposit revenue from 5 cents to 10 cents.
- Study and set-up a comprehensive construction and demolition debris recycling/reuse infrastructure in Connecticut
- Ban CRT's from landfills and incinerators
- Ban non-recyclable (contaminating) plastic beer containers

Health, Welfare and Social Services

- Increase funding for Dial-A-Ride
- Support better coordination and evaluation of substance abuse prevention programs
- Include parents at income levels up to 185% of the poverty line in the HUSKY health insurance program
- Provide more realistic Medicaid rates set at actual cost for convalescent and dental care
- Expand the state Assisted Living program
- Increase the asset level for eligibility in the home care subsidy
- Increase state per capita grant contribution to Health Districts
- Increase annual allocation to Tobacco Trust Fund from Tobacco Settlement Funds
- Prevent any further reductions in state assistance to Connecticut Legal Services
- Remove prohibition against local ordinances concerning smoking prohibitions

Housing and Community Development

- Support the "Housing Plus" and Beyond Shelter" programs that link rent subsidies, transitional housing and follow-up services to prevent homelessness

Land Use, Planning and Zoning

- Authorize municipalities to increase the real estate conveyance tax to finance open space acquisitions and public improvement enhancements of commercial areas (e.g. beautification, lighting, benches, signage, etc.)

Licenses and Permits

- Convert annual fishing licenses issued free to persons with permanent disabilities to free lifetime licenses, similar to free lifetime licenses issued to persons over 65. Also extend this free lifetime benefit to persons who have suffered a permanent loss of a limb. This conversion would provide a greater service to the recipient and save municipal administration costs.

Municipal Labor Relations

- The 2000 revisions to the Municipal Employee Retirement System (MERS) pension were well received. However, municipal representation on the state Employee Retirement Commission that governs MERS is still lacking and should be required. In addition, the legislature should establish a panel to make recommendations concerning pension portability.
- Amend municipal employee collective bargaining statutes to clarify the statutory definition of "department head" for purposes of excluding such personnel from collective bargaining. The definition of "department head" should include staff reporting directly to the chief executive officer and staff directly supervised by a board or commission.

Public Safety

- Encourage the state to study regulations pertaining to distractions while driving
- Provide funding to implement the Connecticut Department of Public Works' capital improvement program for the state's eight regional fire schools

Transportation

- Revise statutes concerning truck prohibition on local streets so that non-delivery trucks can be prohibited from local streets by the Legal Traffic Authority (LTA). Also enable weight restrictions on local roads by the LTA.
- Require the DOT to provide technical assistance on Traffic Calming to municipalities
- Provide funding to implement phase II stormwater regulations in Connecticut municipalities
- Increase the total amount and funding percentages for the local bridge program (currently maxed out at 33%)
- Require the DOT to study and revise construction inspection requirements for enhancement and TEA-21 projects (they are currently inappropriately high)
- Enable municipalities to collect disturbed roadway excavation permit fees that include damages to roadways that were recently paved, surfaced or reconstructed

- Increased rural transit and commuter bus funding
- Expand mass transportation systems such as rail and bus service, where appropriate. This would relieve pressure on state and local roads and help spur development along existing transportation corridors.
- Encourage the Connecticut Department of Transportation to be more flexible to the needs of municipalities and residents with respect to the department's design parameters

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TOWN OF MANSFIELD

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
STORRS, CONNECTICUT 06268

Item #20

CURT B. HIRSCH
ZONING AGENT
(860) 429-3341

To: Mansfield Town Council/Planning & Zoning Commission
From: Curt Hirsch, Zoning Agent *CBH*
Date: September 16, 2002

Re: Zoning Citations Ordinance

The Zoning Citations Ordinance has been in place since June 1999. The Ordinance authorizes the Zoning Agent to issue citations and levy \$150.00 fines for violations of the Mansfield Zoning Regulations. The Ordinance provides for a notification of the violation and an opportunity to remedy the violation prior to the issuance of a citation and fine. Repeat offenders can be cited and fined without the initial notification requirement being repeated (*see below). The Ordinance also provides for an appeals process, which includes a hearing before a Hearing Officer appointed by the Town Manager. The Town Council adopted the Ordinance pursuant to the authority granted to it under Section 8-12a of the Connecticut General Statutes.

Forty-eight violation notices were issued during the past 2001-02 fiscal year. (My *Monthly Report of Zoning Activity* provides a month-by-month update of activity under the Ordinance.) Thirteen of the violations cited were not remedied within the prescribed time, causing the issuance of a Citation and \$150.00 fine for each. Four of these were paid without question and the violation remedied. I voided out four additional fines because of 'notification issues' but the violations were addressed. (These issues involve delivery of certified mail.) The five other citations were addressed but the fines remain outstanding. The Ordinance permits up to a twelve-month period for payment of the fine. The same property owner has paid \$750.00 in fines for failing to comply with the terms of a violation notice (time period includes a portion of the previous fiscal year). Violations of the regulations pertaining to signs, continue to be the most frequently cited offense. Junk yards however, ran a close second last year.

Only one violation has led to a hearing before the Citations Hearing Officer. That appeal was denied and a subsequent appeal was filed in Superior Court, and is still pending. The enforcement matter involves the Negro property on Fern Road, for which two additional suits are still lingering within the court process.

When use of the Citations Ordinance fails to result in the desired remedy to a zoning violation, I have issued Cease & Desist Orders. The non-compliance to a cease & desist order allows me to initiate an action in Superior Court. The Ordinance procedure does

not provide for court intervention for non-compliance, except for the assessment of the fine itself, which appears as a lien against the subject property owner on the land record. Two court suits, in addition to Negro, are waiting for hearing dates to be set. Both involve junk yard issues. One of these may become mute however, because there has been a recent change in ownership of the property due to a foreclosure. The Town Attorney is pursuing a contact with the new out-of-state owner.

The Citation's Ordinance continues to be a useful, additional tool for addressing the enforcement of the zoning regulations. The cease & desist order alone, did not contain any incentive for bringing violations into prompt compliance. The automatic issuance of a substantial fine however, has proven to get people's attention.

*As stated at the top of this memo, the Ordinance provides for the issuance of a citation, without the initial violation notice, when a subsequent violation of the same regulation occurs within a twelve-month period of the violation notice. A couple of instances have come up where I have issued one or more citations many months after the violation notice, but still within the 12-month period. If there is another violation two months after the citation, but 13 months after the violation notice, I'm obligated to issue another notice rather than a citation. I will be submitting a proposal to the Council, to amend the ordinance so that the 12-month period starts after the most recently issued violation notice *or* citation. I have sent some proposed wording to the Town Attorney for review and will submit it to the Council for the setting of a Public Hearing as soon as that review is completed.

"These Trusses..."

"These trusses from the
Mount Hope Road Bridge
(circa 1901) were erected
here by the Mansfield
DPW in 1999.
Funds were provided
by the CT DEP."
--a plaque in Mansfield Hollow

[*The old Bridge speaks*]

Hollow, hollow, to end up in a hollow
athwart the feeble Fenton, abridging
two bits of the insipid Nipmuck Trail!
Follow the blue blazes to cross me, O
hiker, in my hollow exile, who once
stood High Way for horsedrawn haywains horse-
less carriages flivvers fords and pickups
lifting them one by one from here to there
over the beautiful Mount Hope River,
an iron valve between East and West
translated to this hollow!

I dream of weights
and wheels, of *heavy demands*, of horse-manure,
macadam, the sweet smell of engines raced
and gunned, the tang of salted sand and Esso.
Traffic is light down here in the hollow
where nobody comes but you, pale hiker,
or orange fox who walked me yesterday,
or, torpid from the dump, a sloppy seagull
or once in a blue moon varsity runners.
The sun also rises, shines, and sets. Time
passes. Time, at least, is heavy...

I mouth
blank verse in a hollow. Let me rust in peace.

--Joseph Cary

Best,
Joe Cary

In memoriam:
Pete Newcomer

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REC'D SEP 23 2002

TO: Municipal contributors to *Granite State Outdoor Advertising, Inc. v. Zoning Board of Stamford*

FROM: Joel Cogen, Executive Director and General Counsel

DATE: September 20, 2002

RE: CCM amicus curiae in *Granite State Outdoor Advertising, Inc. v. Zoning Board of Stamford*
(a challenge to Stamford's sign regulations)

CCM filed an *amicus curiae* brief in the Connecticut Supreme Court in support of the City of Stamford in this case.

Thank you, again, for your financial support of CCM's amicus curiae efforts.

A copy of the Municipal Management Bulletin 02-17(R) giving more detail on this decision is enclosed.

For a copy of either the decision or CCM's brief, please contact Troy Piltz at 203-498-3000.

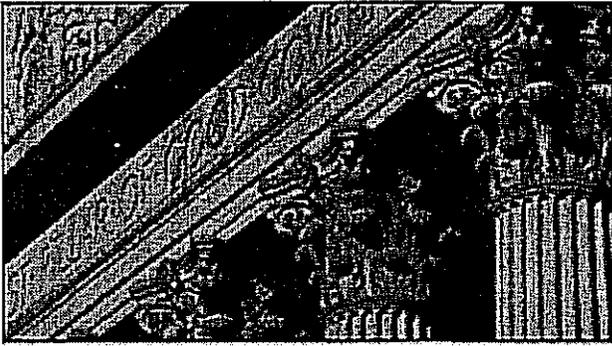
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MUNICIPAL MANAGEMENT BULLETIN



CONNECTICUT CONFERENCE OF MUNICIPALITIES

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

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

September 3, 2002, No. 02-17(R)

UPDATE:

Constitutional Challenges to Billboard Regulations: Victory on Appeal

The U.S. Court of Appeals for the 2nd Circuit ruled in favor of the City of Stamford against Granite State Outdoor Advertising's claim that it had a right to erect giant billboards in the City.¹

Granite State had challenged Stamford's sign regulations as a whole, claiming they violated the free speech protections of the First Amendment to the U.S. Constitution. The Court of Appeals upheld the District Court's denial of Granite State's request for an injunction that would have required Stamford to allow it to construct billboards, and for money damages from the City for denying its application to erect them.² CCM supported the City as *amicus curiae*.

The key to the City's victory is that it had *repealed* sign regulations that might have been considered constitutionally invalid as regulation of content, and then had adopted new sign regulations, *before* the District Court had to rule on the request for an injunction.

Summary of the decision:

The Court's order ruled against Granite State in all respects:

- The case was moot because the City had repealed the regulations under which Granite State's application was denied, and had adopted new regulations that Granite State did not challenge. (The Court found that it was unlikely Stamford would reinstate the repealed regulations.)
- C.G.S. Sec. 8-2h(a), which provides that applications filed prior to amendments to zoning regulations are governed by the regulations in effect at the time of application, did not give Granite State a "vested property right" to construct the billboards. Section 8-2h(a) applies only to applications that conform with applicable zoning regulations at the time of filing, and Granite State conceded that its application did not.
- Granite State was not entitled to damages, because its application failed to comply with constitutionally valid requirements for height, size, location and setback in the repealed regulations, and would have been denied, "even if the allegedly unconstitutional aspects of Stamford's regulations were eliminated." Thus, it suffered no injury from the allegedly unconstitutional portions of the old sign regulations.

(continued)

¹ *Granite State Outdoor Advertising, Inc. v. Zoning Board of Stamford*, Docket No. 01-7963. The Court directed that its order may not be cited as precedent in a future case, but may be brought to the attention of the court in a case to which it is relevant. Therefore, there is no citation. A copy of the order can be obtained from CCM.

² The District Court decision by Judge Nevas was reported in *CCM Municipal Management Bulletin*, August 27, 2001, No. 01-15.

Discussion:

CCM reiterates its recommendation that municipalities review their zoning regulations in order to ensure that sign regulations are not in any way subject to constitutional challenge under First Amendment protections of freedom of speech.

Regulations of all signs, including billboards, should be directed toward restrictions on size, location and other physical characteristics that can be defended as protecting aesthetic and public safety concerns. Regulations should not depend on the words or purpose of the sign or the identity of the person or entity using the sign, which could be considered unconstitutional content-regulation. Other than limited exceptions concerning commercial speech, regulation of content clearly violates First Amendment protections of freedom of speech.

Municipalities must also ensure that sign regulations are *enforced* in a manner that cannot give rise to Equal Protection claims of selective enforcement "based upon impermissible considerations such as race, religion, intent to inhibit or punish the exercise of constitutional rights, or malicious or bad faith intent to injure a person."³

* * *

NOTE: This bulletin is informational only and is not intended as legal advice. Please consult your municipal attorney. If you have any questions or want further information contact Mike Martin at CCM, (203) 498-3000.

Materials available to CCM-member officials:

To request the following materials, please check the appropriate boxes and fill in the form below:

- Revised sign regulations of the City of Stamford
- Order of Second Circuit Court of Appeals
- District Court opinion (Judge Nevas)
- "Constitutional Challenges to Billboard Regulations," CCM *Municipal Management Bulletin*, No. 00-22, December 13, 2000. That bulletin provides a more detailed discussion of sign and billboard regulations and related case law.

Return the completed form *via fax* to 203-562-6314 or mail to CCM Research & Information Service, Attn. Mike Martin, 900 Chapel Street, 9th Floor, New Haven, CT 06510-2007.

Name of Person Requesting Information	Title	
Mailing Address (IF OTHER THAN TOWN HALL)		
City/Town	Zip Code	Phone Number

³ Quotation from *Schnabel v. Tyler*, 230 Conn. 735, 762, 646 A.2d 152 (1994), cited in *Kroll v. Steere*, 2002 WL 1042339 (CV No. 98-545009) (Conn. Super., 2002). In *Kroll v. Steere*, the trial court denied a motion for summary judgment in a case in which the plaintiff claims that the town violated her Equal Protection rights by selectively enforcing its otherwise legitimate size restrictions against her sign protesting deer hunting. A jury could find that the town does not customarily enforce its size restrictions against other political signs of the same size, which would be equally distracting to motorists and thereby harm the public safety purpose of the restrictions. It also could find that the zoning enforcement officer enforced the size restriction against her sign because he favored deer hunting. Therefore, the court held, the case had to go to trial on the facts.



STATE MANDATES ON TOWNS AND CITIES

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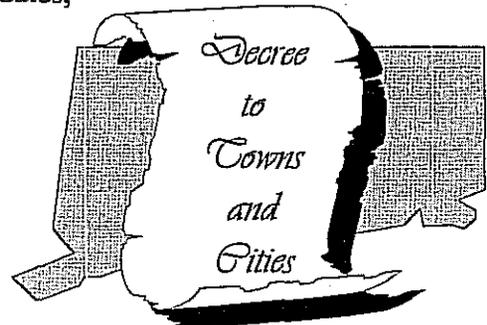
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INTRODUCTION

State mandates are requirements and standards imposed by the State on towns and cities. State mandates burden local property taxpayers with significant costs.

Local governments support the objectives of many of these mandates, such as special education, pupil transportation, recycling of reusable wastes, and clean water requirements. However, the local governments object when the State does not provide commensurate funding.

Municipalities in Connecticut are too often forced to carry out state policies with little or no state funding. In some cases (such as solid waste disposal), where municipalities have undertaken the responsibility in the past, they may have to bear part of the cost. However, it is inappropriate and inequitable to force towns and cities to assume all or most of the costs – and thus to pass these costs on to residential and business property taxpayers.



Progress has been made on this front. Over the past few years there has been a growing legislative reluctance to impose or expand unfunded state mandates on towns and cities. Three developments have contributed to this:

- The establishment of legislative procedures to (a) indicate the fiscal impact on municipalities of proposed legislation, and (b) identify potential state mandates.

-over-

This bulletin has been sent to all candidates for state and federal office.



- The enactment of mandates reform legislation in 1993 that established (a) a one-year delay in the municipal implementation of new and costly state mandates, (b) a reporting of newly-enacted state mandates after each legislative session, and (c) a periodic report detailing all constitutional, statutory and regulatory state mandates on towns and cities.
- The cry from municipal officials and property taxpayers for relief from the financial and administrative problems caused by state mandates.

In a major victory for municipalities and their property taxpayers, the 1996 General Assembly voted to end the onerous mandate that towns and cities provide special heart disease and hypertension benefits for police and fire personnel hired on or after 7/1/96. In addition, the 1997 General Assembly reduced the amount of administrative or "paperwork" mandates with which municipalities must contend and eliminated the mandate that municipalities remove and store the possessions of evicted commercial tenants.

Despite the positive developments, however, more needs to be done: the *fiscal note and mandates - identification procedures* need to be improved, *state responsibility for funding mandates* needs to be fixed, and the difficult job of reducing the *burdens of existing mandates* by repeal, modification, or funding remains unfinished. Also, towns and cities have been unsuccessful in efforts to enact *a statutory prohibition against new, unfunded state mandates*.

Further, in 2002 the General Assembly expanded one of the most onerous unfunded state mandates – the prevailing wage rate. Public Act 02-69 requires contractors (and thereby municipalities) to pay construction workers based on annual prevailing wage adjustments. This will increase overall construction costs.

THE EFFECTS OF STATE MANDATES

Unfunded state mandates exert enormous pressures on towns and cities.

Connecticut's towns and cities must comply with over 700 *statutory* state mandates, according to a report prepared by the Connecticut Advisory Commission on Intergovernmental Relations (CT ACIR). In addition, *regulations* implementing these statutes and other *administrative* mandates further increase the requirements and costs imposed on local governments.

Half of all municipal expenditures in Connecticut pay for state-mandated services or benefits – leaving half of all local budgets beyond local control.

Prevailing wage requirements, binding arbitration, special education, minimum expenditure requirements (per-pupil education spending), 4-year statistical revaluations, clean water, and other unreimbursed or under-reimbursed state mandates cost towns and cities hundreds of millions of dollars each year.

In addition, towns and cities lose staggering amounts of revenue as the result of state-mandated property tax exemptions for real and personal property owned by the State, real and personal property owned by private colleges and hospitals, computer software owned by businesses, and the list goes on.

These state-imposed obligations and state-imposed revenue losses force all municipalities to increase their property tax rates.

"UNMANDATING"

Some state officials believe that "*unmandating*" services will help hard-pressed towns and cities. However, in many cases this does not hold true.

Citizens expect and rely upon certain mandated programs, such as the partially state-reimbursed special education mandate. Therefore, even if the State were to permit towns and cities to discontinue certain required programs, as a practical matter they would not do so. In these cases, "unmandating" and cutting state funding would merely shift the State's share of the financial burden to local governments – thus establishing another form of state mandate.

OTHER KINDS OF STATE MANDATES

In numerous situations, although the State does not direct a specific mandate to municipalities, it effectively imposes one. These *mandates in effect* occur when the State abandons necessary state-provided services that citizens rely on and need.

Municipalities must then continue to provide these services at local expense. For example, deinstitutionalization or cutbacks in funds for mental health institutions and for juvenile homes could shift the service burden to local health personnel, social workers, police officers, and others.

In some cases, the General Assembly passes legislation that a municipality may adopt by local option which, as a practical political matter, the local government cannot avoid. Thus, the State imposes what could be termed an *optional mandate*.

RECENT STATE ACTIONS

In recent years, the General Assembly and the executive branch have recognized the significant financial and administrative impacts of state mandates on towns and cities. Yet, existing procedures fall short of (1) adequately identifying the municipal fiscal impacts of proposed legislation, (2) fully informing legislators of the local consequences of proposed legislation, and (3) effectively protecting the interests of local property taxpayers.

Municipal Fiscal Notes

Statutory requirements for *municipal fiscal notes* help identify potential costs, and impacts on municipal revenues, of proposed state legislation [CGS 2-24, 2-24a] and proposed state regulations [CGS 4-170(b)]. While the General Assembly has begun to look at such fiscal notes more carefully than they have in the past, these fiscal impact statements are sometimes inadequate and ignored.

The crushing demands placed on the staff of the Office of Fiscal Analysis (OFA) sometimes lead to hastily drafted and incomplete municipal fiscal notes. Legislators, also harried, often find such hastily prepared fiscal notes of little help in formulating positions on legislation affecting municipal budgets. This is particularly true late in the legislative session when numerous amendments are filed and there is little time to completely evaluate the impact of each proposal.

Also, municipal fiscal notes written to assess the *impacts of proposed state agency regulations* (prior to final legislative approval) are too often based on the analysis done by the agency itself.

Mandates Identification and Reimbursement

Section 2-32b of the Connecticut General Statutes addresses the issue of state mandates on towns and cities. This statute is summarized below.

CGS 2-32b(a): Defines "state mandate" as "...any constitutional, statutory or executive action that requires a local government to establish, expand or modify its activities in such a way as to necessitate additional expenditures from local revenues, excluding any order issued by a state court and any legislation necessary to comply with a federal mandate..."

Also, establishes *six categories of state mandates to towns and cities*: organization and structure, due process, service, interlocal equity, tax exemption, and personnel. Provides a definition for each mandate category.

CGS 2-32b (b & c): Requires that cost estimates, or municipal fiscal notes, be attached to any bill, amendment, or conference committee report that would create or enlarge a state mandate on towns and cities. This is done to assist the General Assembly in understanding the potential *local costs of the mandate* under consideration.

CGS 2-32b(d): Requires that any bill, amendment, or conference committee report creating or enlarging a state mandate on towns and cities be *referred to the General Assembly's Appropriations Committee*. The Committee must then make a determination as to (1) whether or not such proposal creates or enlarges a *state mandate*, and, if so, which type of mandate is created or enlarged, and (2) whether or not a *reimbursement* is recommended to accompany the mandate, and, if so, what amount and form the reimbursement would take. The State can dispense with this referral requirement only by a vote of at least two-thirds of each chamber of the General Assembly. The most recent General Assembly continued past practice and included this statutory procedure in the Joint Rules of the House and Senate.

The Appropriations Committee, and the General Assembly as a whole, have too often paid lip service to these requirements. Referrals of proposed state mandates to the Appropriations Committee don't always occur, and when they are referred, the issue of municipal reimbursement is often not given adequate consideration.

1993 Mandates Reform Legislation

After extensive lobbying by municipal officials and CCM, the 1993 General Assembly enacted reforms to the process of establishing state mandates.

As a result, state statutes now provide the following three-step process to keep mandates "on the front burner":

Step 1 – There is a **one-year delay in the implementation of any new state mandate on towns and cities (that is, an Act that requires an appropriation of funds from local budgets in order to effect compliance)** enacted after January 31 of each legislative session [CGS 2-32a]. This delay affects virtually every new state mandate. The General Assembly therefore has additional time to consider calls for rejecting or modifying the mandate before implementation.

Step 2 – Within 90 days following the adjournment of a regular legislative session or a special session, or by September 1, the **CT Advisory Commission on Intergovernmental Relations (CT ACIR)** must submit a report to the General Assembly's majority and minority leadership listing all new state mandates enacted during the recently concluded session, the estimated cost to municipalities, and level of state reimbursement, if any.

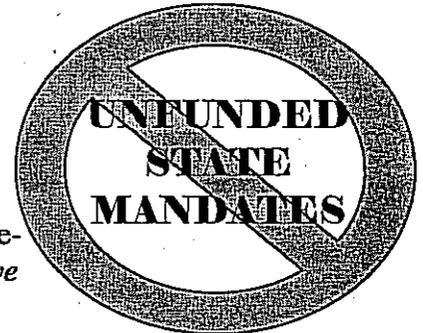
Step 3 – Every four years (last published February, 2002), the **CT ACIR** must, within two weeks of the convening of each regular legislative session, submit a report to the General Assembly that presents a comprehensive list of every constitutional, statutory, and regulatory state mandate on towns and cities. The CT ACIR must also file annual updates to this report [CGS 2-79a(c)].

This report also includes the date of each mandate's original enactment or issuance along with a brief historical description, and a cost analysis for local government implementation. The CT ACIR may also, at any time, decide to make recommendations regarding needed reforms for specific mandates.

STATE MANDATES: THE NEXT STEP

Although the State has become more aware of the impact of state mandates on municipalities, and their consequences in terms of financial and administrative burdens, much more remains to be done.

The municipal fiscal notes, mandates identification, and reimbursement consideration procedures while helpful, need to be improved. These requirements, while modestly successful in preventing the enactment of *prospective mandates*, have done little to deal with *existing mandates*.



CCM recommends that the 2003 General Assembly and the Governor take the following actions to provide mandates relief to hard-pressed local property taxpayers:

1. *Prohibit the enactment of new or expanded state mandates on towns and cities unless such mandates are accompanied by full state funding.*

A *statutory* prohibition would (a) place the burden of proof on the State to demonstrate *why* a mandate is needed, (b) present the General Assembly with the issue of municipal reimbursement up-front, as the issue of enactment is debated, and (c) allow the State, through use of a "notwithstanding clause", to avoid full or even partial reimbursement for a new or expanded mandate *if there are compelling public policy reasons to do so*.

This needed reform would require the General Assembly to inject cost-benefit analyses into debates on state mandates, while providing the State with the needed flexibility to enact truly necessary mandates. In 1996, the House and Senate passed different versions of this prohibition.

2. *Improve the estimation of municipal fiscal impact on proposed legislation to more accurately reflect the cost towns and cities would be forced to assume.*

The Office of Fiscal Analysis needs to revamp its procedures and dedicate adequate personnel resources to accomplish this. In addition, efforts should continue to invite and encourage the cooperation of municipal officials in assisting OFA staff in preparing fiscal notes on all bills and amendments that impact towns and cities. CCM will work with OFA on this effort.

3. ***Ensure (a) that municipal fiscal impact statements are prominently displayed on all legislative bills and amendments and (b) that such fiscal notes are available to all legislators well in advance of action on the proposal.***

Particularly in the case of amendments and conference committee reports, the fiscal note is sometimes hastily assembled and often not in the hands of all legislators prior to a vote.

4. ***Ensure that Appropriations Committee review of proposed state mandates, as called for in CGS 2-32(b), be followed in every instance. Ensure that committee members have adequate fiscal and other information to make a thoughtful decision on municipal reimbursement.***

Municipal advocates often have to remind legislative leaders to observe this referral requirement, particularly during the end-of-session debates. Appropriations Committee action on proposed mandates is sometimes perfunctory.

5. ***Provide that the statutory fiscal note and mandates review procedures continue to be included in the General Assembly's Joint Rules to assure legislative compliance.***

This action will underscore the importance of these procedures, and ensure that all requirements are observed. The General Assembly's Joint Rules are designed to regulate the legislative process.

6. ***Avoid "unmandating" any state-funded program local residents and property taxpayers rely on, so the local government is not forced to pick up all the costs.***

"Unmandating" merely forces municipalities to continue to provide such service at local expense. It does not constitute true mandates reform.

7. ***Reevaluate the appropriateness of existing mandates as well as the level of municipal reimbursement, if any, that accompanies them. In general, eliminate, modify, or fund those state mandates that are not fully funded.***

Municipalities recognize that it is neither practical nor desirable to eliminate all unfunded or inadequately funded state mandates, but relief is long overdue.

1992 saw the Governor and General Assembly make some important changes to the binding arbitration mandates. 1993 gave birth to significant mandates reform legislation. The 1996 General Assembly enacted reform of the heart and hypertension mandate. In 1997 the legislature greatly reduced "paperwork mandates" on towns and cities. In 2002 the General Assembly provided relief by allowing municipalities with uniform grand lists and that meet reasonable standards to be exempt from conducting revaluation every four years. In 2003 the legislature and the Governor should build upon this progress. Connecticut's local property taxpayers – residents and businesses – can no longer afford to have state officials ignore the need for comprehensive reform of state mandates.

CONCLUSION

Municipal control over municipal finances must be restored in Connecticut. This is particularly true in today's difficult fiscal climate. The necessary first step toward reaching this goal must be a reexamination and reform of the state mandates system. Local property taxpayers deserve no less.



If you have any questions concerning this bulletin, please call Jim Finley, Associate Director of CCM for Public Policy and Advocacy, or Ron Thomas, CCM Senior Legislative Associate, at (203) 498-3000.

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State OKs Natchaug Expansion

The move at the hospital is part of a plan to close Long Lane, the troubled correctional center for girls

By COLIN POITRAS
COURANT STAFF WRITER

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State officials approved a \$3 million expansion of Natchaug Hospital in Mansfield Friday, a move designed to help the state's child welfare agency transfer girls out of its troubled Long Lane School.

The amount authorized by the state Bond Commission will be

used to construct a 16-bed secure residential treatment program for juvenile girls on the hospital campus in Mansfield Center.

The 13,307-square-foot, two-story addition is to include a dining area, classrooms, a lounge and a recreation area.

Long Lane in Middletown is the only high-security, state-run juvenile correctional center for girls convicted of crimes. The Department of Children and Families intends to close the facility by the end of 2003.

Approximately 30 girls between the ages of 10 and 18 live there. The facility has been criticized for a lack of adequate programs and staffing for girls since a 15-year-old New Britain girl, Ta-

batha Ann Brendle, committed suicide there in 1998.

Another 15-year-old girl at Long Lane cut her wrist with a razor a week ago. That girl, who has not been identified, was treated and released from a local hospital the same day. She is now receiving care at an psychiatric hospital for adolescents. The incident remains under investigation.

The 16-bed unit at Natchaug brings the total number of new treatment beds for juvenile girls to 28. DCF is already working with the Connecticut Children's Place in East Windsor in opening a 12-bed unit for Long Lane girls there.

On Friday, the Bond Commission also authorized \$282,696 to

support the new Connecticut Children's Place program. Children's Place received less money because the program relies on existing buildings and space rather than new construction.

DCF Commissioner Kristine D. Ragaglia said the decision to move the girls out of the high-security Long Lane into more mental-health-based residential treatment centers is part of the agency's commitment to better care.

DCF intends to transfer the girls out of Long Lane over the next year. Juvenile boys convicted of crimes are housed at the state's new Connecticut Juvenile Training School for boys in Middletown.

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THE BOARD REPORT



2002-2003: Issue 1

September 11, 2002

The following is a summary of the September 11, 2002, meeting of the State Board of Education.

COMMISSIONER'S BACK-TO-SCHOOL MESSAGE

Relentlessly Pursuing Success for Every Student

Commissioner Sergi delivered his 2002-2003 Back-to-School message. The Commissioner focused his remarks on effective leadership in the pursuit of success for every student and closing the achievement gaps. He urged superintendents, local school board members and all involved in the public schools to continuously review data on student achievement and focus resources to identify and close gaps in student achievement. Commissioner Sergi stated, "While every day in school should be fun, challenging, rewarding and satisfying in its own right, it must also be another strong step in the direction of lifelong achievement, independence, good citizenship, health and well-being." In explaining this challenge, he highlighted the "significant differences in achievement between rich and poor students, white and African-American and Hispanic students, boys and girls, native English-speakers and limited-English-proficient students, and students with disabilities and those without. Gaps exist not just between communities, but within every community and within every school," Commissioner Sergi explained. He added, "I have every expectation that with our continuous focus on every student, the 2002-03 school year will be the best ever." The complete version of the Commissioner's message has been posted on the Department's website (www.state.ct.us/sde).

CLOSING THE GAP: SIMPSON-WAVERLY SCHOOL, HARTFORD

Commissioner Sergi introduced **Dr. James Thompson, Principal of Simpson-Waverly School** in Hartford, and **Lois Luddy, a teacher at Simpson-Waverly and Hartford's Teacher of the Year**. He commended Simpson-Waverly, an Education Reference Group (ERG) I school, for "beating the odds" and demonstrating that socioeconomic status does not always predict student achievement. He noted that continuity in leadership should not be underestimated, informing the Board that Dr. Thompson has been the principal at Simpson-Waverly for 16 years, and has worked in the Hartford Public Schools for a total of 34 years.

Dr. Thompson stated that more than 95 percent of students in Grades 4 and 6 score at or above the state average on the reading and mathematics subtests of the Connecticut Mastery Test (CMT) and 60 percent score above the goal level on reading and mathematics. Dr. Thompson attributes the school's success to a **school improvement plan that sets clear expectations and accountability measures for staff members and students; offering professional development tailored to promote success in literacy and numeracy; and establishing specific goals to enhance student achievement.** This year's goals, he noted, are to improve writing and mathematics achievement as assessed by the CMT, to improve reading achievement as assessed by the CMT and Success for All, and to become a Blue Ribbon School. When asked what is the single most important factor in determining a school's success, Dr. Thompson replied, "Consistent effective

instruction, coupled with parental involvement, has the greatest effect on academic achievement."

Lois Luddy stated that this is her 28th year of teaching in the Hartford Public Schools. She said that in order to be a successful teacher, one must understand the individual needs and learning styles of her students, support the goals and objectives of the school system and be committed to educating *all* children. She explained that although the district's curriculum may be prescriptive, there is room for teachers to be creative in how they teach. Mrs. Luddy stated that Dr. Thompson is an effective educational leader who communicates clearly the high expectations he has of his teachers. Equally important, she added, he ensures that all supports are in place to help teachers meet those expectations.

For further information, please contact Dr. Thomps

Oath of Office: Natalie Ivanoff and Derek Smitt

Newly appointed student State Board of Education members Natalie Ivanoff and Derek Smitt were administered the *Oath of Office of Public Official*. Natalie, a senior at Emmett O'Brien Regional Vocational-Technical School in Ansonia, and Derek, a senior at Orville H. Platt High School in Meriden, were appointed by Governor Rowland to serve on the Board for the period July 2002 through June 2003.

This is the fifth year the Connecticut State Board of Education has had student members, and the first year a student from the Vocational-Technical School System was appointed to the Board. Chairman Craig E. Toensing welcomed the two students and stated, "Natalie and Derek attended the Board's retreat in August and presented several good ideas about ways to improve the quality of public education. We look forward to receiving their continued input during the coming year."

S.A.T. RESULTS

Commissioner Sergi reported that 31,399 Connecticut students took the SAT in 2002, an increase of almost 1,500 students over last year and the highest number in more than 20 years in the state, placing Connecticut first among the states in test participation rate. Performance remained strong this year, one point below the 25-year highest average score. Connecticut's combined average score was 1018, two points below the national average. The national average represents a participation rate of approximately 4 of 10 high school graduates, compared with Connecticut's rate of more than 8 of 10 graduates. Commissioner Sergi acknowledged Connecticut's participation and performance, but pointed out, "The persistent gap between minority and nonminority student scores continues to reflect the economic conditions and disparities in Connecticut." He added, "Higher education should be within everyone's reach. Preparing for and taking the SAT is a vital step on the path toward higher achievement and advanced study." In addition to having the highest participation rate in the nation, other highlights include:

- ❖ Connecticut's performance was among the best in the nation when taking into account both participation rate and average score (first in participation, and eighth among 23 states with participation rates 50 percent and above);
- ❖ Connecticut's percentages of students scoring 600 and above on the verbal (22.9%) and math (24.4%) sections show that high numbers of Connecticut's students are performing well above the national average on the SAT;
- ❖ more Connecticut students are considering pursuing higher education in state;
- ❖ females in Connecticut continued to improve their SAT performance, scoring equally to males on the verbal portion, and reducing the gap on the mathematics test to 30 points, the smallest gap in the past 30 years; and
- ❖ 23 percent of Connecticut graduates took at least one of the SAT II Subject Tests, well over twice the national rate of 9 percent.

For further information, please call Abigail Hughes, Associate Commissioner, at 860-713-6800.

POSITION STATEMENT ON EDUCATIONAL LEADERSHIP

The Board adopted *Educational Leadership: A Collaborative Effort to Improve Student Achievement*. This position statement highlights the critical need for effective educational leaders who can promote changes required to adequately prepare students for the world today and in the future. The statement will be shared with Connecticut superintendents, principals and local board of education members, and is intended to elicit discussions in school districts about the roles and responsibilities of all who are involved in public education: school board members, superintendents, principals, teachers, students, parents and community-based partners. A copy of the statement is attached to this issue of *The Board Report*, and is posted on the Department's website (www.state.ct.us/sde).

POSITION STATEMENT ON PRESCHOOL PROGRAMS AND SERVICES

The Board adopted the revised *Position Statement on Preschool Programs and Services*. This statement, originally adopted by the Board in 1997, reflects the provisions of and priorities set forth in the Board's 2001-2005 *Comprehensive Plan*. The new statement, while preserving the primary goals of the original statement, advances the importance of local school board leadership in each community to ensure that the educational needs of the preschool-age population are met. It outlines the local board's responsibilities to strengthen the connections with private and public partners to address the multiple needs of preschool children, and the State Board's responsibility to ensure that all children enter Connecticut's schools ready to learn. This statement will be disseminated to educators and local school board members, and has been posted on the Department's website (www.state.ct.us/sde). A copy of the statement is attached to this issue of *The Board Report*.

DRAFT POSITION STATEMENT ON ADULT EDUCATION

The draft of a revised *Position Statement on Adult Education* was reviewed. The statement, to be presented for adoption in October, addresses accessibility to adult education, English-language and literacy services and the need for appropriate measures to determine program effectiveness in meeting the needs of adult learners. The statement also explains the link between adult education and enhancing literacy in the family. The statement is intended to elicit discussions across the state concerning how best to serve approximately 500,000 adults in Connecticut who lack basic skills in reading, writing and computation.

CERTIFICATION REGULATIONS

The Board discussed potential changes to certification requirements that would be implemented through the regulatory or legislative process. Discussion topics included (1) extending the special education endorsement to the kindergarten level (currently it is valid for Grades 1-12); (2) extending the elementary education endorsement to kindergarten (currently it is valid for Grades 1-6); and (3) repealing the certification regulations that are due to take effect July 1, 2003, and eliminating the expiration date of the current regulations. A panel of superintendents and deans of education provided comments and concerns about the current and prospective certification regulations, and made recommendations to the Department. The Board will continue its consideration of the proposed changes at its October meeting.

TEACHER PREPARATION PROGRAM: EASTERN CONNECTICUT STATE UNIVERSITY

The Board granted full program approval to the Eastern Connecticut State University undergraduate and graduate educator preparation programs for the period October 1, 2002, through September 30, 2007.

TEACHER PREPARATION PROGRAM: SOUTHERN CONNECTICUT STATE UNIVERSITY

The Board granted full program approval to the Southern Connecticut State University elementary education/bilingual education dual certification program. This dual certification undergraduate program fully meets the requirements of dual certification under current certification regulations and for the new elementary/bilingual certification under the 2003 regulations. The program was approved for the period October 1, 2002, through September 30, 2004, in order to synchronize the review cycle for this program with other endorsement areas that already have been granted full program approval.

TEACHER PREPARATION PROGRAM: CONNECTICUT COLLEGE

The Board extended from September 30, 2004, to September 30, 2005, program approval of the Connecticut College teacher preparation programs in order to allow the school additional time to adequately prepare for the scheduled shift to the National Council for the Accreditation of Teacher Education (NCATE) program approval standards.

CHARTER SCHOOL ENROLLMENTS: 2002-2003

The Board approved the redistribution of six seats authorized for Amistad Academy to Common Ground Charter School, Explorations Charter School and New Beginnings Charter School, which will each gain two additional seats to accommodate additional students.

IMPARTIAL ARBITRATORS

The Board approved a resolution recommending to the Governor the following individuals as impartial arbitrators, representing the interests of the public in general: Sandra Bilon, Susan Boyan, Lynn Alan Brooks, Laurie Cain, Leeland Cole-Chu, J. Larry Foy, Janis Jerman, Richard Kosinski, Susan Meredith, David Newton, Kevin Randolph, Steven Rolnick, Thomas Staley and Gerald Weiner. Subsection (a) of Section 10-153f of the General Statutes requires the Governor to appoint, with the advice and consent of the General Assembly, not less than 24 nor more than 29 members of the Arbitration Panel of the Department of Education. Of these, not less than 10 nor more than 15 shall represent the interests of the public in general.

CONNECTICUT ADVISORY COUNCIL FOR TEACHER PROFESSIONAL STANDARDS

Rodney A. Lane, Dean of the School of Education at Southern Connecticut State University, and Brian Maitland of People's Securities, Inc., were appointed to the Connecticut Advisory Council for Teacher Professional Standards for the period October 1, 2002, through September 30, 2003. The Board is required by statute to appoint two of the 17 Council members. One appointee is to represent the faculty or administration of a Board-approved teacher preparation program and the other is to represent business and industry. The Council advises the Governor, State Board of Education and Education Committee of the General Assembly on teacher preparation, recruitment, certification, professional development, assessment, evaluation and discipline. It also reviews regulations and other standards concerning the approval of teacher preparation programs.

IMPARTIAL HEARING BOARD FOR SCHOOL ACCOMMODATIONS AND STUDENT EXPULSIONS

David Biklen and M. Jackson Webber were reappointed to the Impartial Hearing Board for a four-year term beginning September 12, 2002. The hearing board is charged with responsibility for holding public hearings and rendering final decisions regarding school accommodations pertaining to transportation, residency or otherwise. It also hears and renders final decisions in expulsion matters involving students in the Regional Vocational-Technical School System. The Board authorized the Commissioner to designate, as appropriate, one or more persons from the Impartial Hearing Board to conduct hearings as required. Including Mr. Biklen and Mr. Webber, there are 20 members serving on this board.

COMMITTEE FOR THE APPROVAL OF CONNECTICUT EDUCATOR PREPARATION PROGRAMS

The Board appointed Barbara Chock, Margaret Deignan, Cynthia Dubea and Maria Mojica to the Review Committee for the Approval of Connecticut Educator Preparation Programs for the period October 1, 2002, through September 30, 2005. The review committee makes recommendations to the Commissioner of Education concerning the educator preparation programs visited at higher education institutions.

APPLICATION FOR FUNDS: WOMEN'S EDUCATIONAL EQUITY PROGRAM

The Board approved the Department's application for funds (\$166,694) under the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act, for the grant titled, "Giving Young Women an EDGE (Education Designed for Gender Equity). Grant funds would be used to promote programs and services that target the educational needs of non-English-speaking girls, African American and Latino families, and girls with disabilities.

2003 LEGISLATIVE PROPOSALS: PART I

The Board discussed legislative proposals for the 2003 General Assembly. The proposals do not have an impact on the budget, and mirror those that were presented last year. While not enacted by the General Assembly in 2002, they did go through the public hearing and committee approval processes, and were adopted by one chamber.

Proposals were discussed that would (1) support improvements to the indoor air quality of public schools; (2) allow schools to record the CAPT results for each student on his or her permanent record and transcript and require schools to note on such records successful achievement on any one or more component parts and to issue a certificate of mastery for each such component; (3) support improvements to the Beginning Educator Support and Assessment (BEST) Program; (4) conform state law to the federal categories of "racial and ethnic minorities;" (5) allow for calculating at the beginning of the fiscal year the amount of money a school

readiness program has available for program administration, to improve fiscal planning by towns; (6) include advanced practice registered nurses in the list of licensed practitioners who are able to provide to school districts written notice restricting the physical activities of students; (7) make technical and minor changes to the education cost sharing statutes; and (8) amend the statute concerning the administration of no-nexus state agency placement grants to conform with the dates established by the General Assembly in 2000 for other similar grants for students requiring special education.

These proposals will be submitted to the Board for approval in October, along with a new list for discussion.

Regional Vocational-Technical School System (RVTSS) Matters

Sabbatical Leave Report

Caren Menard, a science instructor at W.F. Kaynor Regional Vocational-Technical School in Waterbury, reported on her sabbatical leave experiences. Ms. Menard explored how to integrate technology into the instructional program – both within the classroom and in the field. Her research included the use of technology at the Discovery Museum in Bridgeport, the Harris AgriScience and Technology Center in Bloomfield and the Mystic Aquarium and Institute for Exploration. Ms. Menard participated in the JASON Project as a teacher Argonaut and was a research scientist aboard the RV Atlantis. During her latter experience, Ms. Menard tracked harbor seals and conducted a census study of the seals' return to Long Island Sound following a 20-year hiatus. The results of her research and recommendations for using technology will be posted on the Department's Intranet and eventually on the Internet, allowing others to model her lesson plans.

Other Business

The Board received a status report on school construction projects in the RVTSS and approved several textbooks for use in the school system. Superintendent Dominic Spera provided a preliminary report on enrollment in the RVTSS, stating that as of September 10, 2002, 12,033 full-time high school and adult students were enrolled. He noted that this year there was a record number of applications, and consequently a record number remaining on a waiting list (2,231). A report based on October 1, 2002, data will be provided to the Board after that date.

CONNECTICUT STATE BOARD OF EDUCATION

(effective July 1, 2002)

ADMINISTRATIVE OFFICE	STATE BOARD OF EDUCATION MEMBERS
Address: 165 Capitol Ave. Room 301 Hartford, CT 06106	<i>Craig E. Toensing, Chairperson</i> <i>Janet M. Finneran, Vice Chairperson</i> <i>Amparo Adib-Samii</i> <i>Donald J. Coolican</i> <i>Natalie L. Ivanoff</i> <i>Patricia B. Luke</i> <i>Terri L. Masters</i> <i>Timothy J. McDonald</i> <i>Derek Smitt</i> <i>Allan B. Taylor</i> <i>Annika L. Warren</i>
Telephone: (860) 713-6510	<i>Theodore S. Sergi, Secretary</i>
Facsimile: (860) 713-7002	<i>Valerie Lewis, ex officio</i>
E-Mail: pamela.bergin@po.state.ct.us	
To obtain a copy of a report considered by the Board, please contact the Office of Public Information, 860-713-6526.	

NOTE: The Board will meet on October 9, 2002. The meeting will begin at 9:30 a.m. in Room 307 of the State Office Building, 165 Capitol Avenue, Hartford, CT.

The Board Report is published monthly and is posted on the Department's Internet site (<http://www.state.ct.us/sde>). It provides a summary of matters considered by the State Board of Education at its regular monthly meetings. The Department welcomes comments and suggestions concerning the format and content of *The Board Report*. Please submit your comments to Pamela V. Bergin, Office of the State Board of Education, 165 Capitol Avenue, Room 301, Hartford, CT 06106, or pamela.bergin@po.state.ct.us.

Connecticut State Board of Education
Hartford

**Position Statement On
Preschool Programs and Services**

Adopted September 11, 2002

Families are increasingly looking to local public schools to assist them in meeting the needs of preschool-age children. The Connecticut State Board of Education is committed to ensuring that all of the state's preschool-age children, including children with disabilities, are afforded an opportunity to participate in a high-quality preschool education. Such an experience fosters a child's overall development, including literacy and readiness for the public school kindergarten curriculum. The Board believes that a high-quality preschool education is essential to children's future success both in school and as adults. The Board's focus on preschool education is a cornerstone of the state's school reform efforts, with attention to high expectations and the assurance that preschool-age children will demonstrate performance and proficiency at each age and stage of development and will enter school ready to learn.

The Board views Connecticut's local and regional school boards as leaders in a community's collaborative response to meeting the needs of preschool-age children and their families. As leaders, local boards do not necessarily need to operate programs. Rather, local boards should coordinate and facilitate the array of services and supports available, including high-quality preschool education, for the child and family within the community.

The ability to ensure that preschool children are successful learners in school will depend on a number of factors. These include a child's good health and nutrition; quality interactions with parents, caregivers and peers; and experiences provided by preschool educators who are guided by values, ideas, actions directed at the interests of individual children and their families, and scientifically based research. Research consistently relates parental educational status and parental reading competence as inherent benefits to young children acquiring literacy and meeting other age-appropriate developmental expectations. In developing strategies to close achievement gaps among students, local boards of education must actively encourage parents without a high school diploma or in need of literacy and English-language supports to enroll in local adult education programs. Local and regional school boards are encouraged to design effective family literacy strategies for parents of preschool-age children.

To foster the maximum development of children during the preschool years, the Board endeavors to sponsor preschool programs and services that expand and enhance the availability and quality of comprehensive and integrated public school and community-based preschool programs and services for all children by:

- encouraging local school board leadership in each community to ensure that the educational needs of preschoolers are being met;
- providing assistance to local and regional school boards when needed to implement new community- or school-based preschool programs and/or improve existing ones;

(continued)

- supporting the participation of families in the preschool education of their children;
- ensuring that parents with adult educational needs, including English as a second language, receive priority for such services;
- supporting the community in its efforts to ensure access to a high-quality preschool education for its children;
- supporting the quality of children's learning at the preschool level by providing and promoting high-quality educational opportunities and establishing standards for high expectations linked to Connecticut's curricular goals and standards for children in kindergarten through Grade 12; and
- supporting the professional development of personnel to ensure that they possess the skills, knowledge and competencies to offer children a quality preschool education.

Through the coordination of policy concerning preschool education and child care across state agencies, local school districts' leadership in setting high standards and fostering collaboration among local partners, and each child being supported by caring and knowledgeable families, an educational continuum, starting at preschool, can be effected. As a result, no child will be left behind and each child will enter school prepared and eager to continue learning.

Position Statement on Educational Leadership: A Collaborative Effort to Improve Student Achievement

Adopted September 11, 2002

The Connecticut State Board of Education believes that 21st century schools require a type of leadership that can promote the changes required to adequately prepare students for the world today and in the future. The foundation for high academic achievement and more productive schools and students is strong collaborative leadership among the school district team: the local board, the superintendent, principals, teachers, students, parents and community-based partners.

Effective leadership is grounded in the belief that people in all positions with different responsibilities have a necessary and legitimate role to play in developing a common vision for their schools and working together to guide the school enterprise toward that vision. The traditional administrative leader, the superintendent at the district level and the principal at the school level, has authority and power inherent in the scope of responsibility of the position. **Effective leaders invest this authority and power in others to accomplish a common goal.** By sharing authority, effective school leaders empower, inspire and motivate others to work as a unified team toward a shared purpose — student achievement. Thus, the skills and talents of the staff and other educational stakeholders are applied toward a common end — student learning. This can best be accomplished in an environment of open communication, shared responsibilities, accountability and trust.

The world has changed dramatically since the original blueprint for American schools was developed nearly three centuries ago. The skills and competencies required of an educated citizenry, now and in the future, are very different from those of the colonial, agricultural and industrial eras. Students must be prepared to effectively use technology, interact in a diverse world with a global economy, make informed, ethical decisions based on a rapidly expanding knowledge base, and engage in lifelong learning.

School districts must establish and support effective leadership structures that include all members of the school district team. The new leadership paradigm must move districts and schools toward becoming a collaborative learning community, focused on student learning.

- Effective educational leaders raise expectations for students, staff members and the entire school system and implement actions based on high expectations.
- Effective educational leaders build a shared vision and inspire and motivate others in pursuit of that vision.
- Effective educational leaders build a collaborative community and use open, continuous communication to inform, inspire and seek input toward the common goal, student learning.
- Effective educational leaders create and support a professional climate that ensures continuing professional growth for all members of the educational community.

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- Effective educational leaders delegate authority and responsibility appropriately while maintaining accountability.
- Effective educational leaders take risks and tolerate risk taking by others in support of research-based, effective redesign and change.
- Effective educational leaders support new, proven initiatives and develop and manage necessary resources to support and maintain such initiatives.
- Effective educational leaders engage in shared decision, making and create opportunities for sharing knowledge and data about critical issues.
- Effective educational leaders are knowledgeable and have strong communication skills. They effectively apply their knowledge and skills to build support for the school system and diffuse negative pressures.
- Effective educational leaders work collaboratively to identify future district, school and student needs and plan appropriately to meet those needs.

Opportunities for leadership exist throughout the learning community. For example, students must be involved in taking responsibility for their own learning and setting personal goals. Students should have opportunities to share ideas with policymakers and provide input into curriculum initiatives and school activities. **Teachers** should have opportunities to lead instructional improvement initiatives and be instrumental in setting the instructional and professional development agendas. **Paraprofessionals** should have opportunities to identify and participate in professional development programs. The **school board and superintendent** should understand and respect their roles and work cooperatively to establish and implement the district's educational agenda. By empowering members of the school district community to participate as team members, the district and its schools can create a culture that promotes student achievement. Teachers, students, **parents** and other school district stakeholders all can be active in problem solving, decision making, resource building and curriculum and instructional design. Then, boards, superintendents and school principals can redefine a broad range and balance of responsibilities in support of the learning environment.

School district leaders hold an increasingly difficult and challenging job with many new demands, including accountability for the success of each child. The State Board of Education, the local board and other school leaders must think differently about the type of leadership needed to ensure that all children have access to quality education and to individual success. Strong, effective leadership that taps the skills and resources of the entire educational community can release organization potential, make decisions and actions count, and increase the sense that individuals, working together, can make a difference.

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**MANSFIELD PUBLIC SCHOOLS
MEMORANDUM**

Item #26

TO: Board of Education Members
 FROM: Gordon Schimmel
 SUBJECT: Enrollment
 DATE: October 1, 2002

MIDDLE SCHOOL		
	10/1/01	10/1/02
5 th grade	177	159
6 th grade	153	172
7 th grade	163	156
8 th grade	175	162
Total	668	649
GOODWIN ELEMENTARY SCHOOL		
	10/1/01	10/1/02
Kindergarten	12, 13	21, 18
1 st grade	13, 13, 14, 13	13, 11, 12
2 nd grade	16, 16, 16	14, 14, 14, 14
3 rd grade	15, 18, 16	17, 17, 17
4 th grade	17, 19, 17	18, 16, 17
Preschool	12, 10	10, 13
Total	250	256
SOUTHEAST ELEMENTARY SCHOOL		
	10/1/01	10/1/02
Kindergarten	16, 15	15, 16, 14
1 st grade	14, 17, 8**	15, 13, 15
2 nd grade	14, 16, 8**	15, 15, 16
3 rd grade	15, 16, 15, 16	17, 16
4 th grade	15, 17, 18	17, 15, 16, 16
Preschool	12, 16	10, 12
Total	248	253
VINTON ELEMENTARY SCHOOL		
	10/1/01	10/1/02
Kindergarten	15, 15	17, 21
1 st grade	13, 14, 13	15, 16, 16
2 nd grade	16, 17, 17	14, 13, 15
3 rd grade	19, 19, 19	18, 18, 19
4 th grade	19, 19, 18	19, 17, 19
Preschool	10, 11	6, 10
Total	254	253
Total – All Schools	1,420	1,411

** Grades 1/2 combination

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Plan of Conservation & Development

Tuesday, October 22, 2002 7:30 P.M.

The second fall citizen committee meeting for Mansfield's Plan of Conservation and Development Update has been scheduled for Tuesday, **October 22nd at 7:30 p.m.** in the Audrey P. Beck Municipal Building, Council Chambers, 4 South Eagleville Road.

At this meeting, the various land use components of the 1993 Plan (History; Natural Resources/Open Space; Commercial/Industrial/Economic Development; Residential; Governmental; and Transportation) will be discussed with an orientation towards identifying issues and potential revisions for incorporation in the 2003 update. An important input to the Plan update is the ongoing Lands of Unique Value study for Mansfield. This study will be completed this fall and findings and recommendations for future land uses and preservation areas will be presented on **Tuesday October 30th at 7:30pm in room 100 of the W.B. Young Building on U-Conn's Agricultural Campus east of Route 195.** All citizens interested in the Plan of Conservation and Development update are encouraged to attend this October 30th meeting.

On **November 7th, Jim Gibbons** of the UConn Cooperative Extension Service, will make a presentation, on economic development in small towns. Jim has extensive experience in working with Connecticut communities on both open space planning and economic development and his comments are expected to be helpful.

All citizens are invited to participate in Mansfield's Plan of Conservation and Development update process. Please feel free to invite friends and neighbors to any of our meetings.

Please contact the Planning Office (429-3330) if you have questions or want to be added to our distribution list.

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