



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, December 9, 2002
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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ROLL CALL	
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EXECUTIVE SESSION

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REGULAR MEETING-MANSFIELD TOWN COUNCIL-NOVEMBER 25, 2002

The regular meeting of the Mansfield Town Council was called to order by Mayor Elizabeth Paterson at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Bellm, Haddad(arrived at 7:03) Hawkins, Holinko, Paterson, Rosen, Schaefer, Martin(arrived at 7:04), Thorkelson

II. APPROVAL OF MINUTES

Mr. Hawkins moved and Mr. Schaefer seconded to approve the minutes as presented of November 12, 2002.

So passed unanimously.

III. PUBLIC INFORMATION MEETING

1. Transportation Enhancement Proposals

Mr. Lon Hultgren, Public Works Director, discussed the four applications for transportation enhancement funds.

Streetscape extension and walkway improvements, Mansfield Center and North Eagleville Road west of UConn. This would extend the walkway and streetscape from its current northerly end at the 195/89 intersection along Route 89 to the Mansfield Library.

Eastbrook Mall Area Streetscape and Pedestrian Improvements. This would enhance pedestrian safety and the aesthetics of the East Brook Mall commercial area along Route 195 in southern Mansfield. This would include a new pedestrian walkway along the eastern side of Route 195 to extend safe pedestrian access to existing commercial uses.

Four Corners/Entrance to Mansfield. This project would be comprised of an extension of the bicycle/pedestrian path northeast about 3/8 mile to the commercial area on Rt. 195.

Downtown Streetscape and Pedestrian improvements. This would enhance the streetscape on Route 195 between Dog Lane and Liberty Bank.

Question was asked by JC Martin, Council member, as to cost of maintaining these improvements once they are installed. Mr. Hultgren will get the costs for the council.

No comments from the public.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Carolyn Burke, 97 Knowlton Hill Road, spoke in favor to change the sign regulations in the town parks to accommodate business sponsorship with banners.

Joe Cary, 96 Mt. Hope Road, presented the Council with a petition from area property owners requesting the Town Council reconsider its opinion in favor of the DOT project because of the negative effect the project would have on the road's character. They asked that the road be allowed to remain as it is, without further structural changes.

V. OLD BUSINESS

2. Environmental Impact Evaluation (EIE) for Graduate Student Apartments and Downtown Master Plan Projects.

Mr. Greg Padick, Town Planner spoke on the draft letter concerning the Environmental Impact Evaluation of the University of Connecticut Graduate Student Apartments/Downtown Mansfield Master Plan Project. To help ensure acceptable impacts, it is essential that comprehensive regulatory standards and approval processes be incorporated into the Municipal Development Plan for the Downtown Project. Another concern is that the downtown surface and groundwater systems not be impacted and that Town officials and the public be given future opportunities to review and comment on these designs.

Mr. Thorkelson moved and Mr. Schaefer seconded to authorize the Mayor on behalf of the Town Council to endorse staff's proposed comments concerning the Environmental Impact Evaluation for the Graduate Student Apartments and Downtown Master Plan Projects, and to submit the proposed comments to the Planning and Zoning Commission for its potential co-endorsement.

Council wanted this amended to include a line under #4 "To help reduce vehicular traffic, it is recommended that University officials resume funding support for the Windham Region Transit District's Storrs/Willimantic pre-paid fare program."

Amended motion so passed unanimously.

3. Business Sponsorship and Commercial Advertising in Town Parks

Mr. Bellm moved and Mr. Thorkelson seconded to instruct the Town Manager to develop amendments on the proposal regarding event signs on the condition that the aforementioned sign/banners be in place only during the time of the event.

Nov. 25 2002

Petition to the Mansfield Town Council

We the undersigned are property owners in the Mansfield village of Mount Hope, with homes close to the route 89/Mount Hope Road intersection. Our petition relates to the Connecticut DOT's proposed project of removing the hump on route 89 on the north side of the intersection.

The DOT has determined that the installation of a left turn signal at the southern approach to the intersection is not feasible (see Town memorandum dated 10/24/02). According to the Mansfield Town Manager's letter to the DOT of 8/13/02, the DOT has stipulated that the removal of the hump will require a "higher design speed." (The current speed limit is 35 mph, with 25 mph posted at the northern approach to the hump). Raising the speed limit will certainly involve the widening and partial straightening of route 89 in this area.

Route 89 in Mansfield has recently been resurfaced, slightly widened, with new metal fencing in place. From the Ashford border south it is an attractive, curvy, well-posted rural road. We the undersigned request that the Town Council reconsider its opinion in favor of the DOT project because of the negative effect the project would have on the road's character and its adjacent properties, as well as on Mount Hope village as a whole. Rather than engineering it to accommodate a higher speed limit, we ask that the road be allowed to remain as it is, without further structural changes.

Better the hump, with which we have lived and coped for years, than the problems ensuing from a "higher design speed."

[names and addresses]

Joseph + Edith Cary, 96 Mount Hope Rd.

Charles H. Harsanyi Jr. 138 Mount Hope Rd.

Kenneth Forman 1010 Warrenville Rd. M.C.

Camille Forman 1010 Warrenville Rd M.C.

ECHarkin 84 MT HOPE ROAD

Sarah Hurick's 84 MT. HOPE ROAD

Nov. 25 2002

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[names and addresses]

Arnold Orza, 327 Mt. Hope Road, Mansfield

Crawford L Elder

Carol Elder (per CLE) 1067 Warrenville Rd., Mansfield Center

Paula E. Patterson 1000 Warrenville Rd Mansfield Ctr., CT 06250

Joan Terry 971 Warrenville Rd. Mansfield Ctr., CT 06250

Man L Chapat 56 River Rd Mansfield Ctr. CT 06250

Dr. [unclear] 56 River Rd Mansfield Ctr. - CT

Nov. 25 2002

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[names and addresses]

Maria & Peter Gogarten 968 Warrenville Rd. Mansfield CT

Mark & Antoinette Kirk - 1052 Warrenville Rd

Charles & Fannie Kurbach 929 WARRENVILLE RD

Art McCann 979 Warrenville Rd

Jane C. McCann 979 Warrenville Rd, Mansfield CT, Ct

Nov. 25 2002

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[names and addresses]

Haney K. Satter

100 River Road

William H. O'Keefe

95 RIVER ROAD

Caryl H. O'Keefe

95 River Road

Elmer Anderson

83 B River Road

Thomas V. Satter

49 River Rd.

So passed. Mr. Rosen voted no.

4. Rte 89/Mt. Hope Rd. Intersection

No action taken.

5. Community Center Staffing Proposal

Mr. Curt Vincente, Director of Parks and Recreation, introduced Mr. Cliff Emery, Managing Director of Enterprise Group, Inc. Integrated Marketing consultants. He is working on a marketing plan of development for the Community Center. The company has completed its data collection and has held focus group of both residents and non-residents. There has been a very positive response regarding the Community Center.

Mr. Bellm moved and Mr. Thorkelson seconded to postpone any decision on the proposed staffing for the Community Center until December 9, 2002.

So passed unanimously.

6. University Spring Weekend

There is a Task Force being established at the University of Connecticut to address such issues as alcohol, drugs, stress management and others. The Town will have a representative on the Task Force.

VI. NEW BUSINESS

7. Acceptance of Hawthorne Road

Mr. Schaefer moved and Mr. Haddad seconded to refer the proposed acceptance of Hawthorne Road in Mansfield to the Planning and Zoning Commission for review pursuant to Section 8-24 of the Connecticut General Statutes.

So passed unanimously.

8. 2003 Schedule of Regular Town Council Meetings

Mr. Thorkelson moved and Mr. Holinko seconded to approve the proposed 2003 schedule of regular meetings of the Mansfield Town Council, as presented by the Town Clerk in her memorandum dated November 2002.

So passed unanimously.

Memo to: Town Council

REC'D NOV 15 2002

From: Town Clerk

Re; 2003 Meeting dates

Date: Nov. 25, 2002

Kindly vote on the following dates for Town Council meetings to be held at 7:30 p.m. in the Council Chamber

Jan. 13, 27

Feb. 10, 24

March 10, 24

April 14, 28

May 12, 27 (Tuesday-Memorial Day is the 26)

June 9, 23

July 14, 28

Aug. 11, 25

Sept. 8, 22

Oct. 14 (Tuesday-Columbus day is the 13) 27

Nov. 10, 24

Dec. 8, 22

9. December 23, 2002 Regular Town Council Meeting

Mr. Schaefer moved and Mr. Haddad seconded to cancel the December 23, 2002 regular meeting of the Mansfield Town Council.

So passed unanimously.

10. Financial Statements Dated September 30, 2002

Mr. Schaefer, chair of Finance Committee moved that the Financial Statements be referred to the Finance Committee.

So passed unanimously.

11. WRTD Prepaid Fare Program

No action taken.

12. Pine trees in Vicinity of Poultry Barns at Horsebarn Hill

Mr. Bellm moved and Mr. Holinko seconded that the Town Manager be authorized to write a letter to the University of Connecticut asking that the pines in the vicinity of the poultry barns at horsebarn hill be moved so as not to obstruct the view.

Mr. Martin and Mr. Bellm voted in favor

Mr. Schaefer, Ms. Paterson, Mr. Haddad, Mr. Hawkins, Mr. Rosen, Mr. Holinko voted against

Mr. Thorkelson abstained

Motion failed.

VII. DEPARTMENTAL REPORTS

VIII. REPORTS OF COUNCIL COMMITTEES

VIII. REPORTS OF COUNCIL MEMBERS

Mayor reported that the Chief of the Ashford Fire Department had a massive heart attack and died following a fire in Ashford. The Mansfield Fire Department assisted the Ashford department by covering for the company so that all members wishing to attend the funeral services could attend. The thoughtfulness of the Mansfield's Fire Department was greatly appreciated.

The Mayor received a letter of appreciation from Cecile Marshall mother of James Marshall. Mrs. Marshall greatly appreciated the proclamation presented by the Council.

Hartford Distributors is running a course at the University on "Street Smart"

IX. TOWN MANAGER'S REPORT

The Town will be closing on the Fesik property tomorrow.

The Town has been notified that DEP is honoring Mansfield as one of the 10 communities being honored for the Town's recycling program.

Kevin Grunwald will be the new Director of Social Services beginning December 9th. At 6:30 p.m. there will be a reception for him prior to the Town Council meeting.

The University consulting group has put out the final plan for the cleanup of the landfill. Two outreach events are tentatively set for Jan 25 at the Bishop Center from 10-3 and Tuesday, February 25 at 7:00 p.m.

The Town Manager has been appointed to a blue ribbon committee for the state on the property tax burden.

The Town Manager attended the rededication of the Wilbur Cross Building. The Mayor did an excellent presentation at the event.

There will be a Special Meeting of the Town Council on Dec. 14 9-12 noon at the Senior Center.

The Town Manager handed out an article on the State budget.

X. FUTURE AGENDAS

Mr. Thorkelson requested that the USA Patriot Act be placed on a future agenda.

XI. PETITIONS, REQUESTS AND COMMUNICATIONS

13. Emergency Services Operations and Management Improvement Project-Revised Action Plan
14. Resident Comments re: Commercial Advertising in Town Parks
15. Tri-Town Youth Football and Cheerleading Association Petition Concerning Banner Sponsorship Program
16. UConn Students Enrolled at Storrs 1985-2002
17. CTNow.com re: State Lawmakers Face an Ugly and Growing Budget Mess
18. Article from Manchester Journal Inquirer re: State Budget
19. State Department of Public Health re: Estimated Populations in Connecticut as of July 1, 2002
20. State Board of Education "The Board Report"
21. Resident Comments re: Route 89/Mt. Hope Bridge

- 22. DEP re: Response to Mansfield Conservation Commission Subcommittee Report
- 23. M. Berliner re: Meeting with State Legislators
- 24. M. Berliner re: Small Town Economic Assistance Program (STEAP)
- 25. R. Miller re: Invitation to Serve on Technical Advisory Group

XII. EXECUTIVE SESSION

Not needed.

XIII. 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

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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

December 9, 2002

Town Council
Town of Mansfield

Re: Acceptance of Hawthorne Lane

Dear Town Council:

At its last meeting, the Council voted to refer this item to the Planning and Zoning Commission (PZC) for review pursuant to Section 8-24 of the Connecticut General Statutes. The PZC reviewed this item its December 2nd meeting and determined that it had no objections to the Town's acceptance of Hawthorne Road as part of Mansfield's road system.

Because the PZC has no objections, staff recommends that the Council accept Hawthorne Lane as part of the Town's road system. This action will ensure that the Town maintains the road.

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

Move, effective December 9, 2002, to accept Hawthorne Lane as part of the Town of Mansfield's road system.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach: (5)



TOWN OF MANSFIELD

Planning and Zoning Commission

Audrey P. Beck Building
Four South Eagleville Road
Storrs, Connecticut 06268
Telephone (203) 429-3330

Memo to: Mansfield Town Council
From: Planning and Zoning Commission *A. H. Barborette, Jr.*
Date: December 3, 2002

Re: **8-24 referral, Town acceptance of Hawthorne Lane, Hawthorne Park subdivision,
Bassetts Bridge Road**

At a regular meeting held on December 2, 2002, the Planning and Zoning Commission voted to communicate to the Town Council that it has no objection to the Town's acceptance of Hawthorne Lane as a Town road. Furthermore, upon Town Council acceptance, staff is authorized to reduce the cash bond to \$9,500, which shall serve as a one-year maintenance bond, pursuant to regulatory requirements.

If there are any questions regarding this action, the Town Planner may be contacted.

INTER

OFFICE

MEMO

TOWN MANAGER'S OFFICE, TOWN OF MANSFIELD

To: Gregory Padiak, Town Planner
From: *Martin H. Berliner*
Martin H. Berliner, Town Manager
Subject: Acceptance of Hawthorne Road
Date: November 26, 2002

The question of acceptance of Hawthorne Road into the Town's road system was referred to the Planning and Zoning Commission by the Town Council for review under Section 8-24 C.G.S. at its meeting on November 25, 2002.

MHB:sml

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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

November 25, 2002

Town Council
Town of Mansfield

Re: Acceptance of Hawthorne Road

Dear Town Council:

We received the attached request to accept Hawthorne Road as part of the town's road system. Staff recommends that this item be transmitted to the Planning and Zoning Commission for Section 8-24 review.

Move, to refer the proposed acceptance of Hawthorne Road in Mansfield to the Planning and Zoning Commission for review pursuant to Section 8-24 of the Connecticut General Statutes.

Respectfully submitted,

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

Martin H. Berliner
Town Manager

Attach: (1)

REC'D NOV 15 2002

141 Mansfield Hollow Road
Mansfield Center, CT 06250

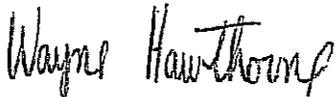
November 15, 2002

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

Dear Mr. Berliner:

This is to inform you that Hawthorne Lane has been completed under the required guidelines issued and is now ready for the town's acceptance.

Sincerely,



Wayne Hawthorne

141 Mansfield Hollow Road
Mansfield Center, CT 06250

November 15, 2002

Mr. Greg Padick
Mansfield Town Planner
4 South Eagleville Road
Mansfield, CT 06268

Dear Mr. Padick:

This is to inform you that Hawthorne Lane has been completed under the required guidelines issued and is now ready for the town's acceptance.

Therefore, I am requesting that the remaining balance of the bond, less the ten-percent maintenance charge, be released.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Hawthorne".

Wayne Hawthorne

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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

December 9, 2002

Town Council
Town of Mansfield

Re: Transportation Enhancement Proposals

Dear Town Council:

As previously distributed, attached please find applications to fund four transportation enhancement projects in Mansfield under the Connecticut Department of Transportation's (ConnDOT) Transportation Enhancement Program. The four proposed projects are:

- Downtown Streetscape and Pedestrian Improvements
- Four Corners
- Eastbrook Mall Area Streetscape
- Mansfield Center and North Eagleville Road

The Town Council, at its November 25th regular meeting, conducted a public information meeting to solicit public comment regarding four proposed transportation enhancement projects. At that meeting, Council members asked about the proposed project lighting as well as the annual maintenance costs for each proposal. The attached memorandum from the Director of Public Works details the projected annual maintenance costs for each of the projects. Street lighting would be required for each project, but staff would have considerable discretion to design the lighting in a manner best suited for the particular neighborhood.

ConnDOT's Transportation Enhancement Program operates with a 20 percent municipal match for project costs. The submission of the applications does not commit the Town to accepting the grant and implementing a project – the Council at a later point would make this decision. And, if we do accept funds to construct a project, the Town must commit to maintain the improvements. The Transportation Enhancement Program has proven very successful in Mansfield, as we have previously been awarded four enhancement grants (UConn area, Mall area, Mansfield Center Walkway/Streetscape and Birch Road Bikeway), of which three are complete.

It is doubtful that the Town would be awarded grants for all four projects. Therefore, if the Council wishes to authorize the submission of the applications, we suggest that we first rank the projects based on perceived benefits to the community.

Staff would prioritize the proposals in the following order:

- 1) Downtown Streetscape and Pedestrian Improvements
- 2) Four Corners
- 3) Eastbrook Mall Area Streetscape
- 4) Mansfield Center and North Eagleville Road

Staff also recommends the addition of a \$43,000 "Safety and Educational Activities Component for Pedestrians and Bicyclists" to whichever project is ultimately funded (see attached summary). The addition of this component would significantly enhance any of the four proposed projects and would make the applications more attractive to the ConnDOT

Because of the success of previous transportation enhancement projects, we recommend that the Council endorse the proposals as prepared and ranked by staff, and authorize the submission of the proposals to WINCOG for regional prioritization. Staff may need to fine-tune the applications before submittal to WINCOG in January. In addition, staff may need to make further changes as part of any future project design phase. If the design phase does result in any modifications, the community would have opportunity to comment on those changes.

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

Move, to endorse the applications, as prepared and ranked by staff, to fund four transportation enhancement projects in Mansfield, titled "Downtown Streetscape and Pedestrian Improvements," "Four Corners," "Eastbrook Mall Area Streetscape," and "Mansfield Center and North Eagleville Road," under the Connecticut Department of Transportation's Transportation Enhancement Program, and to authorize staff to submit the proposals to WINCOG for regional prioritization and to commit to maintain and operate any improvements if the Town does accept any grant funds .

Respectfully submitted,



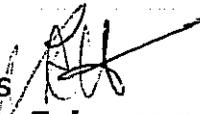
Martin H. Berliner
Town Manager

Attach:(11)

TOWN OF MANSFIELD

MEMORANDUM

12-4-02

TO: Martin H. Berliner, Town Manager
 FROM: Lon R. Hultgren, Director of Public Works 
 RE: **Maintenance Costs – Transportation Enhancement Proposals**

If the Town does receive any of the four new transportation enhancement grants it decides to apply for, it will be responsible for seeing that the new facilities are maintained (a grant requirement). These costs can be grouped into three main categories: 1) Bikeway/walkway maintenance (including snow plowing where the facilities are not in front of a commercial establishment or business); 2) lighting (electricity & maintenance of lights & poles); and 3) general maintenance of amenities (bus shelters, benches, etc.).

We have previously estimated plowing/sanding and maintaining the pavement on a bikeway to be approximately \$1.33/foot per year. Lighting, which we generally rent from CL&P runs about \$15 per light per month. General maintenance is harder to predict, but would involve damage repair and replacement of signs, benches, bus shelters and trees.

For the four proposed projects, these costs are projected below:

Projected Annual Maintenance Costs – Enhancement Projects

<u>Project</u>	<u>Path Maint.</u>	<u>Lighting</u>	<u>General Maintenance</u>	<u>Total</u>
Downtown	\$1,400	\$6,840	\$500	\$8,740
Four Corners	\$2,660	\$2,160	\$500	\$5,320
Eastbrook Mall Area	\$3,800	\$6,600	\$500	\$10,900
Rt. 89/N. Eagleville	\$5,985	\$1,800 – 89 <u>\$4,680 – N.E.</u> \$6,480	\$500	\$12,965

cc: Matthew W. Hart, Assistant Town Manager ✓
 Stephen T. Bowen, Project Engineer
 File

**Town of Mansfield
January, 2003 Enhancement Grant Application**

Safety & Educational Activities Component for Pedestrians & Bicyclists

A.	Marketing Campaign -- Mansfield and Regional Bicycle and Pedestrian Safety	\$38,000
	1. PR firm program design	\$15,000
	2. Radio/TV spots	\$ 5,000
	3. Newspaper and other ads	\$ 5,000
	4. Redesign, reprint & distribute	\$13,000
	Town's bicycle route and safety brochure (include pedestrian safety element)	
	Graphic design:	\$6,000
	Printing:	\$5,000
	Direct Mail:	\$2,000
B.	Hold a minimum of two bicycle rodeos	\$ 2,500
	Consultant/planning	\$1,000
	Publicity	\$1,000
	Supplies/prizes/equipment	\$ 500
C.	Conduct evening or after school classes	\$ 1,500
	Instructor	\$1,000
	Supplies & certificates	\$ 500
D.	Prepare final summary report of program	\$ 1,000
	Estimated total cost	\$43,000

MHB



**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: File
FROM: Lon R. Hultgren, Director of Public Works
DATE: November 26, 2002

***Report of Public Information Meeting
11/25/02 – Four Transportation Enhancement
Grant Applications in the Town of Mansfield***

In accordance with the application requirements a Public Information Meeting was held at 7:00 p.m. on November 25, 2002 in the Council Chambers of the Mansfield Town Office Building for the following four Transportation Grant project proposals:

1. Downtown Streetscape and Pedestrian Improvements
2. Four Corners/Entrance to Mansfield
3. Mansfield Center and North Eagleville Road
4. Eastbrook Mall Area Streetscape

The attached legal notice appeared in the Willimantic Chronicle on November 16, 2002 and letters announcing the meeting were sent to all abutters of all four proposals.

Lon Hultgren opened the meeting with an explanation of the enhancement grant process and the four grants the Town of Mansfield has received to date.

He then outlined briefly the elements of the four proposals the Town is considering making application for and asked for questions.

Councilman Martin asked if the Town's annual maintenance costs for each proposal could be tabulated for the Council prior to their final action.

Councilman Bellm asked if the lighting had to be the same as the lighting in Mansfield Center, noting that he had heard some complaints about the brightness of the Mansfield Center lights.

A resident (who did not sign in) asked if the lighting was mandatory.

Hultgren explained that the proposals were still being worked on and asked interested parties to contact the engineering office.

The meeting was concluded at 7:20 p.m.

cc: file

attach: Attendance Sheet, Legal Notice, Sample Invitation Letter

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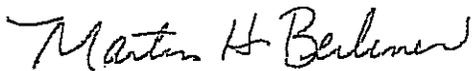
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INTENTIONALLY

If the Council supports this recommendation, the following motion is in order:

Move, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on November 25, 2002, to solicit public comment concerning the proposed transportation enhancement projects in Mansfield.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach: (7)

TOWN OF MANSFIELD
MEMORANDUM
11-7-02

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works 
RE: *Enhancement Grant Applications - - Public Information Meeting*

This summer WinCOG announced a new round of Federal Transportation Enhancement Grants to be offered by the DOT beginning in 2003. Recall that Mansfield has had four enhancement grants (UConn area, Mall area, Mansfield Center walkway-streetscape and Birch Road Bikeway) three of which are complete.

Staff has identified four additional projects for this next round of funding. Applications (still in draft form) are attached for your information and review. These projects include:

1. Downtown Streetscape and Pedestrian Improvements
2. Enhancements to the Four-corners area
3. Eastbrook Mall Area Streetscape and Pedestrian Improvements
4. Streetscape/walkway extensions on Route 89 and North Eagleville Road

Prior to submitting the grant applications to the Region, a public information meeting must be held with the adjacent property owners invited. Additionally, the Town must commit to maintaining the facilities after they are built.

We would recommend that a public information meeting for these projects be held at the next Council meeting (November 25th). After Council sets this date we will notify the property owners and place ads in the local paper publicizing the meeting.

cc: Cynthia Vanzelm, Downtown Partnership
Stephen T. Bowen, Project Engineer
Gregory J. Padick, Town Planner
file

attach: 4 applications (still subject to revision)



05-18-02-11-35 RCVD

WINDHAM REGION COUNCIL OF GOVERNMENTS

968 Main Street Willimantic, CT 06226 Phone: (860) 456-2221

Fax: (860) 456-1235 E-mail: wincog@snet.net

ashford chaplin columbia coventry hampton lebanon mansfield scotland windham

June 17, 2002

TO: Chief Elected Officials or Town Managers of Windham Region Towns

FROM: Barbara Buddington, Executive Director

SUBJECT: Transportation Enhancement Proposal Requests

Enclosed please find a copy of the correspondence I have received from ConnDOT requesting that WINCOG solicit projects from member towns to be considered for federal funding under the Transportation Enhancement Program.

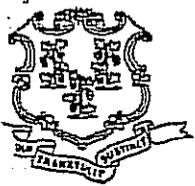
WINCOG has been asked to solicit and review projects, prioritize the projects submitted and forward them to ConnDOT for selection and funding. Applications are due to be submitted to ConnDOT from each regional planning organization no later than January 31, 2003.

To meet this time frame, and to allow time for review by WINCOG staff and prioritization by the Board, we ask that three (3) copies of each application be submitted to WINCOG by November 15th.

XXX

cc: *(cover memo only)*
Grayson Wright, ConnDOT
Eric Trott, Coventry Town Planner
Greg Padick, Mansfield Town Planner
Carl Fontneau, Scotland Town Planner
James Finger, Windham Town Planner
Chris Thorkelson, Town of Mansfield RPC Rep.
Elizabeth Paterson, Mansfield Town Council Chairman
Joan Lewis, Coventry Town Council Chairman

J:\wincog\Transp.Enhancement Proposal Req.



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone:

June 12, 2002

To: Regional Planning Organization Directors

RECEIVED

From: Charles S. Barone *Charles Barone*
Transportation Planning Director
Bureau of Policy and Planning

JUN 14 2002

WINDHAM REGION C.O.G.

Subject: Transportation Enhancement Program

This letter is to formally request that you solicit your member towns for projects to be considered for Federal funding under the Transportation Enhancement Program. As you are aware, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) established the Transportation Enhancement Program, which was continued in the Transportation Efficiency Act for the 21st Century (TEA-21). Currently, all funds which were made available for this Program under ISTEA and TEA-21 are committed. The Connecticut Department of Transportation (ConnDOT) is now soliciting projects for year 2004 and beyond.

Although current transportation legislation is approaching its last year, it is expected that any continuing transportation legislation or reauthorization of the transportation legislation will include a Transportation Enhancement Program with similar eligibility requirements. This Program is for projects that go above and beyond what is customarily considered part of a transportation activity. The enhancement activities must relate to the intermodal transportation system by reason of function or impact and must be encompassed in one of the 12 federally-eligible enhancement areas.

During the past ten years, 158 projects have been selected for funding under the Transportation Enhancement Program. The Federal funding made available for these projects totaled approximately \$100 million dollars. The amount of funding Connecticut will receive for this Program under new transportation legislation is uncertain at this time, but it is expected to be approximately at current levels. It is also possible that some currently selected projects may miss scheduled deadlines and drop into the 2004 funding year. If this happens, funding for 2004 will be limited. Please be aware that this may be the only solicitation for transportation enhancement projects.

Enclosed is a copy of the Connecticut Department of Transportation's Statewide Transportation Enhancement Program Guide 2002. This guide and its instructions are to be used to request funding under the Transportation Enhancement Program. This package will assist the project sponsors and the Regional Planning Organizations (RPOs) in providing ConnDOT with all the information needed to make informed decisions relative to the selection of projects. As in the past, ConnDOT is seeking the assistance of the RPOs in the review of these projects and their respective application forms. It is requested that regional planning staff conduct an initial review of each application submitted to them against Federal and State eligibility requirements/guidelines and for completeness of the application. Projects that are clearly not eligible or applications that are incomplete should not be forwarded to ConnDOT. It is also required that each RPO prioritize projects. This priority ranking will be given serious consideration during the ConnDOT selection process.

It is requested that the RPOs submit two (2) copies of the application form and any necessary attachments for each project to my attention at the letterhead address. These applications must be received no later than January 31, 2003. Final project selection by ConnDOT will not occur until the transportation legislation has been passed, which is expected by October 2003, or shortly thereafter.

Should you have any questions on the Transportation Enhancement Program, you may contact Maribeth Wojenski at (860) 594-2153. Thank you in advance for your assistance in this effort.

Enclosure

cc: Ms. Amy Jackson-Grove – FHWA
Ms. Pamela Underhill – United States Department of the Interior
Hon. Arthur Rocque, Jr. – CT Department of Environmental Protection
Mr. John Shannahan – State Historic Commission
Ms. Georgette Yalndl – Connecticut Bicycle Coalition
Ms. Emily Russell-Roy – Appalachian Mountain Club
Ms. Diane Ciano – Connecticut Horse Council, Inc.
Ms. Donna Shea – Technology Transfer Center
Mr. James Evans – National Park Service

**APPLICATION FOR
TRANSPORTATION ENHANCEMENT FUNDS**

All information requested in this Application ***MUST*** be furnished by the Project Sponsor and/or Regional Planning Organization, and ***MUST*** be submitted with the Application. Statements must be complete and accurate. Omission, inaccuracy and/or misstatement may be cause for the rejection of the Application. Applications for this solicitation of projects for Enhancement Funding must be received at ConnDOT by January 31, 2003.

TO BE COMPLETED BY PROJECT SPONSOR

1.	PROJECT SPONSOR: Town of Mansfield
-----------	---

2.	TITLE OF APPLICANT'S PROJECT: Downtown Streetscape and Pedestrian Improvements
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3.	PROJECT LOCATION (Attach Town Road and USGS Maps): The project location is Storrs Road from Dog Lane to the commercial area anchored by Liberty Bank. See attached map.
-----------	--

4.	BRIEF PROJECT DESCRIPTION: This project consists of several elements to enhance the streetscape on Storrs Road (State Route 195) between Dog Lane and Liberty Bank. This section of Storrs Road is the major commercial district in Mansfield. Improvements include undergrounding utilities from Dog Lane to South Eagleville Road, extension of sidewalk from South Eagleville Road to Liberty Bank, ornamental lighting, colored and streetprint textured crosswalks, signage, landscaping, granite curbing and street furnishings (benches, trash receptacles, bike racks). This project is part of a larger endeavor to develop Storrs Center into a vibrant, mixed-use area with a town green and University of Connecticut graduate school housing. The Downtown Streetscape and Pedestrian Improvements project will be a vital component of the planned Storrs Center improvements.
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5. PROJECT CONTACT:

Name: Lon R. Hultgren Title: Director of Public Works, Town of Mansfield

Address: 4 South Eagleville Road, Mansfield, CT 06268-2599

Telephone Number: 860-429-3332 Fax Number: 860-428-6863

**6. ENHANCEMENT CATEGORY UNDER WHICH PROJECT QUALIFIES:
(CIRCLE ONE)**

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

For projects submitted under any of the historic categories (#'s 3, 6 or 7), documentation from the Connecticut Historic Commission (CHC), confirming that the historic site/structure is listed on the National Register of Historic Places must accompany the application. Contact Dr. David Poirior of CHC at (860) 566-3005.

For projects submitted under the provision of facilities for pedestrians and bicycles (#1), documentation from the transit district confirming that they are aware of the project must accompany the application. **Category No. 5 would be the category under which the project qualifies.**

7. DESCRIBE PROJECT'S RELATIONSHIP TO THE INTERMODAL TRANSPORTATION SYSTEM:

This project will build on the existing pedestrian system by extending the sidewalk from South Eagleville Road to the Liberty Bank commercial area, thus providing a link between that commercial area and the one at Storrs Commons. The project will improve the gateway into the downtown area from the south, highlighting the entrance into the downtown area.

8.	PROJECT SPONSORS COMMITMENT TO PROVIDE AT LEAST 20% OF ALL COSTS:	
	<input checked="" type="checkbox"/> yes <u>20</u> % (documentation must be attached)	<input type="checkbox"/> no

9.	PROJECT SPONSORS COMMITMENT TO MAINTAIN AND OPERATE THE FACILITY UPON PROJECT COMPLETION, INCLUDING PROJECT COMPONENTS LOCATED WITHIN STATE R.O.W.	
	<input checked="" type="checkbox"/> yes (documentation must be attached)	<input type="checkbox"/> no

10.	DOES THIS PROJECT HAVE RIGHT-OF-WAY INVOLVEMENT?	
	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> No
	List number of parcels in each category: <u>1</u> State <u> </u> Municipal <u>4</u> Private	

10a.	FOR PROJECTS PROPOSING TO USE STATE RIGHT-OF-WAY, HAS THE PROJECT CONCEPT BEEN DISCUSSED WITH THE STATE AGENCY?	
	<input type="checkbox"/> yes (documentation must be attached)	<input checked="" type="checkbox"/> no

11.	IS THE PROJECT LOCATED IN AN AREA WHERE THE FOLLOWING PERMITS WILL BE REQUIRED?				
		Yes	No	Maybe	Previously Obtained (Date)
	Local Inland Wetland	<u>X</u>	_____	_____	
	Army Corps of Engineers (ACOE)	_____	<u>X</u>	_____	
	Flood Plain Management Certificate (FPM)	_____	<u>X</u>	_____	
	Stream Channel Encroachment (SCEL)	_____	<u>X</u>	_____	
	Coastal Area Management (CAM)	_____	<u>X</u>	_____	
	Tidal Wetlands	_____	<u>X</u>	_____	

12.	WHEN WAS THE PUBLIC INFORMATION MEETING HELD FOR THIS PROJECT?
Date:	The public information meeting will be held as part of a Town Council meeting in late October/early November 2002. (documentation must be attached)

13.	TOTAL PROJECT COST AND FISCAL YEAR FOR WHICH FUNDING IS BEING REQUESTED WITH THIS APPLICATION (SEE APPENDIX A):			
	<input type="checkbox"/>	DESIGN PHASE	\$ <u>724.800</u> FFY '03- '04 *	\$ - FFY *
	<input type="checkbox"/>	RIGHT-OF-WAY PHASE - Plans (Town's assessor's maps) denoting affected properties <u>must</u> accompany the Application	\$ - FFY *	\$ <u>25.000</u> FFY '04- '05 *
<input type="checkbox"/>	CONSTRUCTION PHASE - Project construction must be advertised and administered by Municipality or other entity established through State Statutes (i.e. Transit Districts, Regional Planning Organizations). Detailed plans, specifications and cost estimates including contingencies and incidentals or project documentation which comply with municipal and ConnDOT bidding requirements are due <u>no later than 5 months</u> prior to the end of the Federal Fiscal Year (September 30) in which construction funds are being requested. All right-of-way and environmental permits must also be acquired by this date.	\$ - FFY *	\$ <u>815.005</u> FFY '04- '05 *	

*Date you anticipate needing the funding.

TO BE COMPLETED BY REGIONAL PLANNING ORGANIZATION

14.	PROJECT'S REGIONAL PRIORITY FOR ENHANCEMENT FUNDING:

APPLICATION REQUIREMENTS

Two (2) copies of the application and attachments must be submitted. Each copy must be bound separately. (See Application Form Instructions.)

**APPENDIX A
(Worksheet to Estimate Phase Costs)**

DESIGN PHASE

This phase provides funds for all work necessary to prepare a biddable set of plans and specifications. Consider the costs of the following as they apply to your project:

Town Costs

• Municipal Administrative Costs ⁽¹⁾	\$7,000
• Survey (topography, property line location, utility test pits)	\$3,000
• Utility Coordination	\$4,000
• Design of Utility Relocations ⁽²⁾	\$4,000
• ConnDOT Coordination, Plan/Spec Reviews	\$5,000
• Regulatory Permits and Meetings (see #11 of the application)	
• Town Meetings (wetlands, public informational)	
• Preparation of Property Taking and Easement Maps	\$1500
• Engineering Design	
• Bridge Design/Rehabilitation (include hydraulic and scour analysis)	
• Electrical Design	
• Landscape Design	
• Erosion and Sediment Control	
• Storm Drainage	
• Construction Quantity and Cost Estimates	
• Specifications	
• Printing of Plans & Specifications for Bidding	<u>\$300</u>
SUBTOTAL:	\$24,800

PRELIMINARY DESIGN: (Plans showing project layout, property owners, slope limits, bridge type studies, hydraulics, ROW, utility and permitting issues, and cost estimate.) \$40,000

SEMI-FINAL DESIGN: (Plans showing detailed project layout, exact ROW, utility and permitting needs, cost estimate, specifications and design and quantity computations.) \$40,000

FINAL DESIGN: (Finalize plans, specifications, design and quantity computations and estimate for bidding.) \$20,000

UTILITY COSTS ⁽²⁾: \$ 600,000

RAILROAD COSTS ⁽²⁾: \$

DESIGN PHASE TOTAL: \$724,800

⁽¹⁾ If a municipality hires a consultant to design the project, the municipality can still be reimbursed for its own administrative cost incurred during design. These administrative costs must be included in this phase estimate.

⁽²⁾ Private utilities do not get paid for relocating utilities on Town roads. They do get paid 50% of their cost for designing and relocating utilities on State roads. Municipal owned and regional quasi-public utilities and railroads get paid 100% of their design review and construction costs regardless of where they are. 80% of these costs are reimbursable through this program. It is recommended that you estimate these costs and include them in this estimate in the Design or Construction phase, as appropriate.

RIGHT-OF-WAY PHASE

This phase provides funds for the acquisition of property, easements or rights from property owners other than the municipality or State. This phase is necessary only if the municipality is seeking reimbursement for acquisition costs. This dollar amount will be the fair market value of the anticipated acquisition, easement or right. Additionally, property acquisition requires a Right-of-Way Acquisition Plan be prepared. The Plan includes title searching, appraisals, negotiations, and closings. Costs for the Plan should be included in this phase. The cost of preparing property taking and easement maps should not be included in this phase but rather in the Design Phase.

Cost of Right-of-Way Acquisition Plan:	<u>\$15,000</u>
Total Cost of Acquisitions, Easements or Rights:	<u>\$10,000</u>
RIGHT-OF-WAY PHASE TOTAL:	<u>\$25,000</u>

CONSTRUCTION PHASE

This phase provides funds for construction. Consider the following as they apply to your project:

Survey (construction stakeout)	•	Landscaping
Clearing Trees and Vegetation	•	Fencing
Utility Relocation ⁽²⁾	•	Bridges (new, rehabilitation)
Storm Drainage (catch basins, pipes, etc.)	•	Sedimentation Control
Lighting (fixtures, conduit, etc.)	•	Signs, Pavement Markings, Traffic Signals
Pavement (include base, subbase)	•	Sidewalk (concrete, brick, cobble, etc.)
Retaining Walls	•	Street Furniture
Curbing	•	Maintenance and Protection of Traffic
Mobilization, Demobilization		

SUBTOTAL: \$690,682

The following items and percentages **MUST** be included in the estimate:

Construction Inspection, Construction Trailer, and Bidding services (Subtotal x [13% - oversight %]):	<u>\$62,161</u>
Materials Testing by the State (Subtotal x 2%):	<u>\$13,814</u>
Contingencies (Subtotal x 7%):	<u>\$48,348</u>
State construction oversight (subtotal x 5% if subtotal ≤ \$500,000) (subtotal x 4% if subtotal > \$500,000 up to \$ 1.5 million) (subtotal X 3% if subtotal > \$1.5 million)	

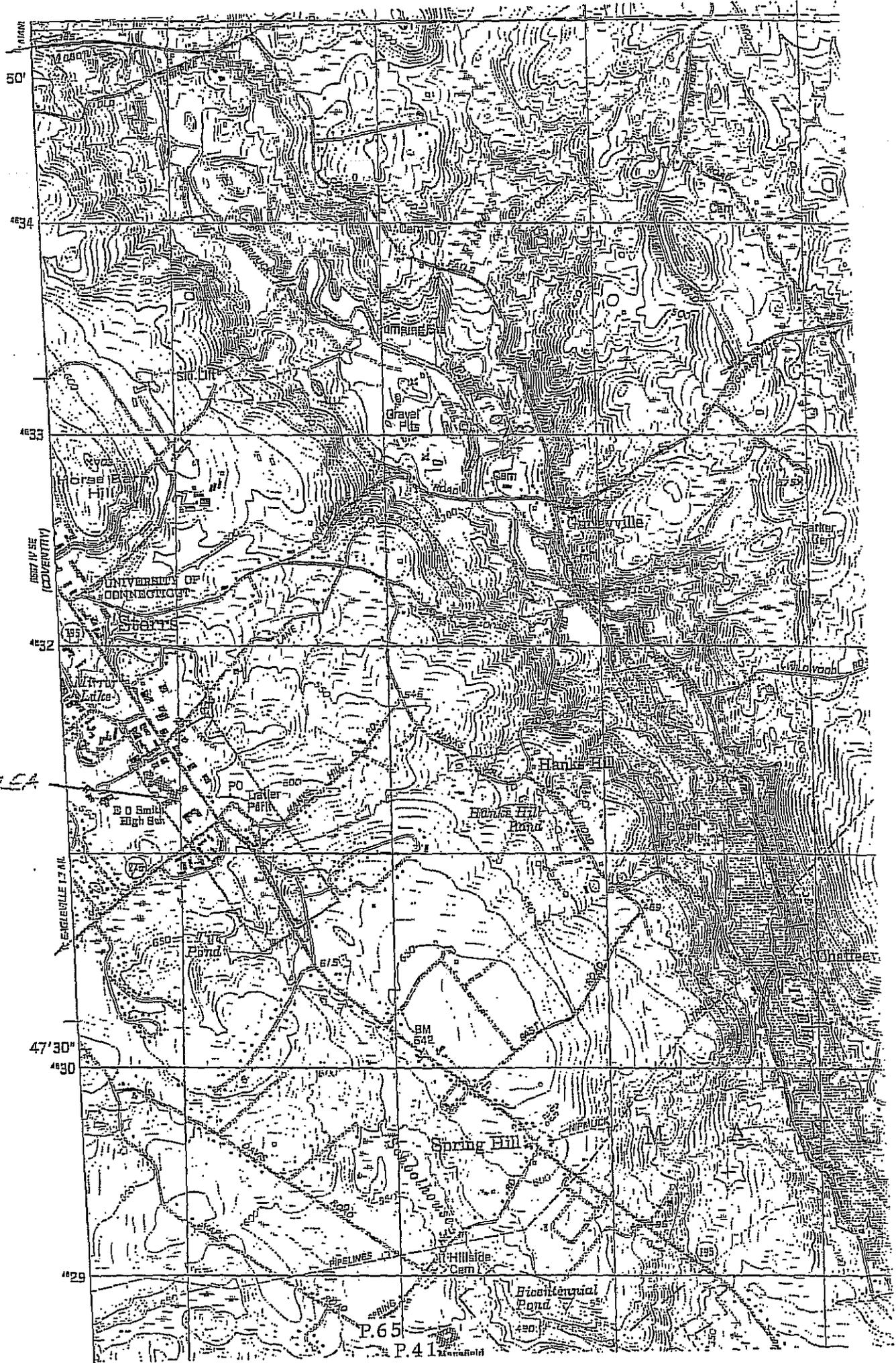
CONSTRUCTION PHASE TOTAL: \$ 815,005

*** Percentage may not exceed 15% total. Any percentage over 15% is nonparticipating

Mansfield Downtown Streetscape & Pedestrian Improvements

	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
1. S&E Control		LS	\$1	\$5,000.00
2. Clearing & Grubbing	3%	-	-	\$18,836.00
3. Earth Excavation	5,000	CY	\$8.00	\$40,000.00
4. Construction Staking	1%	-	-	\$6,279.00
5. Mobilization	3%	-	-	\$18,836.00
6. Bit. Conc. Curbing	1,939	LF	\$4.00	\$7,600.00
7. Class II Bit. Conc.	100	TN	\$100.00	\$10,000.00
8. Granular Fill	300	CY	\$25.00	\$7,500.00
9. Processed Aggregate Base	400	TN	\$15.00	\$6,000.00
10. 5' Concrete Sidewalk	1,900	LF	\$27.00	\$51,300.00
11. Stockade Fence	400	LF	\$32.00	\$12,800.00
12. 915 MM RCP	12	LF	\$60.00	\$720.00
13. Class "A" Concrete	25	CY	\$600.00	\$15,000.00
14. Rebars	5,000	LB	\$.60	\$3,000.00
15. Iron Railing	15	LF	\$75.00	\$1,125.00
16. Type "C" Catch Basin	2	EA	\$1,500.00	\$3,000.00
17. 15" Pipe	30	LF	\$30.00	\$900.00
18. Rip Rap	46	CY	\$45.00	\$2,070.00
19. Safety Rail	160	LF	\$12.00	\$1,920.00
20. Topsoil	5,980	SY	\$500.00	\$29,900.00
21. Turf Establishment	5,980	SY	\$1.50	\$8,960.00
22. Trafficmen	120	HR	\$60.00	\$7,200.00
23. M&P Traffic	3%	-	-	\$18,836.00
24. Painted Markings	40	SY	\$210.00	\$8,400.00
25. Ornamental Lighting	38	EA	\$4,500.00	\$171,000.00
26. Signage	3	EA	\$1,500.00	\$4,500.00
27. Kiosk	1	EA	\$4,000.00	\$10,000.00
28. Plantings	1	LS	\$50,000.00	\$50,000.00
29. Granite Curbing	2,900	LF	\$30.00	\$87,000.00
30. Exist. Sidewalk/Curb Cut Modifications	1	LS	\$58,000.00	\$58,000.00
31. Benches	8	EA	\$1,200.00	\$9,600.00
32. Trash Receptacles	10	EA	\$800.00	\$8,000.00
33. Bike Racks	4	EA	\$800.00	\$3,200.00
34. Recycling Receptacles	4	EA	\$800.00	\$3,200.00
35. Concrete Curing Box	1	EA	\$1,000.00	\$1,000.00

\$690,682.00



50'
47°34'
47°33'
47°32'
47°30'
47°30'
47°29'

1000' 1/2 SE
(CONVENTIT)

1000' 1/2 AN

PROJECT AREA

UNIVERSITY OF CONNECTICUT

Storrs

Smith High Sch

Spring Pond

BM 642

Spring Hill

Hillside Cem

Bicentennial Pond

P.65

P.41

Meriden

**APPLICATION FOR
TRANSPORTATION ENHANCEMENT FUNDS**

All information requested in this Application MUST be furnished by the Project Sponsor and/or Regional Planning Organization, and MUST be submitted with the Application. Statements must be complete and accurate. Omission, inaccuracy and/or misstatement may be cause for the rejection of the Application. Applications for this solicitation of projects for Enhancement Funding must be received at ConnDOT by January 31, 2003.

TO BE COMPLETED BY PROJECT SPONSOR

1.	PROJECT SPONSOR: Town of Mansfield
-----------	--

2.	TITLE OF APPLICANT'S PROJECT: Transportation Enhancements - Four Corners/Entrance to Mansfield
-----------	--

3.	PROJECT LOCATION (Attach Town Road and USGS Maps): (see attached map)
-----------	---

4.	BRIEF PROJECT DESCRIPTION: This project is composed of an extension of the bicycle/pedestrian path presently terminating on the southeast corner of Routes 195/44, "Four Corners", (State Project #77-198). The proposed extension extends northeast about 3/8 mile to the commercial area on Rt. 195. The project will include bench seating, landscaping and streetscape elements, plantings, lighting and bus shelters at the Holiday Mall and at the terminus at "Four Corners".
-----------	--

PROJECT CONTACT:

Name: Lon R. Hultoren Title: Director of Public Work

Address: 4 South Eagleville Road, Storrs/Mansfield CT 06268-2599

Telephone Number: 860-429-3332 Fax Number: 860-428-6863

**6. ENHANCEMENT CATEGORY UNDER WHICH PROJECT QUALIFIES:
(CIRCLE ONE)**

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

For projects submitted under any of the historic categories (#'s 3, 6 or 7), documentation from the Connecticut Historic Commission (CHC), confirming that the historic site/structure is listed on the National Register of Historic Places must accompany the application. Contact Dr. David Poirier of CHC at (860) 566-3005.

For projects submitted under the provision of facilities for pedestrians and bicycles (#1), documentation from the transit district confirming that they are aware of the project must accompany the application.

7. DESCRIBE PROJECT'S RELATIONSHIP TO THE INTERMODAL TRANSPORTATION SYSTEM:

This project will build on our existing bicycle and pedestrian system from "Four Corners" to the commercial area on Rt. 195, and add bus shelters at the Holiday Mall bus stop, and at "Four Corners", and create a gateway/streetscape for the Town at the "Four Corners" location.

8. PROJECT SPONSORS COMMITMENT TO PROVIDE AT LEAST 20% OF ALL COSTS:

yes 20 % (documentation must be attached)

no

9. PROJECT SPONSORS COMMITMENT TO MAINTAIN AND OPERATE THE FACILITY UPON PROJECT COMPLETION, INCLUDING PROJECT COMPONENTS LOCATED WITHIN STATE R.O.W.

yes (documentation must be attached)

no

10. DOES THIS PROJECT HAVE RIGHT-OF-WAY INVOLVEMENT?

yes No

List number of parcels in each category:

1 State Municipal 2 Private

10a. FOR PROJECTS PROPOSING TO USE STATE RIGHT-OF-WAY, HAS THE PROJECT CONCEPT BEEN DISCUSSED WITH THE STATE AGENCY?

yes (documentation must be attached) no

*to be done prior.

11. IS THE PROJECT LOCATED IN AN AREA WHERE THE FOLLOWING PERMITS WILL BE REQUIRED?

	Yes	No	Maybe	Previously Obtained (Date)
Local Inland Wetland	X			
Army Corps of Engineers (ACOE)		X		
Flood Plain Management Certificate (FPM)		X		
Stream Channel Encroachment (SCEL)		X		
Coastal Area Management (CAM)		X		
Tidal Wetlands		X		

12. WHEN WAS THE PUBLIC INFORMATION MEETING HELD FOR THIS PROJECT?

Date: October 15, 2002 (documentation must be attached)

13. TOTAL PROJECT COST AND FISCAL YEAR FOR WHICH FUNDING IS BEING REQUESTED WITH THIS APPLICATION (SEE APPENDIX A):

<input checked="" type="checkbox"/>	DESIGN PHASE	\$ <u>65,000</u> FFY * '03-'04	\$ _____ FFY *
<input type="checkbox"/>	RIGHT-OF-WAY PHASE - Plans (Town's assessor's maps) denoting affected properties <u>must</u> accompany the Application	\$ _____ FFY *	\$ <u>40,000</u> FFY * '04-'05
<input type="checkbox"/>	CONSTRUCTION PHASE - Project construction must be advertised and administered by Municipality or other entity established through State Statutes (i.e. Transit Districts, Regional Planning Organizations). Detailed plans, specifications and cost estimates including contingencies and incidentals or project documentation which comply with municipal and ConnDOT bidding requirements are due <u>no later than</u> 5 months prior to the end of the Federal Fiscal Year (September 30) in which construction funds are being requested. All right-of-way and environmental permits must also be acquired by this date.	\$ _____ FFY *	\$ <u>410,000</u> FFY * '04-'05.

*Date you anticipate needing the funding.

TO BE COMPLETED BY REGIONAL PLANNING ORGANIZATION

14.	PROJECT'S REGIONAL PRIORITY FOR ENHANCEMENT FUNDING:
-----	--

APPLICATION REQUIREMENTS

Two (2) copies of the application and attachments must be submitted. Each copy must be bound separately. (See Application Form Instructions.)

APPENDIX A
(Worksheet to Estimate Phase Costs)

DESIGN PHASE

This phase provides funds for all work necessary to prepare a biddable set of plans and specifications. Consider the costs of the following as they apply to your project:

	Town Costs
• Municipal Administrative Costs ⁽¹⁾	\$3,500.00
• Survey (topography, property line location, utility test pits)	
• Utility Coordination	\$1,000.00
• Design of Utility Relocations ⁽²⁾	
• ConnDOT Coordination, Plan/Spec Reviews	
• Regulatory Permits and Meetings (see #11 of the application)	\$1,500.00
• Town Meetings (wetlands, public informational)	
• Preparation of Property Taking and Easement Maps	\$500.00
• Engineering Design	
• Bridge Design/Rehabilitation (include hydraulic and scour analysis)	
• Electrical Design	
• Landscape Design	
• Erosion and Sediment Control	
• Storm Drainage	
• Construction Quantity and Cost Estimates	
• Specifications	
• Printing of Plans & Specifications for Bidding	
	\$200.00
	subtotal \$6,700.00

PRELIMINARY DESIGN: (Plans showing project layout, property owners, slope limits, bridge type studies, hydraulics, ROW, utility and permitting issues, and cost estimate.) \$ 19,300

SEMI-FINAL DESIGN: (Plans showing detailed project layout, exact ROW, utility and permitting needs, cost estimate, specifications and design and quantity computations.) \$ 19,000

FINAL DESIGN: (Finalize plans, specifications, design and quantity computations and estimate for bidding.) \$ 20,000

UTILITY COSTS ⁽²⁾: \$

RAILROAD COSTS ⁽²⁾: \$

DESIGN PHASE TOTAL: \$ 65,000

⁽¹⁾ If a municipality hires a consultant to design the project, the municipality can still be reimbursed for its own administrative cost incurred during design. These administrative costs must be included in this phase estimate.

⁽²⁾ Private utilities do not get paid for relocating utilities on Town roads. They do get paid 50% of their cost for designing and relocating utilities on State roads. Municipal owned and regional quasi-public utilities and railroads get paid 100% of their design review and construction costs regardless of where they are. 80% of these costs are reimbursable through this program. It is recommended that you estimate these costs and include them in this estimate in the Design or Construction phase, as appropriate.

RIGHT-OF-WAY PHASE

This phase provides funds for the acquisition of property, easements or rights from property owners other than the municipality or State. This phase is necessary only if the municipality is seeking reimbursement for acquisition costs. This dollar amount will be the fair market value of the anticipated acquisition, easement or right. Additionally, property acquisition requires a Right-of-Way Acquisition Plan be prepared. The Plan includes title searching, appraisals, negotiations, and closings. Costs for the Plan should be included in this phase. The cost of preparing property taking and easement maps should not be included in this phase but rather in the Design Phase.

Cost of Right-of-Way Acquisition Plan: \$ 20,000

Total Cost of Acquisitions, Easements or Rights: \$ 20,000

RIGHT-OF-WAY PHASE TOTAL: \$ 40,000

CONSTRUCTION PHASE

This phase provides funds for construction. Consider the following as they apply to your project:

- Survey (construction stakeout)
- Clearing Trees and Vegetation
- Utility Relocation ⁽²⁾
- Storm Drainage (catch basins; pipes, etc.)
- Lighting (fixtures, conduit, etc.)
- Pavement (include base, subbase)
- Retaining Walls
- Curbing
- Mobilization, Demobilization
- Landscaping
- Fencing
- Bridges (new, rehabilitation)
- Sedimentation Control
- Signs, Pavement Markings, Traffic Signals
- Sidewalk (concrete, brick, cobble, etc.)
- Street Furniture
- Maintenance and Protection of Traffic

SUBTOTAL: \$ 327,197

The following items and percentages **MUST** be included in the estimate:

Construction Inspection, Construction Trailer, and Bidding services
(Subtotal x [13% - oversight %]): \$ 27,775

Materials Testing by the State (Subtotal x 2%): \$ 6,944

Contingencies (Subtotal x 7%): \$ 24,303

State construction oversight (subtotal x 5% if subtotal ≤ \$500,000
(subtotal x 4% if subtotal > \$500,000 up to \$ 1.5 million)
(subtotal X 3% if subtotal > \$1.5 million)

CONSTRUCTION PHASE TOTAL: \$406,219

*** Percentage may not exceed 15% total. Any percentage over 15% is nonparticipating



SPRING HILL 2.1 MI (SPRING HILL)
WILLIAMANTIC 8 MI 2567 FSW

COVENTRY
GEORGIA

4 Corners - Entrance to Mansfield

	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
1. Clear & Grub	1	LS		\$5,600.00
2. Earth Excavation	548	CY	\$8.00	\$4,384.00
3. Structure Excavation	50	CY	\$12.50	\$625.00
4. Trench Excavation	75	CY	\$12.50	\$937.00
5. Borrow	1,500	CY	\$8.00	\$6,800.00
6. Form Subgrade	1,644	SY	\$2.00	\$3,288.00
7. Processed Aggregate Base	775	TN	\$14.00	\$10,850.00
8. Sedimentation Control	1,900	LF	\$3.00	\$5,700.00
9. Pervious Structure Backfill	75	CY	\$20.00	\$1,500.00
10. Class II Bituminous Concrete	300	TN	\$70.00	\$21,000.00
11. Type C Catch Basin	5	EA	\$15.00	\$7,500.00
12. Concrete	20	CY	\$400.00	\$8,000.00
13. Bedding	20	CY	\$25.00	\$500.00
14. 375 MM (15" pipe)	100	LF	\$30.00	\$3,000.00
15. 48" pipe	20	LF	\$250.00	\$5,000.00
16. Rip Rap	20	CY	\$50.00	\$1,000.00
17. Curb Bituminous Concrete	1,850	LF	\$3.00	\$5,550.00
18. Iron Rail	1	LS	\$1,000	\$1,000.00
19. Topsoil	2,000	SY	\$4.50	\$9,000.00
20. Liming	1	TN	\$250.00	\$250.00
21. Turf Establishment	2,000	SY	\$1.00	\$2,000.00
22. Traffic Control	200	HR	45.00	\$13,500.00
23. Maintenance & Protection of Traffic			3%	\$5,600.00
24. Mobilization			3%	\$5,600.00
25. Construction Staking			1%	\$1,800.00
26. Pavement Markings	1	LS		\$1,000.00
27. Bus Shelters	2	EA		\$34,000.00
28. Masonry Wall	125	CY	\$450.00	\$56,250.00
29. Benches	4	EA	\$1,000.00	\$4,000.00
30. Deformed Steel Bars	4,000	LB	\$0.75	\$3,000.00
31. Lighting	12	EA	\$4,000.00	\$56,000.00
32. Landscaping Elements	1	LS	\$35,000	\$35,000.00
33. Modified Riprap	20	CY	\$45.00	\$900.00
				\$315,634
			10% Contingency	\$31,563.00
				\$347,197.00

**APPLICATION FOR
TRANSPORTATION ENHANCEMENT FUNDS**

All information requested in this Application **MUST** be furnished by the Project Sponsor and/or Regional Planning Organization, and **MUST** be submitted with the Application. Statements must be complete and accurate. Omission, inaccuracy and/or misstatement may be cause for the rejection of the Application. Applications for this solicitation of projects for Enhancement Funding must be received at ConnDOT by **January 31, 2003.**

TO BE COMPLETED BY PROJECT SPONSOR

1. **PROJECT SPONSOR:** Town of Mansfield

2.

TITLE OF APPLICANT'S PROJECT: Eastbrook Mall Area Streetscape and Pedestrian Improvements

3.

PROJECT LOCATION (Attach Town Road and USGS Maps):

West side of Route 195 (Storrs Rd) from Big Y Plaza (141 Storrs Rd) northerly to Puddin Ln.

East side of Route 195 (Storrs Rd) from the North Frontage Rd (Route 632) and Route 195 intersection northerly to Riverview Rd.

See attached map

4.

BRIEF PROJECT DESCRIPTION:

This project consists of several elements designed to enhance pedestrian safety and the aesthetics of the East Brook Mall commercial area along Route 195 in southern Mansfield. The project will include a northerly extension of a recently completed pedestrian walkway along the western side of Route 195 to serve existing commercial uses; a new pedestrian walkway along the eastern side of Route 195 to extend safe pedestrian access to existing commercial uses; new/improved pedestrian crosswalks to link the walkways; and streetscape improvements (lighting, landscaping and benches) to enhance pedestrian safety and the aesthetics of the subject commercial area.

The East Brook Mall commercial area is one of two in Mansfield served by public sewer and water systems and it is within walking distance of many existing multi-family housing

projects. The WRID Willimantic to Storrs bus route also serves the area. The project promotes many goals and objectives contained in local, regional and state plans of conservation and development

5. PROJECT CONTACT:

Name: Lon R. Hulteren Title: Town of Mansfield Director of Public Works

Address: 4 South Eagleville Rd. Mansfield Ct. 06268-2599

Telephone Number: 860-429-3332 Fax Number: 860-429-6863

**6. ENHANCEMENT CATEGORY UNDER WHICH PROJECT QUALIFIES:
(CIRCLE ONE)**

<u>1</u>	2	3	4	5	6	7	8	9	10	11	12
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For projects submitted under any of the historic categories (#'s 3, 6 or 7), documentation from the Connecticut Historic Commission (CHC), confirming that the historic site/structure is listed on the National Register of Historic Places must accompany the application. Contact Dr. David Poirior of CHC at (860) 566-3005.

For projects submitted under the provision of facilities for pedestrians and bicycles (#1), documentation from the transit district confirming that they are aware of the project must accompany the application.

7.	<p>DESCRIBE PROJECT'S RELATIONSHIP TO THE INTERMODAL TRANSPORTATION SYSTEM:</p> <p>This project will build on the Town's existing pedestrian system by extending a walkway constructed in the late 1990's that linked the walkways in adjacent Windham to a portion of the East Brook Mall commercial area. This project will extend the walkway to remaining commercial uses in this area. Additionally, the walkway will serve pedestrians who access the area by the WRTD bus system. The proposed streetscape improvements will enhance this commercial area as a southerly gateway to Mansfield.</p>
-----------	--

8.	<p>PROJECT SPONSORS COMMITMENT TO PROVIDE AT LEAST 20% OF ALL COSTS:</p>	
<input checked="" type="checkbox"/>	yes <u>20</u> % (documentation must be attached)	<input type="checkbox"/> no

9.	<p>PROJECT SPONSORS COMMITMENT TO MAINTAIN AND OPERATE THE FACILITY UPON PROJECT COMPLETION, INCLUDING PROJECT COMPONENTS LOCATED WITHIN STATE R.O.W.</p>	
<input checked="" type="checkbox"/>	yes (documentation must be attached)	<input type="checkbox"/> no

10.	<p>DOES THIS PROJECT HAVE RIGHT-OF-WAY INVOLVEMENT?</p>	
<input checked="" type="checkbox"/>	yes	<input type="checkbox"/> No
<p>List number of parcels in each category:</p>		
<p><u>1</u> State <u> </u> Municipal <u> </u> Private up to <u>11</u></p>		

10a.	<p>FOR PROJECTS PROPOSING TO USE STATE RIGHT-OF-WAY, HAS THE PROJECT CONCEPT BEEN DISCUSSED WITH THE STATE AGENCY?</p>	
<input type="checkbox"/>	yes (documentation must be attached) <u>To be scheduled</u>	<input type="checkbox"/> no

11.	IS THE PROJECT LOCATED IN AN AREA WHERE THE FOLLOWING PERMITS WILL BE REQUIRED?			
				Previously Obtained (Date)
		Yes	No	Maybe
	Local Inland Wetland	_____	<u>X</u>	_____
	Army Corps of Engineers (ACOE)	_____	<u>X</u>	_____
	Flood Plain Management Certificate (FPM)	_____	<u>X</u>	_____
	Stream Channel Encroachment (SCEL)	_____	<u>X</u>	_____
	Coastal Area Management (CAM)	_____	<u>X</u>	_____
	Tidal Wetlands	_____	<u>X</u>	_____

12.	WHEN WAS THE PUBLIC INFORMATION MEETING HELD FOR THIS PROJECT?		
	Date:	To be scheduled must be attached)	(documentation)

13.	TOTAL PROJECT COST AND FISCAL YEAR FOR WHICH FUNDING IS BEING REQUESTED WITH THIS APPLICATION (SEE APPENDIX A):			
	<input type="checkbox"/>	DESIGN PHASE	\$ <u>103,000</u> FFY 03-04 *	\$ - * FFY
	<input type="checkbox"/>	RIGHT-OF-WAY PHASE - Plans (Town's assessor's maps) denoting affected properties <u>must</u> accompany the Application	\$ - * FFY	\$ <u>40,000</u> FFY 04-05 *
<input type="checkbox"/>	CONSTRUCTION PHASE - Project construction must be advertised and administered by Municipality or other entity established through State Statutes (i.e. Transit Districts, Regional Planning Organizations). Detailed plans, specifications and cost estimates including contingencies and incidentals or project documentation which comply with municipal and ConnDOT bidding requirements are due <u>no later than</u> 5 months prior to the end of the Federal Fiscal Year (September 30) in which construction funds are being requested. All right-of-way and environmental permits must also be acquired by this date.	\$ - * FFY	\$ <u>757,305</u> FFY 04-05 *	

*Date you anticipate needing the funding.

TO BE COMPLETED BY REGIONAL PLANNING ORGANIZATION

14.	PROJECT'S REGIONAL PRIORITY FOR ENHANCEMENT FUNDING:

APPLICATION REQUIREMENTS

Two (2) copies of the application and attachments must be submitted. Each copy must be bound separately. (See Application Form Instructions.)

APPENDIX A

(Worksheet to Estimate Phase Costs)

DESIGN PHASE

This phase provides funds for all work necessary to prepare a biddable set of plans and specifications. Consider the costs of the following as they apply to your project:

- Municipal Administrative Costs ⁽¹⁾
- Survey (topography, property line location, utility test pits)
- Utility Coordination
- Design of Utility Relocations ⁽²⁾
- ConnDOT Coordination, Plan/Spec Reviews
- Regulatory Permits and Meetings (see #11 of the application)
- Town Meetings (wetlands, public informational)
- Preparation of Property Taking and Easement Maps
- Engineering Design
- Bridge Design/Rehabilitation (include hydraulic and scour analysis)
- Electrical Design
- Landscape Design
- Erosion and Sediment Control
- Storm Drainage
- Construction Quantity and Cost Estimates
- Specifications
- Printing of Plans & Specifications for Bidding

ELIMINARY DESIGN: (Plans showing project layout, property owners, slope limits, bridge type studies, hydraulics, ROW, utility and permitting issues, and cost estimate.)

\$ 40,000

SEMI-FINAL DESIGN: (Plans showing detailed project layout, exact ROW, utility and permitting needs, cost estimate, specifications and design and quantity computations.)

\$ 40,000

FINAL DESIGN: (Finalize plans, specifications, design and quantity computations and estimate for bidding.)

\$ 20,000

UTILITY COSTS ⁽²⁾:

\$ 3,000

RAILROAD COSTS ⁽²⁾:

\$

DESIGN PHASE TOTAL:

\$ 103,000

⁽¹⁾ If a municipality hires a consultant to design the project, the municipality can still be reimbursed for its own administrative cost incurred during design. These administrative costs must be included in this phase estimate.

⁽²⁾ Private utilities do not get paid for relocating utilities on Town roads. They do get paid 50% of their cost for designing and relocating utilities on State roads. Municipal owned and regional quasi-public utilities and railroads get paid 100% of their design review and construction costs regardless of where they are. 80% of these costs are reimbursable through this program. It is recommended that you estimate these costs and include them in this estimate in the Design or Construction phase, as appropriate.

RIGHT-OF-WAY PHASE

This phase provides funds for the acquisition of property, easements or rights from property owners other than the municipality or State. This phase is necessary only if the municipality is seeking reimbursement for acquisition costs. This dollar amount will be the fair market value of the anticipated acquisition, easement or right. Additionally, property acquisition requires a Right-of-Way Acquisition Plan be prepared. The Plan includes title searching, appraisals, negotiations, and closings. Costs for the Plan should be included in this phase. The cost of preparing property taking and easement maps should not be included in this phase but rather in the Design Phase.

Cost of Right-of-Way Acquisition Plan: \$12,000

Total Cost of Acquisitions, Easements or Rights: \$28,000

RIGHT-OF-WAY PHASE TOTAL: \$40,000

CONSTRUCTION PHASE

This phase provides funds for construction. Consider the following as they apply to your project:

- Survey (construction stakeout)
- Clearing Trees and Vegetation
- Utility Relocation ⁽²⁾
- Storm Drainage (catch basins, pipes, etc.)
- Lighting (fixtures, conduit, etc.)
- Pavement (include base, subbase)
- Retaining Walls
- Curbing
- Mobilization, Demobilization
- Landscaping
- Fencing
- Bridges (new, rehabilitation)
- Sedimentation Control
- Signs, Pavement Markings, Traffic Signals
- Sidewalk (concrete, brick, cobble, etc.)
- Street Furniture
- Maintenance and Protection of Traffic

SUBTOTAL: \$ 641,784

The following items and percentages **MUST** be included in the estimate:

Construction Inspection, Construction Trailer, and Bidding services

(Subtotal x [13% - oversight %]):

\$ 57,760

Materials Testing by the State (Subtotal x 2%):

\$ 12,836

Contingencies (Subtotal x 7%):

\$ 44,925

State construction oversight (subtotal x 5% if subtotal ≤ \$500,000)

(subtotal x 4% if subtotal > \$500,000 up to \$ 1.5 million)

(subtotal X 3% if subtotal > \$1.5 million)

CONSTRUCTION PHASE TOTAL: \$757,305

*** Percentage may not exceed 15% total. Any percentage over 15% is nonparticipating

"Puddin Lane South to Existing Sidewalk"

S&E Control	<u>Qty.</u> 1	LS		\$10,000.00
Construction Staking	1%			\$5,304.00
Maintenance and Protection of Traffic	3%			\$15,912.00
Traffic Control (Police)	400	HR	\$50.00	\$20,000.00
Construction Signs	1	LS	\$4,000.00	\$4,000.00
Clearing and Grubbing	3%			\$15,912.00
Earth Excavation	1,500	CY	\$50.00	\$75,000.00
Gravel Fill	250	CY	\$35.00	\$8,750.00
Processed Aggregate Base	500	TN	\$15.00	\$7,500.00
*Concrete Sidewalk	2,600	SY	\$60.00	\$156,000.00
Crosswalk	300	SF	\$3.00	\$900.00
Bituminous Concrete Curb	500	LF	\$7.00	\$3,500.00
Topsoil	6,200	SY	\$4.50	\$27,900.00
Turf Establishment	6,500	SY	\$1.00	\$6,500.00
*Slope Stabilization/Retaining Wall	1	LS	\$10,000.00	\$10,000.00
Safety Fence	300	LF	\$12.00	\$3,600.00
Lighting	37	EA	\$4,000.00	\$148,000.00
Mobilization	3%			\$15,912.00
Sheet Aluminum Sign Face	250	SF	\$15.00	\$3,750.00
4" RCP	100	LF	\$45.00	\$4,500.00
Catch Basin <3M Deep	3	EA	\$1,500.00	\$4,500.00
Landscape Elements	1	LS	\$30,000.00	\$30,000.00
Benches	6	EA	\$1,000.00	\$6,000.00
				<u>\$583,440.00</u>
10% Contingency				<u>\$58,344.00</u>
				\$641,784.00

**APPLICATION FOR
TRANSPORTATION ENHANCEMENT FUNDS**

All information requested in this Application **MUST** be furnished by the Project Sponsor and/or Regional Planning Organization, and **MUST** be submitted with the Application. Statements must be complete and accurate. Omission, inaccuracy and/or misstatement may be cause for the rejection of the Application. Applications for this solicitation of projects for Enhancement Funding must be received at ConnDOT by January 31, 2003.

TO BE COMPLETED BY PROJECT SPONSOR

1.	PROJECT SPONSOR: Town of Mansfield
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2.	TITLE OF APPLICANT'S PROJECT: Streetscape extension and walkway improvements, Mansfield Center & North Eagleville Road west of UConn.
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3.	PROJECT LOCATION (Attach Town Road and USGS Maps): (attached)
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4.	BRIEF PROJECT DESCRIPTION: The streetscape and walkway that was constructed in Mansfield Center (TE grant 77-189) will be extended from its current northerly end at the 195/89 intersection along Route 89 to the Mansfield Library. A walkway and streetscape will be extended west from the UConn campus along North Eagleville Road to the Northwood Apartments and Southwood Road.
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5.	PROJECT CONTACT: Name: <u>Lon R. Hultgren</u> Title: <u>Director of Public Works</u> Address: <u>4 South Eagleville Road, Storrs, CT 06268</u> Telephone Number: <u>(860) 429-3332</u> Fax Number: <u>(860) 429-6863</u>
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6.	ENHANCEMENT CATEGORY UNDER WHICH PROJECT QUALIFIES: (CIRCLE ONE)
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1	2	3	4	5	6	7	8	9	10	11	12
<p>For projects submitted under any of the historic categories (#'s 3, 6 or 7), documentation from the Connecticut Historic Commission (CHC), confirming that the historic site/structure is listed on the National Register of Historic Places <u>must</u> accompany the application. Contact Dr. David Poirier of CHC at (860) 566-3005.</p> <p>For projects submitted under the provision of facilities for pedestrians and bicycles (#1), documentation from the transit district confirming that they are aware of the project <u>must</u> accompany the application.</p>											

7.	<p>DESCRIBE PROJECT'S RELATIONSHIP TO THE INTERMODAL TRANSPORTATION SYSTEM:</p> <p>This project would make the Mansfield Library accessible to the Storrs to Willimantic bus line by providing a walkway from the existing stop at the 195/89 intersection to the Library. It would additionally provide improved pedestrian access to a major University-owned apartment facility west of the campus.</p>
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8.	<p>PROJECT SPONSORS COMMITMENT TO PROVIDE AT LEAST 20% OF ALL COSTS:</p>	
	<input checked="" type="checkbox"/> yes _____% (documentation must be attached)	<input type="checkbox"/> no

9.	PROJECT SPONSORS COMMITMENT TO MAINTAIN AND OPERATE THE FACILITY UPON PROJECT COMPLETION, INCLUDING PROJECT COMPONENTS LOCATED WITHIN STATE R.O.W.	
	<input checked="" type="checkbox"/> yes (documentation must be attached)	<input type="checkbox"/> no

10.	DOES THIS PROJECT HAVE RIGHT-OF-WAY INVOLVEMENT?	
	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> No
	List number of parcels in each category: <u>2</u> State <u>1</u> Municipal <u>11</u> Private	

10a.	FOR PROJECTS PROPOSING TO USE STATE RIGHT-OF-WAY, HAS THE PROJECT CONCEPT BEEN DISCUSSED WITH THE STATE AGENCY?	
	<input type="checkbox"/> yes (documentation must be attached)	<input checked="" type="checkbox"/> no

11.	IS THE PROJECT LOCATED IN AN AREA WHERE THE FOLLOWING PERMITS WILL BE REQUIRED?			
		Yes	No	Previously Obtained Maybe (Date)
	Local Inland Wetland	<u>x</u>	_____	_____
	Army Corps of Engineers (ACOE)	_____	<u>x</u>	_____
	Flood Plain Management Certificate (FPM)	_____	<u>x</u>	_____
	Stream Channel Encroachment (SCEL)	_____	<u>x</u>	_____
	Coastal Area Management (CAM)	_____	<u>x</u>	_____
	Tidal Wetlands	_____	<u>x</u>	_____

12.	WHEN WAS THE PUBLIC INFORMATION MEETING HELD FOR THIS PROJECT?	
	Date: Nov 25, 2002	(documentation must be attached)

13.	TOTAL PROJECT COST AND FISCAL YEAR FOR WHICH FUNDING IS BEING REQUESTED WITH THIS APPLICATION (SEE APPENDIX A):		
		\$ _____	\$ _____

13.	TOTAL PROJECT COST AND FISCAL YEAR FOR WHICH FUNDING IS BEING REQUESTED WITH THIS APPLICATION (SEE APPENDIX A):			
	<input checked="" type="checkbox"/>	DESIGN PHASE	\$95,500 FFY *03-04	- FFY *
	<input checked="" type="checkbox"/>	RIGHT-OF-WAY PHASE - Plans (Town's assessor's maps) denoting affected properties <u>must</u> accompany the Application	\$ _____ FFY *	\$ 22,500 FFY *04-05
<input checked="" type="checkbox"/>	CONSTRUCTION PHASE - Project construction must be advertised and administered by Municipality or other entity established through State Statutes (i.e. Transit Districts, Regional Planning Organizations). Detailed plans, specifications and cost estimates including contingencies and incidentals or project documentation which comply with municipal and ConnDOT bidding requirements are due <u>no later than</u> 5 months prior to the end of the Federal Fiscal Year (September 30) in which construction funds are being requested. All right-of-way and environmental permits must also be acquired by this date.	\$ _____ FFY *	\$ 656,600 FFY *04-05	

*Date you anticipate needing the funding.

TO BE COMPLETED BY REGIONAL PLANNING ORGANIZATION

14.	PROJECT'S REGIONAL PRIORITY FOR ENHANCEMENT FUNDING:

APPLICATION REQUIREMENTS

Two (2) copies of the application and attachments must be submitted. Each copy must be bound separately. (See Application Form Instructions.)

APPENDIX A
(Worksheet to Estimate Phase Costs)

DESIGN PHASE

This phase provides funds for all work necessary to prepare a biddable set of plans and specifications. Consider the costs of the following as they apply to your project:

- Municipal Administrative Costs ⁽¹⁾
- Survey (topography, property line location, utility test pits)
- Utility Coordination
- Design of Utility Relocations ⁽²⁾
- ConnDOT Coordination, Plan/Spec Reviews
- Regulatory Permits and Meetings (see #11 of the application)
- Town Meetings (wetlands, public informational)
- Preparation of Property Taking and Easement Maps
- Engineering Design
- Bridge Design/Rehabilitation (include hydraulic and scour analysis)
- Electrical Design
- Landscape Design
- Erosion and Sediment Control
- Storm Drainage
- Construction Quantity and Cost Estimates
- Specifications
- Printing of Plans & Specifications for Bidding

PRELIMINARY DESIGN: (Plans showing project layout, property owners, slope limits, bridge type studies, hydraulics, ROW, utility and permitting issues, and cost estimate.)

\$ 37,000

SEMI-FINAL DESIGN: (Plans showing detailed project layout, exact ROW, utility and permitting needs, cost estimate, specifications and design and quantity computations.)

\$ 37,000

FINAL DESIGN: (Finalize plans, specifications, design and quantity computations and estimate for bidding.)

\$ 18,500

UTILITY COSTS ⁽²⁾:

\$ 3,000

RAILROAD COSTS ⁽²⁾:

\$

DESIGN PHASE TOTAL:

\$ 95,500

⁽¹⁾ If a municipality hires a consultant to design the project, the municipality can still be reimbursed for its own administrative cost incurred during design. These administrative costs must be included in this phase estimate.

⁽²⁾ Private utilities do not get paid for relocating utilities on Town roads. They do get paid 50% of their cost for designing and relocating utilities on State roads. Municipal owned and regional quasi-public utilities and railroads get paid 100% of their design review and construction costs regardless of where they are. 80% of these costs are reimbursable through this program. It is recommended that you estimate these costs and include them in this estimate in the Design or Construction phase, as appropriate.

RIGHT-OF-WAY PHASE

This phase provides funds for the acquisition of property, easements or rights from property owners other than the municipality or State. This phase is necessary only if the municipality is seeking reimbursement for acquisition costs. This dollar amount will be the fair market value of the anticipated acquisition, easement or right. Additionally, property acquisition requires a Right-of-Way Acquisition Plan be prepared. The Plan includes title searching, appraisals, negotiations, and closings. Costs for the Plan should be included in this phase. The cost of preparing property taking and easement maps should not be included in this phase but rather in the Design Phase.

Cost of Right-of-Way Acquisition Plan:	\$ 11,500
Total Cost of Acquisitions, Easements or Rights:	\$ 11,000
RIGHT-OF-WAY PHASE TOTAL:	\$ 22,500

CONSTRUCTION PHASE

This phase provides funds for construction. Consider the following as they apply to your project:

- Survey (construction stakeout)
- Clearing Trees and Vegetation
- Utility Relocation ⁽²⁾
- Storm Drainage (catch basins, pipes, etc.)
- Lighting (fixtures, conduit, etc.)
- Pavement (include base, subbase)
- Retaining Walls
- Curbing
- Mobilization, Demobilization
- Landscaping
- Fencing
- Bridges (new, rehabilitation)
- Sedimentation Control
- Signs, Pavement Markings, Traffic Signals
- Sidewalk (concrete, brick, cobble, etc.)
- Street Furniture
- Maintenance and Protection of Traffic

SUBTOTAL:	\$ 561,201
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The following items and percentages **MUST** be included in the estimate:

Construction Inspection, Construction Trailer, and Bidding services (Subtotal x [13% - oversight %]):	\$ 44,895
Materials Testing by the State (Subtotal x 2%):	\$ 11,223
Contingencies (Subtotal x 7%):	\$ 39,283
State construction oversight (subtotal x 5% if subtotal ≤ \$500,000) (subtotal x 4% if subtotal > \$500,000 up to \$ 1.5 million) (subtotal X 3% if subtotal > \$1.5 million)	

CONSTRUCTION PHASE TOTAL:	\$ 656,602
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*** Percentage may not exceed 15% total. Any percentage over 15% is nonparticipating

"UConn to Southwood/Northwood"

<u>Item</u>	<u>Qty.</u>			
S&E Control	1	LS		\$7,000.00
Construction Staking	1%			\$3,403.00
Maintenance & Protection of Traffic	3%			+\$10,210.00
Traffic Control (Police)	200	HR	\$50.00	\$10,000.00
Construction Signs	1	LS	\$3,000.00	\$3,000.00
Clear & Grub	3%			\$10,210.00
Earth Excavation	1,500	CY	\$50.00	\$75,000.00
Gravel Fill (12")	1,200	CY	\$35.00	\$42,000.00
Processed Aggregate Base (2")	250	TN	\$15.00	\$3,750.00
Class II Bituminous Concrete	350	TN	\$90.00	\$31,500.00
Crosswalk	150	SF	\$3.00	\$450.00
Bituminous Concrete Curb	300	LF	\$7.00	\$2,100.00
Topsoil	2,600	SY	\$4.50	\$11,700.00
Turf Establishment	2,800	SY	\$1.00	\$2,800.00
Lighting	26	EA	\$4,000.00	\$104,000.00
Mobilization	3%			\$10,210.00
Sheet Aluminum Sign Face	250	SF	\$15.00	\$3,750.00
Formation of Subgrade	2,900	SY	\$2.00	\$5,800.00
Remove & Relocate Signs	1	LS	\$1,000.00	\$1,000.00
15" RCP	50	LF	\$30.00	\$1,500.00
Headwall	1	EA	\$1,000.00	\$1,000.00
Catch Basins "C" <3M deep	2	EA	\$1,500.00	\$3,000.00
Landscape Elements		LS		\$28,000.00
Benches		LS		\$3,000.00
				<u>\$28,000.00</u>
				<u>\$3,000.00</u>
				\$374,383.00
\$374,383.00 + 10% Contingency				<u>\$411,821.00</u>

Mansfield Center Streetscape to Library

11-6-02

<u>Item</u>	<u>Qty</u>				
S&E Control	1	LS	\$2,500.00	\$2,500.00	
Construction Staking	1	LS	\$1,000.00	\$1,000.00	
Maintenance & Protection of Traffic	1	LS	\$2,500.00	\$2,500.00	
Traffic Control (Police)	200	HR	\$50.00	\$10,000.00	
Construction Signs	1	LS	\$1,000.00	\$1,000.00	
Clear and Grub	1	LS	\$5,000.00	\$5,000.00	
Earth Excavation	200	CY	\$50.00	\$10,000.00	
Fill (Gravel)	500	CY	\$35.00	\$17,500.00	
Processed Aggregate Base	200	TN	\$15.00	\$3,000.00	
Bituminous Concrete Class II	50	TN	\$100.00	\$5,000.00	
Bituminous Concrete Curb	300	LF	\$3.00	\$900.00	
Topsoil	1,400	SY	\$4.50	\$6,300.00	
Turf Establishment	1,600	SY	\$1.00	\$1,600.00	
Lighting	10 ea	4,000	\$4,000.00	\$40,000.00	
Mobilization	3%		\$3,400.00	\$3,400.00	
Painted Markings	1	LS	\$1,000.00	\$1,000.00	
Sheet Aluminum Sign Face	1	LS	\$700.00	\$700.00	
Formation of Subgrade	700	SY	\$2.00	\$1,400.00	
Remove & Relocate Signs	1	LS	\$500.00	\$500.00	
24" RCP	12	LF	\$125.00	\$1,500.00	
Headwall	1	LS	\$1,000.00	\$1,000.00	
Landscape Elements	1	LS	\$18,000.00	\$18,000.00	
Benches	2	EA	\$1,000.00	<u>\$2,000.00</u>	
			Subtotal	\$135,800.00	
			10% contingency	<u>\$13,580.00</u>	
				\$149,380.00	

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Item #3



Martin H. Berliner, Town Manager

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

December 9, 2002

Town Council
Town of Mansfield

Re: Business Sponsorship and Commercial Advertising in Town Parks

Dear Town Council:

As requested by the Council at its previous meeting, attached please find a revised proposed amendment to the Parks Regulations to allow the Parks and Recreation Department to authorize Mansfield youth sports leagues to locate temporary program sponsorship signs/banners in a limited number of town parks. The revision would restrict the location of signs and banners to the duration of a particular game or match, or for the duration of a series of games and matches played throughout a single day. Signs/banners would need to be removed promptly following the expiration of the game or match, or following the conclusion of a series of games and matches played throughout a single day.

The proposed amendment, as discussed at previous Council meetings, does contemplate a dual regulatory structure under the Parks Regulations and Zoning Regulations. Staff recommends that the Council schedule a public hearing at its second meeting in January to solicit public comment concerning the proposed amendment. If, after the public hearing the Council decides to adopt the amendment to the Parks Regulations, we would then recommend that the Town submit an application to the Planning and Zoning Commission (PZC) to request a corresponding amendment to the Zoning Regulations.

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

Move, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on January 27, 2003 to solicit public comment concerning the proposed amendment to the Parks Regulations to allow the location of temporary program sponsorship signs/banners in Town parks.

Sincerely,

Martin H. Berliner
Town Manager

Town of Mansfield
Proposed Amendment to Parks Regulations - Temporary Sponsorship Signs/Banners

12/09/02 Draft

§A194-1. Permitted activities.

- J. Subject to compliance with applicable provisions of the Mansfield Zoning Regulations, the Parks and Recreation Department may authorize not-for-profit youth sports leagues to erect temporary program sponsorship signs/banners in town parks, subject to the following conditions:
1. Eligibility - only not-for-profit youth sports leagues that operate to serve Mansfield youth are eligible to erect signs/banners under this section. The eligible youth sports league may erect temporary signs/banners for only those businesses, organizations, individuals and other entities that provide monetary or other material assistance to the league. Subject to the conditions expressed herein, the Parks and Recreation Department has the discretion to determine which youth sports leagues and program sponsors are eligible to erect signs/banners under this section.
 2. Location - the location of temporary program sponsorship signs/banners in town parks shall be limited to three sites: 1) around the interior perimeter of the outfield fence at Southeast Park Field A; 2) adjacent to the Southeast Park Football Field; and 3) adjacent to the playing fields at the Lions Club Memorial Park.
 3. *Duration - signs/banners permitted under this section may be erected only for the duration of a single game or match, or for the duration of a series of games and matches played throughout a single day. Signs/banners must be removed promptly following the expiration of the game or match, or following the conclusion of a series of games and matches played throughout a single day.*
 4. Construction - signs/banners permitted under this section must be single-sided, non-illuminating, temporary or portable in design, and constructed with weather-proof material.
 5. Size - signs/banners permitted under this section cannot exceed thirty-two (32) square feet in area.
 6. Color/Format - signs/banners permitted under this section must be consistent in format and have a dark background. Wording on signs/banners permitted under this section is limited to the name and logo of the program sponsor.
 7. Enforcement – the Parks and Recreation Department shall administer and enforce the requirements of this section.
 8. Other - subject to the conditions expressed herein, the Parks and Recreation Department has the discretion to develop further location requirements, and additional restrictions and guidelines for signs/banners permitted under this section.

§ A194-2. Prohibited activities.

- A. **Commercial advertising, except for temporary program sponsorship signs/banners as permitted in §A194-1(J) above.**

Chapter A194

PARK RULES AND REGULATIONS

§ A194-1. Permitted activities.

§ A194-2. Prohibited activities.

[HISTORY: Adopted by the Town Council of the Town of Mansfield 11-25-1974, effective 12-3-1974. Amendments noted where applicable.]

GENERAL REFERENCES

Alcoholic beverages — See Ch. 101.
Outdoor burning — See Ch. 114.
Parks and recreation areas — See Ch. 137.

§ A194-1. Permitted activities.

The following park uses and/or activities are permitted subject to additional specific regulations which may be adopted by the Town Council or its designated agency:

- A. Hiking, picnicking, organized nature study, bicycling and horseback riding in designated areas.
- B. Ice skating, swimming, cross country skiing and fishing at specific times and/or places.
- C. Day and/or night camping only in specified areas, with a permit issued by the Town Manager or other designated person or agency of the town. [Amended 7-25-1983]
- D. Open fires only in fireplaces in designated picnic areas around Bicentennial Pond. [Amended 7-25-1983]
- E. Open camping fires are thus prohibited in the remainder of Schoolhouse Brook Park. [Added 7-25-1983]
- F. Organized games in designated areas.

- G. Posting of signs only with permission issued by the Town Manager or other designated person or agency of the town. [Amended 7-25-1983]
- H. Special activities and/or programs only upon approval by the Town Manager or other designated person or agency.
- I. Pets on leash only.

§ A194-2. Prohibited activities.

Prohibited activities shall be as follows:

- A. Commercial advertising.
- B. Vending or soliciting of any type except as authorized by the Town Council.
- C. Littering.
- D. Removal of or injury to trees, shrubs, flowers and/or other plants.
- E. Molesting of birds and/or other fauna.
- F. Destruction, misuse and/or defacement of park property.
- G. Use or possession of explosives, firearms and/or fireworks.
- H. Hunting and/or trapping.
- I. Pets in swimming area.
- J. All motorized vehicles except on designated public access roads and parking areas.
- K. Use of the park, including parking areas, between sunset and sunrise without proper permit.
- L. Disorderly conduct.
- M. Drinking or possession of alcoholic beverages. [Added 3-10-1975, effective 3-19-1975]
- N. Golfing. [Added 7-28-1997, effective 8-23-1997]

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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

December 9, 2002

Town Council
Town of Mansfield

Re: Community Center Staffing Proposal

Dear Town Council:

At its previous meeting, the Council requested additional time to review the staffing proposal for the Community Center. We have attached a proposed organizational chart that has been revised to meet the Council's concerns. In addition, we have revised the draft job descriptions for the full-time positions by adding a "Supervision Exercised" section to better reflect supervisory responsibilities, and will distribute the revised drafts on Monday evening.

As recommended in our previous correspondence (see attached), we respectfully request that the Council create the fourteen new Community Center positions and authorize the Manager to negotiate with the appropriate bargaining units to establish salary ranges for these positions. We would then proceed to prepare our recruiting plans and to fill the positions in accordance with the Center's projected operational needs and estimated opening date.

If the Council supports this recommendation, the following motion is in order:

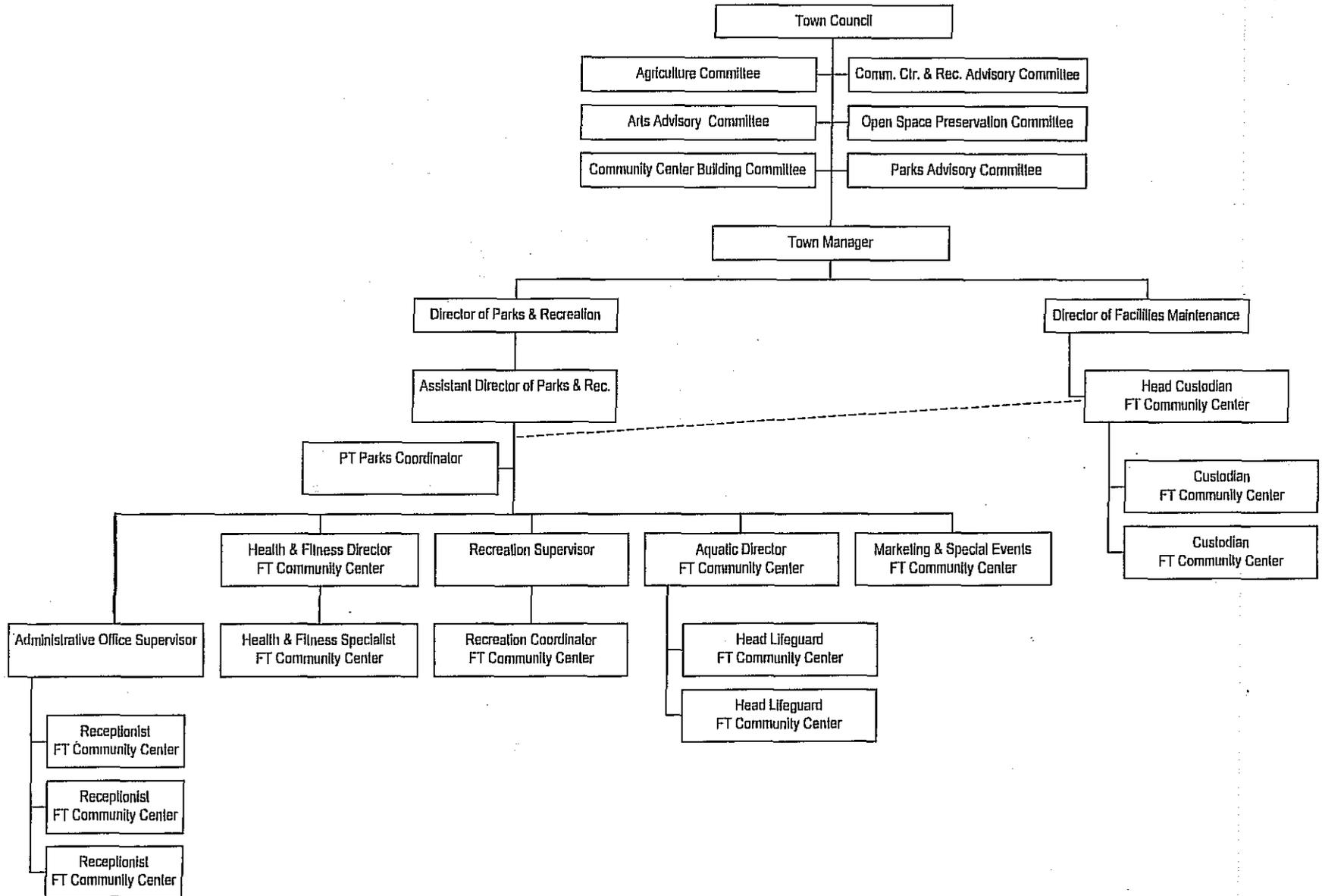
Move, effective December 9, 2002, to establish the positions of Assistant Director of Parks and Recreation, Aquatic Director, Health and Fitness Director, Director of Marketing and Special Events, Head Lifeguard, Health and Fitness Specialist, Administrative Office Supervisor, Receptionist, Head Custodian and Custodian, and to authorize the Town Manager to negotiate with the appropriate bargaining units to set salary ranges for these positions.

Sincerely,

Martin H. Berliner
Town Manager

Attach: (10)

Town of Mansfield Parks & Recreation Department Organizational Chart (rev. 12/02)



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Recommended Council Action

Granted, the addition of fourteen new positions (thirteen aggregate with the elimination of the existing Secretary II position) would be a sizable increase to overall Town staffing levels. However, as we have learned from the experiences of Ridgefield and elsewhere, the future success of our Community Center is largely dependent upon hiring a sufficient number of qualified and talented staff. Therefore, we believe that it is imperative that we hire an adequate number of professional staff and that we offer sufficiently attractive compensation in order to attract talented people. We do think that the Center will not prosper if it is either understaffed or staffed by people who lack the skills to properly serve our customers and residents.

As you know, we have always planned that the Community Center will operate as a self-sustaining operation, funded primarily through memberships and other program fees. Consequently, if the Center does not prove self-sustaining, we would need to adjust staffing levels accordingly.

At this point, in order to help guarantee the Center's future success, we recommend that the Council create the fourteen new Community Center positions and authorize the Manager to negotiate with the appropriate bargaining units to establish salary ranges for these positions. We will then proceed to prepare our recruiting plans and to fill the positions in accordance with the Center's projected operational needs and estimated opening date.

If the Council supports this recommendation, the following motion is in order:

Move, effective November 25, 2002, to establish the positions of Assistant Director of Parks and Recreation, Aquatic Director, Health and Fitness Director, Director of Marketing and Special Events, Head Lifeguard, Health and Fitness Specialist, Administrative Office Supervisor, Receptionist, Head Custodian and Custodian, and to authorize the Town Manager, if needed, to negotiate with the appropriate bargaining units to set salary ranges for these positions.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach: (7)

Town of Mansfield
Parks and Recreation Department
Community Center FT Staffing Plan - FY 02/03 and FY 03/04

Position	Classification	Proposed Hiring Date	FY 02/03 Budget	FY 03/04 Budget*	Comments
Assistant Director of P & R	Non-union 21	07/01/03		56,576	Could be promoted from existing staff
Recreation Supervisor	CSEA 20	Existing	RPF	42,853	Could be promoted from existing staff
Aquatic Director	CSEA 20	03/01/03	13,081	40,829	
Health & Fitness Director	CSEA 20	03/01/03	13,081	40,829	
Dir. Marketing & SE	CSEA 19	07/01/03		38,786	Currently filled by marketing consultant
Recreation Coordinator	CSEA 19	Existing	RPF	38,786	
Head Lifeguard	CSEA 18	05/01/03	6,033	37,211	
Head Lifeguard	CSEA 18	05/01/03	6,033	37,211	
Health & Fitness Specialist	CSEA 17	05/01/03	5,744	35,430	
Administrative Office Supervisor	CSEA 15	07/01/03	5,744	37,211	Could be promoted from existing staff
Receptionist	CSEA 11	06/01/03	2,165	26,863	
Receptionist	CSEA 11	06/01/03	2,165	26,863	
Receptionist	CSEA 11	06/01/03	2,165	26,863	
Head Custodian	MEIU III-E	05/01/03	5,094	31,415	
Custodian	MEIU II-E	07/01/03		30,179	
Custodian	MEIU II-E	07/01/03		30,179	
Sub-total			61,305	578,084	
Estimated Benefits (25%)			12,261	144,521	
Less Other Fund Contribution				186,876	Recreation Program and General Fund
TOTAL			73,567	535,730	
*Estimated 3% contractual increase to salary range					
RPF - paid from Recreation Program Fund					

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MANSFIELD COMMUNITY CENTER
 PROPOSED FY 2003-04 OPERATING BUDGET

Summary

REVENUES	TC Mtg. 7/22/02	TC Mtg. 11/25/02			
DESCRIPTION	FY 2003-04	FY 2003-04			
Recreation Program Fees	104,200	104,200			
Reading Commissions	15,000	15,000			
Advertising Income	22,000	22,000			
Guest Passes	10,000	20,000			
Daily Admissions	15,000	24,000			
Rentals	45,000	45,000			
Family Passes	658,600	673,975			
Individual Passes	139,600	149,250			
Other	21,050	21,050			
TOTAL REV. & OPER. TRANSFERS IN	1,030,450	1,074,475	0	0	0
EXPENDITURES					
DESCRIPTION					
Salaries & Benefits (25%)	498,250	535,730			
Part-Time/Seasonal Payroll	216,520	216,520			
Travel & Conference	2,000	2,000			
Membership Dues	2,000	2,000			
Training	3,500	3,500			
Special Events	7,500	7,500			
Advertising	26,800	26,800			
Printing	41,500	41,500			
Postage	28,000	28,000			
Telephone	12,500	12,500			
Ref. Books/Periodicals	500	500			
Office Supplies	9,400	9,400			
Non-Capitalized Equipment	1,100	1,100			
Program Supplies	20,000	20,000			
Medical Supplies	1,550	1,550			
Reading Supplies	10,000	10,000			
Consultants	0	0			
Uniforms	4,000	4,000			
Building Maint. & Supplies	41,000	41,000			
Chemicals	15,000	15,000			
Utilities	175,000	175,000			
Insurance	40,000	40,000			
Equipment Reserve	0	0			
Other					
TOTAL EXPENDITURES	1,156,120	1,193,600	0	0	0
NET OPERATING PROFIT/(-LOSS)	-125,670	-119,125	0	0	0

TOWN OF MANSFIELD
Mansfield Community Center
Summary of Proposed Full-time Positions
November 25, 2002 Draft

1. Assistant Director of Parks and Recreation

- a. *Reports to:* Director of Parks and Recreation
- b. *Position summary:* Responsible for assisting the Director with the full operation and management of the department, including the planning, coordination and evaluation of departmental services, and significant staff supervision and training.
- c. *Qualifications:* BA in parks and recreation management or related field, with five years progressively responsible management experience including staff supervision
- d. *Proposed pay grade:* Town Administrators (nonunion) grade 21
- e. *FY 2002/03 salary range:* \$47,793 - \$62,117
- f. *Number of positions:* 1

2. Recreation Supervisor (existing position)

- a. *Reports to:* Assistant Director of Parks and Recreation
- b. *Position summary:* Responsible for planning, organizing, scheduling and evaluating recreation programs including sports, instructions, summer programs, special events and social and cultural activities. Also has staff supervision and training duties.
- c. *Qualifications:* BA in parks and recreation management or related field, with two years progressively responsible experience including staff supervision
- d. *Existing pay grade:* CSEA grade 20
- e. *FY 2002/03 salary range:* \$39,640 - \$50,196
- f. *Number of positions:* 1

3. Aquatic Director

- a. *Reports to:* Assistant Director of Parks and Recreation
- b. *Position summary:* Responsible for overseeing all aquatic-related activities, including programming, equipment maintenance, scheduling, and staff supervision and training
- c. *Qualifications:* BA in parks and recreation management or related field, with two years progressively responsible aquatic experience including staff supervision
- d. *Proposed pay grade:* CSEA grade 20
- e. *FY 2002/03 salary range:* \$39,640 - \$50,196
- f. *Number of positions:* 1

4. **Health and Fitness Director**

- a. *Reports to:* Assistant Director of Parks and Recreation
- b. *Position summary:* Responsible for the administration and operation of the Community Center Fitness Center, including programming, equipment maintenance, scheduling, and staff supervision and training
- c. *Qualifications:* BA in exercise physiology or related field, with two years progressively responsible fitness program experience including staff supervision
- d. *Proposed pay grade:* CSEA grade 20
- e. *FY 2002/03 salary range:* \$39,640 - \$50,196
- f. *Number of positions:* 1

5. **Director of Marketing and Special Events**

- a. *Reports to:* Director of Parks and Recreation
- b. *Position summary:* Responsible for overseeing departmental and Community Center marketing and communications
- c. *Qualifications:* BA in marketing or related field, with two years progressively responsible marketing experience
- d. *Proposed pay grade:* CSEA grade 19
- e. *FY 2002/03 salary range:* \$37,656 - \$47,848
- f. *Number of positions:* 1

6. **Recreation Coordinator (existing position)**

- a. *Reports to:* Recreation Supervisor
- b. *Position summary:* Responsible for planning, organizing, scheduling, implementing, supervising and evaluating community center and recreation programs including teen center operations, after-school programs, adult education programs and summer camps
- c. *Qualifications:* BA in parks and recreation management or related field, with one year of progressively responsible leisure program experience including staff supervision
- d. *Proposed pay grade:* CSEA grade 19
- e. *FY 2002/03 salary range:* \$37,656 - \$47,848
- f. *Number of positions:* 1

7. **Head Lifeguard**

- a. *Reports to:* Aquatic Director
- b. *Position summary:* Responsible for assisting with assigned aquatic activities including program coordination and instruction, equipment maintenance, water safety and staff supervision,
- c. *Qualifications:* BA in parks and recreation management or related field, with one year of progressively responsible aquatics experience including staff supervision
- d. *Proposed pay grade:* CSEA grade 18

e. *FY 2002/03 salary range:* \$36,127 - \$45,591

f. *Number of positions:* 2

8. Health and Fitness Specialist

a. *Reports to:* Health and Fitness Director

b. *Position summary:* Responsible for assisting with assigned fitness center activities such as program coordination and instruction, equipment maintenance, safety and staff supervision

c. *Qualifications:* BA in exercise physiology or related field, with one year of progressively responsible fitness program experience including staff supervision

d. *Proposed pay grade:* CSEA grade 17

e. *FY 2002/03 salary range:* \$34,398 - \$43,516

f. *Number of positions:* 1

9. Administrative Office Supervisor

a. *Reports to:* Director of Parks and Recreation

b. *Position summary:* Responsible for the supervision of administrative office and reception areas, as well as a variety of duties related to program and membership functions, payroll and financial reporting

c. *Qualifications:* AS in office management or related field, with five years progressively responsible office management experience including staff supervision

d. *Proposed pay grade:* CSEA grade 15

e. *FY 2002/03 salary range:* \$31,431 - \$39,640

f. *Number of positions:* 1

10. Receptionist

a. *Reports to:* Administrative Office Supervisor

b. *Position summary:* Responsible for receptionist and registration duties, and facility tours

c. *Qualifications:* High school diploma and two years receptionist experience

d. *Proposed pay grade:* CSEA grade 11

e. *FY 2002/03 salary range:* \$26,081 - \$32,778

f. *Number of positions:* 3

11. Head Custodian (existing Mansfield Public Schools job title)

a. *Reports to:* Assistant Director of Parks and Recreation

b. *Position summary:* Responsible for custodial tasks and related building maintenance; supervises assigned custodians

c. *Qualifications:* Certification by licensed physician of ability to perform job functions, ability to read basic operating instructions and write reports, and two years full-time custodial experience

- d. *Proposed pay grade:* MEIU III-E
- e. *FY 2002/03 salary range:* \$30,500
- f. *Number of positions:* 1

12. **Custodian** (existing Mansfield Public Schools job title)

- a. *Reports to:* Head Custodian
- b. *Position summary:* Responsible for custodial tasks and related building maintenance
- c. *Qualifications:* Certification by licensed physician of ability to perform job functions, ability to read basic operating instructions and write reports
- d. *Proposed pay grade:* MEIU II-E
- e. *FY 2002/03 salary range:* \$29,300
- f. *Number of positions:* 2

MANSFIELD COMMUNITY CENTER Proposed Fee Schedule MEMBERSHIPS

MEMBERSHIP TYPE	RATE	PAID	50% 1998	10% OF	PROJ.
		MONTHLY	SURVEY	#'S TO	REV.
		3% charge	#'S	OFF PEAK	
Family/Household (2) \$20 ea. addl.					
Resident - Full Use	\$500	\$43	231	208	\$104,000
Resident - Off Peak	\$375	\$32		23	\$8,625
Non-Resident - Full Use	\$575	\$49	998	898	\$516,350
Non-Resident - Off Peak	\$450	\$39		100	\$45,000
TOTAL					\$673,975
Individual					
Resident - Full Use	\$275	\$24	100	90	\$24,750
Resident - Off Peak	\$225	\$19		10	\$2,250
Non-Resident - Full Use	\$325	\$28	382	344	\$111,800
Non-Resident - Off Peak	\$275	\$24		38	\$10,450
TOTAL					\$149,250
NOTE: Low income resident individuals and families may be eligible for reduced rates under Town guidelines					

MANSFIELD COMMUNITY CENTER

Proposed Fee Schedule

DAILY ADMISSIONS and GUEST PASSES

TYPE	ORIG. PROP. RATES	PROJ. #S	ORIG. PROJ. REV.	NEW PROP. RATES	PROJ. #S	NEW PROJ. REV.
DAILY ADMISSIONS						
Resident						
Infant/Toddler (under age 3)	Free					
Youth (ages 3-17)	\$3	250	\$750	\$4	250	\$1,000
Adult (ages 18-61)	\$5	500	\$2,500	\$8	500	\$4,000
Senior Citizens (ages 62+)	\$4	250	\$1,000	\$6	250	\$1,500
Non-Resident						
Infant/Toddler (under age 3)	\$1	250	\$250	\$2	250	\$500
Youth (ages 3-17)	\$4	500	\$2,000	\$6	500	\$3,000
Adult (ages 18-61)	\$6	1,000	\$6,000	\$10	1,000	\$10,000
Senior Citizens (ages 62+)	\$5	500	\$2,500	\$8	500	\$4,000
			\$15,000			\$24,000
GUEST PASSES (accompanied with a member)						
Infant/Toddler (under age 3)	Free			Free		
Youth (ages 3-17)	\$2	950	\$1,900	\$4	950	\$3,800
Adult (ages 18-61)	\$4	1,500	\$6,000	\$8	1,500	\$12,000
Senior Citizens (ages 62+)	\$3	700	\$2,100	\$6	700	\$4,200
			\$10,000			\$20,000

Typical Facility Schedule

TIME	SITTING	COMM.	CONF.	CHILD	A & C	TEEN	M POOL	T POOL	GYM 1/2	GYM 1/2	FITNESS	DANCE	EST. FAC. POP.
6:00-6:30a	OGU						LS	AT	OGU	OGU	OGU		75
6:30-7:00a	OGU						LS	AT	OGU	OGU	OGU		75
7:00-7:30a	OGU						LS	AT	OGU	OGU	OGU		75
7:30-8:00a	OGU						LS	AT	OGU	OGU	OGU		75
8:00-8:30a	OGU						SL	SL	OGU	OGU	OGU	AP	85
8:30-9:00a	OGU						SL	SL	OGU	OGU	OGU	AP	85
9:00-9:30a	OGU	PR	SM	OPEN	PSP		SL	SL	OGU	PSP	OGU	AP	125
9:30-10:00a	OGU	PR	SM	OPEN	PSP		SL	AE	OGU	PSP	OGU	AP	130
10:00-10:30a	OGU	PR	SM	OPEN	PSP		SL	AE	OGU	PSP	OGU	AP	130
10:30-11:00a	OGU	PR	SO	OPEN	PSP		SL	SS	OGU	PSP	OGU	PSP	115
11:00-11:30a	OGU		SO	OPEN	PSP		SL	SS	OGU	PSP	OGU	PSP	115
11:30a-12:00p	OGU		SO	OPEN	PSP		SL	AT	OGU	PSP	OGU	PSP	90
12:00-12:30p	OGU	CM	SO	OPEN			LS	AT	OGU	AP	OGU	AP	110
12:30-1:00p	OGU	CM	SO	OPEN			LS	AT	OGU	AP	OGU	AP	110
1:00-1:30p	OGU	CM		OPEN			AE	SS	OGU	PSP	OGU	AP	105
1:30-2:00p	OGU	CM		OPEN			AE	SS	OGU	PSP	OGU	AP	105
2:00-2:30p	OGU		SO	OPEN			AE	SS	OGU	PSP	OGU	AP	105
2:30-3:00p	OGU		SO	OPEN	ASP	ASP	HS	SL	OGU	PSP	OGU	AP	145
3:00-3:30p	OGU		SO	OPEN	ASP	ASP	HS	SL	OGU	YP	OGU	YP	145
3:30-4:00p	OGU		SO	OPEN	ASP	ASP	HS	SL	OGU	YP	OGU	YP	145
4:00-4:30p	OGU	PR		OPEN	ASP	ASP	HS	SL	OGU	YP	OGU	YP	165
4:30-5:00p	OGU	PR		OPEN	YP	OGU	SL	SL	OGU	YP	OGU	YP	150
5:00-5:30p	OGU	PR			YP	OGU	SL	SL	OGU	YP	OGU	YP	150
5:30-6:00p	OGU	PR			YP	OGU	SL	SL	OGU	OGU	OGU	YP	150
6:00-6:30p	OGU				YP	OGU	SL	SL	OGU	OGU	OGU	AP	120
6:30-7:00p	OGU						PS	PS	OGU	OGU	OGU	AP	245
7:00-7:30p	OGU	CM	CM		TCA	TCA	PS	PS	AP	AP	OGU	AP	300
7:30-8:00p	OGU	CM	CM		TCA	TCA	PS	PS	AP	AP	OGU	AP	300
8:00-8:30p	OGU	CM	CM		TCA	TCA	PS	PS	AP	AP	OGU		245
8:30-9:00p	OGU	CM	CM		TCA	TCA	R	R	AP	AP	OGU		140
9:00-9:30p	OGU	CM	CM		TCA	TCA	R	R	AP	AP	OGU		140
9:30-10:00p	OGU	CM	CM		TCA	TCA	R	R	AP	AP	OGU		140
LEGEND:	OGU = Open General Use, CM = Community Meeting, SM = Staff Meeting, SO = Staff Operations, PSP = Pre-school Program,												
	YP = Youth Program, AP = Adult Program, PR = Party Rental, TCA = Teen Center Activity, ASP = After-school Program,												
	LS = Lap Swim, AE = Aqualic Exercise, AT = Aquatic Therapy, SS = Senior Swim, PS = Public Swim, SL = Swim Lessons,												
	HS = High School, R = Rental												

Typical Facility Schedule - Staffing Plan (does not include existing staff)

Open 7 days per week, 16 hours per day (total 112 hours per week) TIME	Main. Super	Custodian 1	Custodian 2	PT Custodian	Receptionist 1	Receptionist 2	Receptionist 3	PT Receptionist	Aquatic Director	Head Lifeguard	Head Lifeguard	PT Lifeguard - WSI	PT Lifeguard - WSI	PT Lifeguard - WSI	PT Lifeguard - LGT	PT Lifeguard - LGT	PT Lifeguard - LGT	Health Fitness Dir.	Health Fitness Spec.	Rec. Coordinator	Dir. Marketing/SE	PT Program Inst.	PT Gym Supervisors	Est. Facility Pop.	
6:00-6:30a		■			■					■					■				■					75	
6:30-7:00a		■			■					■					■				■						75
7:00-7:30a		■			■					■					■				■						75
7:30-8:00a		■			■					■					■				■						75
8:00-8:30a		■			■					■					■				■						85
8:30-9:00a		■			■					■					■				■						85
9:00-9:30a		■			■					■					■				■						125
9:30-10:00a		■			■					■					■				■						130
10:00-10:30a		■			■					■					■				■						130
10:30-11:00a		■			■					■					■				■						115
11:00-11:30a	■	■			■					■					■				■						115
11:30a-12:00p	■	■			■					■					■				■						90
12:00-12:30p	■	■			■					■					■				■						110
12:30-1:00p	■	■			■					■					■				■						110
1:00-1:30p	■	■			■					■					■				■						105
1:30-2:00p	■	■			■					■					■				■						105
2:00-2:30p	■	■			■					■					■				■						145
2:30-3:00p	■	■			■					■					■				■						145
3:00-3:30p	■	■			■					■					■				■						145
3:30-4:00p	■	■			■					■					■				■						165
4:00-4:30p	■	■			■					■					■				■						150
4:30-5:00p	■	■			■					■					■				■						150
5:00-5:30p	■	■			■					■					■				■						150
5:30-6:00p	■	■			■					■					■				■						120
6:00-6:30p	■	■			■					■					■				■						245
6:30-7:00p	■	■			■					■					■				■						300
7:00-7:30p	■	■			■					■					■				■						300
7:30-8:00p	■	■			■					■					■				■						245
8:00-8:30p	■	■			■					■					■				■						140
8:30-9:00p	■	■			■					■					■				■						140
9:00-9:30p	■	■			■					■					■				■						140
9:30-10:00p	■	■			■					■					■				■						140

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

December 9, 2002

Town Council
Town of Mansfield

**Re: Eastern Highlands Health District Cardiovascular Health Policy and
Environmental Change Program**

Dear Town Council:

The Eastern Highlands Health District has requested an opportunity to make a brief presentation to the Council regarding the district's new Cardiovascular Health Policy and Environmental Change Program (CVH Program). We believe the CVH Program is a significant addition to the health district's offerings and are optimistic that the program will prove successful.

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

Item #9

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

December 9, 2002

Town Council
Town of Mansfield

Re: Establishment of a Historic District

Dear Town Council:

As requested by the Council, attached please find information concerning the establishment of a historic district. There are currently three historic districts in town – Mansfield Centre, Spring Hill and Mansfield Hollow. As stated by Town ordinance, the purpose of a historic district is to “promote the educational, cultural, economic and general welfare of the Town...through the preservation and protection of buildings and places of historic interest” (*Mansfield Code of Ordinances*, Chapter 31, Article II, §31-9).

Respectfully submitted,

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

Martin H. Berliner
Town Manager

Attach:(3)

M. Beiler

REC'D NOV 26 2002

Memo to: Town Manager
From: Town Clerk
Re: Establishment of an historic district

The procedure for establishing an historic district is a lengthy one. I have attempted to take excerpts from the State Statutes to give you an outline:

1. The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic district study committee for the purpose of making an investigation of a proposed historic district. The committee will consist of five regular and three alternate members.
2. The historic district study committee shall investigate and submit a report which shall include such information as: an analysis of the historic significance and architectural merit of the buildings, structures, places, a general description of the area, a map, a proposed ordinance, and such other matters as the committee seems advisable.
3. This study committee shall submit copies of this report to the Connecticut Historical Commission, the planning and zoning commission, and the chief elected official of the town. The Connecticut Historical Commission may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed district. Comments must be made within 65 days.
4. Historic study committee shall hold a public hearing not less than 65 days nor more than 130 days after the transmission of the report.
5. Historic study committee shall submit its report with any changes within 65 days after hearing to the legislative body of the town and the town clerk
6. The Town Clerk not later than 65 days shall send ballots to owner of record in the proposed district ballots returned to the clerk by a certain day specified.
7. If two-thirds of all property owners voting cast votes in the affirmative, the legislative body of the municipality shall by majority vote take one of the following steps: accept, reject or return with amendments within 65 days. If the changes are significant, the legislative body may authorize another vote
8. Once an historic district is created the study committee ceases to exist and the historic district commission shall perform all the functions of the committee relative to the new district and to administering the provisions of this part.

November 26, 2002

Sec. 7-147b. Procedure for establishment of historic district. Prior to the establishment of an historic district or districts, the following steps shall be taken:

(a) The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic district study committee for the purpose of making an investigation of a proposed historic district or districts. The legislative body of a municipality which proposes to establish more than one district may establish more than one committee if the proposed districts are not contiguous to each other nor to any existing historic district. Each committee established under the provisions of this section shall consist of five regular and three alternate members who shall be electors of the municipality holding no salaried municipal office. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the committee. If a regular member of such committee is absent or has a conflict of interest, the chairman of the committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

(b) The historic district study committee shall investigate and submit a report which shall include the following: (1) An analysis of the historic significance and architectural merit of the buildings, structures, places or surroundings to be included in the proposed historic district or districts and the significance of the district as a whole; (2) a general description of the area to be included within the district or districts, including the total number of buildings in each such district or districts listed according to their known or estimated ages; (3) a map showing the exact boundaries of the area to be included within the district or districts; (4) a proposed ordinance or proposed ordinances designed to create and provide for the operation of an historic district or districts in accordance with the provisions of this part; (5) such other matters as the committee may deem necessary or advisable.

(c) The historic district study committee shall transmit copies of its report to the Connecticut Historical Commission, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations. In addition to such other comments and recommendations as it may make, the Connecticut Historical Commission may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed district. Each such commission, board or individual shall deliver such comments and recommendations to the committee within sixty-five days of the date of transmission of such report. Failure to deliver such comments and recommendations shall be taken as approval of the report of the committee.

(d) The historic district study committee shall hold a public hearing on the establishment of a proposed historic district or districts not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party as provided in subsection (c) of this section, except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report. The comments and recommendations received pursuant to subsection (c) of this section shall be read in full at the public hearing.

(e) Notice of the time and place of such hearing shall be given as follows: (1) Written notice of the time, place and purpose of such hearing, postage prepaid, shall be mailed to the owners of record of all real property to be included in the proposed historic district or districts, as they appear on the last-completed grand list, at the addresses shown thereon, at least fifteen days before the time set for such hearing, together with a copy of the report of the historic district study committee or a fair and accurate synopsis of such report. A complete copy of the report, a copy of all recommendations made under subsection (c) of this section, a map showing the boundaries of the area to be included in the proposed district and a copy of the proposed ordinance shall be available at no charge from the town clerk during business hours or shall be mailed, upon request, to any owner of record of real property in the proposed historic district or districts with the notice of the hearing; and (2) by publication of such notice in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before such hearing.

(f) The historic district study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received pursuant to subsection (c) of this section, and such other materials as the committee may deem necessary or advisable to the legislative body and the clerk of the municipality within sixty-five days after the public hearing.

(g) The clerk or his designee shall, not later than sixty-five days from receipt of such report, mail ballots to each owner of record of real property to be included in the proposed district or districts on the question of creation of an historic district or districts, as provided for in sections 7-147a to 7-147k, inclusive. Only an owner who is eighteen years of age or older and who is liable, or whose predecessors in title were liable, to the municipality for taxes on an assessment of not less than one thousand dollars on the last-completed grand list of the municipality on real property within the proposed district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81, may vote, provided such owner is the record owner of the property, thirty days before the ballots must be returned. Any tenant in common of any freehold interest in any land shall have a vote equal to the fraction of his ownership in said interest. Joint tenants of any freehold interest in any land shall vote as if each joint tenant owned an equal, fractional share of such land. A corporation shall have its vote cast by the chief executive officer of such corporation or his designee. No owner shall have more than one vote.

(h) The form of the ballot to be mailed to each owner shall be consistent with the model ballot prepared by the Connecticut Historical Commission pursuant to section 10-320b. The ballot shall be a secret ballot and shall set the date by which such ballots shall be received by the clerk of the municipality. The ballots shall be mailed by first class mail to each owner eligible to vote in such balloting at least fifteen days in advance of the day on which ballots must be returned. Notice of balloting shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before the day on which the ballots must be returned. Such ballot shall be returned to the municipal clerk, inserted in an inner envelope which shall have endorsed on the face thereof a form containing a statement as follows: "I, the undersigned, do hereby state under the penalties of false-statement that I am an owner of record of real property to

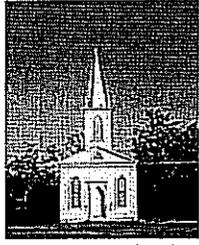
be included in the proposed historic district and that I am, or my predecessors in title were, liable to the municipality for taxes on an assessment of not less than one thousand dollars on the last grand list of the municipality of real property within the district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81." Such statement shall be signed and dated. Any person who intentionally falsely signs such ballot shall be guilty of false statement as defined in section 53a-157b. The inner envelope, in which the ballot has been inserted by the owner, shall be returned to the municipal clerk in an outer envelope endorsed on the outside with the words: "Official ballot". Such outer envelope shall also contain, in the upper left corner of the face thereof, blank spaces for the name and return address of the sender. In the lower left corner of such outer envelope, enclosed in a printed box, there shall be spaces upon which the municipal clerk, before issuance of the ballot and envelopes, shall inscribe the name, street and number of the elector's voting residence and the date by which the ballot must be returned, and before issuance the municipal clerk shall similarly inscribe such envelope with his name and address for the return thereof. All outer envelopes shall be serially numbered. The ballots shall be returned to the municipal clerk by the close of business on the day specified, and such clerk shall compare each ballot to the list of property owners to whom such ballots were mailed to insure that each such ballot has been properly signed and returned.

(i) If two-thirds of all property owners voting cast votes in the affirmative, the legislative body of the municipality shall by majority vote take one of the following steps: (1) Accept the report of the committee and enact an ordinance or ordinances to create and provide for the operation of an historic district or districts in accordance with the provisions of this part; (2) reject the report of the committee, stating its reasons for such rejection; (3) return the report to the historic district study committee with such amendments and revisions thereto as it may deem advisable, for consideration by the committee. The committee shall submit an amended report to the legislative body within sixty-five days of such return. The committee need not hold a public hearing other than the one provided for in subsection (d) of this section, notwithstanding any changes in its report following such hearing, unless the legislative body has recommended a change in the boundaries of the proposed district or districts. The legislative body of the municipality may authorize another ballot of the owners within a proposed district or districts to be cast, other than the balloting provided for in subsection (g) of this section, notwithstanding any changes in the proposed ordinance following such balloting, if the boundaries of the proposed district in which the owners' property is situated are changed.

(j) Any ordinance, or amendment thereof, enacted pursuant to this part, which creates or alters district boundaries, shall contain a legal description of the area to be included within the historic district. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

(1961, P.A. 430, S. 2; 1963, P.A. 600, S. 1; P.A. 75-52; P.A. 77-338, S. 1; P.A. 80-314, S. 2; P.A. 87-167; P.A. 91-135, S. 1.)

History: 1963 act amended Subsec. (c) to extend time for recommendations after receipt of report from sixty to ninety days and to authorize Connecticut historical commission to recommend re boundaries of proposed districts, amended Subsec. (d) to extend time within which hearing is to be held, amended Subsec. (e) to provide for sending a copy or synopsis of the study committee's report, together with a copy of the recommendations under Subsec. (f) map and a copy of the



Connecticut Historical Commission

Local Historic Districts and Properties

The Connecticut General Assembly authorized towns to establish locally designated historic districts and individual properties (Connecticut General Statutes, Section 7-147 *et seq.*). Through the enabling statute, towns can ensure that for designated resources, exterior changes (alterations, additions, demolitions) which are viewable from a public way are consistent with existing architectural character and significance.



Connecticut Historical Commission staff meet with communities considering local historic districts and historic properties. Information on procedures to follow under the state enabling statute, responsibilities of the study committee, and preparation of the study report is provided. Since 1959, 108 historic districts comprising 7,374 buildings) and 34 individual historic properties have been designated statewide. The designations are found in urban and rural areas of a total of 72 towns.

[CHC HOME PAGE](#)[PRESERVATION HOME PAGE](#)

For additional information contact Dawn Maddox, Preservation Program Supervisor,
Connecticut Historical Commission * 59 South Prospect Street * Hartford, Connecticut 06106 * 860 566-3005

HISTORIC DISTRICTS

Chapter 31

HISTORIC DISTRICTS

ARTICLE I

Historic District Commission

- § 31-1. Legislative authority.
- § 31-2. Title.
- § 31-3. Commission established, membership; terms.
- § 31-4. Organization.
- § 31-5. Alternates.
- § 31-6. Powers and duties.

ARTICLE II

Historic District No. 1

- § 31-7. Legislative authority.
- § 31-8. Title.
- § 31-9. Purpose; boundaries.

ARTICLE III

Historic District No. 2

- § 31-10. Legislative authority.
- § 31-11. Title.
- § 31-12. Purpose; boundaries.

**ARTICLE IV
Historic District No. 3**

- § 31-13. **Legislative authority.**
 § 31-14. **Title.**
 § 31-15. **Purpose; boundaries.**
 § 31-16. **Adjacent property owners.**

[HISTORY: Adopted by the Town Council of the Town of Mansfield: Art. I, 10-7-1968, effective 2-1-1969; amended in its entirety 5-9-1994, effective 6-4-1994; Art. II, 5-9-1994, effective 6-4-1994; Art. III, 5-9-1994, effective 6-4-1994; Art. IV, 5-9-1994, effective 6-4-1994. Amendments noted where applicable.]

GENERAL REFERENCES

Conservation Commission — See Ch. 11.
 Code of Ethics — See Ch. 25.
 Planning and Zoning Commission — See Ch. 67.
 Regional Planning Agency — See Ch. 82.
 Zoning Board of Appeals — See Ch. 94.
 Building construction — See Ch. 107.

**ARTICLE I
Historic District Commission
[Adopted 10-7-1968, effective 2-1-1969; amended
in its entirety 5-9-1994, effective 6-4-1994]**

§ 31-1. Legislative authority.

This Article is enacted pursuant to § 7-147(a) through (k), inclusive, of the Connecticut General Statutes, as amended.

§ 31-2. Title.

This Article shall be known and may be cited as the "Historic District Commission Ordinance."

§ 31-3. Commission established, membership; terms.

An Historic District Commission is hereby established which shall consist of five (5) members and three (3) alternate members, all of whom shall be electors of the Town of Mansfield and none of whom shall hold a salaried public municipal office in said town. Said members and alternates are to be appointed within fifteen (15) days of the effective date of this Article by the Board of Selectmen¹ for the following terms of office: one (1) member for a term expiring on January 1, 1970, one (1) member for a term expiring on January 1, 1971, one (1) member for a term expiring on January 1, 1972, one (1) member for a term expiring on January 1, 1973, and one (1) member for a term expiring on January 1, 1974; one (1) alternate member for a term expiring on January 1, 1970, one (1) alternate member for a term expiring on January 1, 1971, and one (1) alternate member for a term expiring on January 1, 1972. All subsequent appointments shall be made by the Board of Selectmen² for terms of five (5) years each, except that an appointment to fill an unexpired term shall be for the duration of said unexpired term only. At all times, at least one (1) member and one (1) alternate member of the Commission shall be residents within any Historic District under the jurisdiction of the Commission.

§ 31-4. Organization.

Within thirty (30) days after the appointment of the members of the first Commission, said members shall meet, organize and elect a Chairperson, Vice Chairperson and a Clerk from its members, and within a period not exceeding thirty (30) days after the first of January, 1970, and annually thereafter, the members of the Commission shall elect a Chairperson, Vice Chairperson and Clerk from its members.

¹ Editor's Note: Now "Town Council."

² Editor's Note: Now "Town Council."

§ 31-5. Alternates.

When a member of the Commission is unable to act at a particular time because of absence, sickness or self-interest or other good reason, he or she shall notify the Chairperson of the Commission, and the Chairperson shall designate an alternate member to serve in the place of such member. Alternates shall not vote on any matter, including the election of officers, unless designated by the Chairperson to serve in the place of a regular member. All members and alternates shall serve without compensation.

§ 31-6. Powers and duties.

The Commission shall have such powers, shall perform such functions and shall be subject to such limitations as shall from time to time be prescribed by the applicable General Statutes of Connecticut.

ARTICLE II**Historic District No. 1**

[Adopted 5-9-1994, effective 6-4-1994]

§ 31-7. Legislative authority.

This Article is enacted pursuant to § 7-147(a) through (k), inclusive, of the Connecticut General Statutes, as amended.

§ 31-8. Title.

This Article shall be known and may be cited as the "Historic District Ordinance No. 1."

§ 31-9. Purpose; boundaries.

To promote the educational, cultural, economic and general welfare of the Town of Mansfield through the preservation and protection of buildings and places of historic interest by the

maintenance of such as landmarks in the history of architecture and of the Town of Mansfield, and through the development of appropriate settings for such buildings, places and districts, there is hereby established an Historic District in Mansfield Center, to be known as "Mansfield Historic District No. 1," and the boundaries of said Historic District No. 1 are hereby fixed and defined as follows:

Beginning at the junction of the easterly line of route 195 (Storrs Road) and the northerly line of Centre Street in the Village of Mansfield Center, Town of Mansfield, Connecticut, proceed north to the southern line of plot 7 (Inman), thence west and north along the lines of plot 7 (Inman), plot 6 (Church) and plot 183 (Davis) to Brown's Road; thence westerly along Brown's Road to the western line of plot 3 (Kinney); thence north, east, north, west, north and east along the lines of plot 3 (Kinney) and plot 69 (Savage) to Route 195; thence southerly along Route 195 to the north boundary of plot 25 (Lieberman); thence southeasterly, northerly and northeasterly along the lines of plot 25 (Lieberman) and plot 24 (Dodd) to Dodd Road. At this point include the entire plot 21 (Inman) on the northwest side of Chaffeeville Road and back to the junction with Dodd Road. Thence southeasterly along Dodd Road to the north line of plot 27 (Nichols); thence easterly, southerly and westerly along the lines of plot 27 (Nichols) to Dodd Road; thence southerly along Dodd road to the north boundary of plot 28 (Hayden); thence east, south and west along the lines of plot 28 (Hayden) to Route 195; thence southerly along Route 195 to the north boundary of plot 29 (Pike); thence east and south along the lines of plot 40 (Davis); thence south along the east lines of plots 40 (Davis), 41 (Knobler), 42 (Hayden) and 43 (Clark) to Route 89 (Warrenville Road) to the junction of Centre Street; thence southerly along Centre Street to the north line of plot 50 (Bigelow); thence east along the line of plot 50 (Bigelow) to Edgewood Lane; thence easterly along Edgewood Lane to the north line of plot 138 (Hastings); then easterly along the line of plot 138 (Hastings) to the Town Pond; thence southwesterly along the line of Town Pond to the south line of plot 51 (Hamill);

thence west and north along the lines of plot 51 (Hamill) to the northerly line of Centre Street; thence westerly in the northerly line of Centre Street to the place of beginning. Include also the separate plot 58 (Hamill), which lies between Town Pond and Cemetery Road, in its entirety.

Said District is also described on a certain map entitled "Historic District Mansfield Centre Conn. traced from Town Aerial Maps numbers 40 & 32A Dec. 18, 1967 Revised Sept 1968 Seymour Bigelow Delineator."

ARTICLE III

Historic District No. 2

[Adopted 5-9-1994, effective 6-4-1994]

§ 31-10. Legislative authority.

This Article is enacted pursuant to § 7-147(a) through (k), inclusive, of the Connecticut General Statutes, as amended.

§ 31-11. Title.

This Article shall be known and may be cited as the "Historic District Ordinance No. 2."

§ 31-12. Purpose; boundaries.

To promote the educational, cultural, economic and general welfare of the Town of Mansfield through the preservation and protection of buildings and landmarks in the history of architecture and of the Town of Mansfield through the development of appropriate settings for such buildings, places and districts, there is hereby established an Historic District in Spring Hill, to be known as "Mansfield Historic District No. 2," and the boundaries of said Historic District No. 2 are hereby fixed and defined as follows:

Beginning at a point in the easterly highway line of Route 195 aka Storrs Road said point also being located at the

northwesterly corner of property now or formerly of Louisa and Marion Blanche Chapman and the southwesterly corner of property now or formerly of Elsie G. Hernberg, said point of beginning is also located approximately 290 feet from the intersection of the east highway line of Route 195 and the north street line of East Road as measured along the easterly highway line of said Route 195; thence proceeding in an easterly direction from the property line of property now or formerly of Champan and easterly along an extension of this property line for a total distance of 640 feet as measured from the easterly terminus of this line; thence proceeding southerly approximately 440 feet to a point in the northerly street line of East Road, said point being located 530 feet from the easterly highway line of Route 195 as measured along the northerly street line of East Road; thence proceeding southerly through East Road and property now or formerly of the University of Connecticut to a point at the northeasterly corner of property now or formerly of G. Lowell and Thea Field; thence proceeding southerly along the easterly property line of property now or formerly of Field to the southeasterly corner of the said Field property and the northeasterly corner of property now or formerly of the University of Connecticut; thence proceeding southerly along the easterly property line of property now or formerly of said University of Connecticut to a point in the southeasterly corner of the property now or formerly of the University of Connecticut; thence proceeding westerly along the southerly property line of property now or formerly belonging to the University of Connecticut for a distance of 110 feet, said property line is also common to property owned by the Willimantic Lumber and Coal Company; thence southerly across property owned by the Willimantic Lumber and Coal Company to the northeasterly corner of property now or formerly of Frances B. Gifford; thence easterly on an extension of the southerly property line of property of said Frances B. Gifford; thence easterly on an extension of the southerly property line of property now or formerly of Frances B. Gifford for a distance of 100 feet; this last extension being adjacent to property now or

formerly owned by the Willimantic Lumber and Coal Company; thence southerly across property now or formerly of the University of Connecticut for a distance of approximately 870 feet to a point located 400 feet east of the easterly highway line of Route 195 as measured along the southerly property line of property now or formerly of Charles E. and Joan C. Dyson and the extension in an easterly direction thereof; thence westerly a distance of 400 feet along the last previously described line to a point in the easterly highway line of Route 195, said point also being the southwesterly corner of property now or formerly of Charles E. and Joan C. Dyson; thence proceeding westerly across Route 195 to a point in the westerly highway line of Route 195, said point also being the southeasterly corner of property now or formerly of Harriet E. Babcock and the northeasterly corner of property of Edward and Mabel Hilliard; thence proceeding in a westerly direction approximately 165 feet along the southerly property line of property now or formerly of Harriet E. Babcock to an angle point; thence northerly approximately 100 feet along a westerly property line of property now or formerly of Harriet E. Babcock to an angle point in the property; thence westerly approximately 35 feet along a southerly property line of property now or formerly of Harriet E. Babcock; thence northerly along the westerly property line of property now or formerly of Harriet E. Babcock a distance of approximately 112 feet to an angle point; thence northerly across property now or formerly owned by Willard J. and Frances C. Stearns to a point in the southerly street line of Spring Hill Road, said point also being located 200 feet west of the intersection of the westerly line of Route 195 and the southerly street line of Spring Hill Road as measured along the southerly line of Spring Hill Road; thence easterly 40 feet along the southerly line of Spring Hill Road to a point approximately 160 feet west of the intersection of the westerly line of Route 195 and the southerly street line of Spring Hill Road as measured along the southerly line of Spring Hill Road; thence northerly across Spring Hill Road to the southwest corner of property now or formerly of the

First Baptist Church of Mansfield to an angle point, said point also being a southeast corner of property now or formerly of Amie Dzvovichik; thence westerly along a southerly property line of property now or formerly of Amie Dzvovichik approximately 340 feet to the southwesterly corner of property now or formerly of Amie Dzvovichik; thence northerly along the westerly line of property now or formerly of Amie Dzvovichik approximately 400 feet to an angle point; thence easterly along a northerly property line of property now or formerly of Amie Dzvovichik approximately 150 feet to an angle point; thence northerly along a westerly property line of property now or formerly of Amie Dzvovichik approximately 150 feet to an angle point; thence northerly along a westerly property line of property now or formerly of Amie Dzvovichik approximately 150 feet to an angle point; thence easterly along a northerly property line of property now or formerly of Amie Dzvovichik a distance of 85 feet, last said property line is a common property line to land now or formerly of William H. and Ila F. Cowan; thence northerly across property now or formerly of William H. and Ila F. Cowan to the southwesterly corner of property now or formerly of the First Baptist Church of Mansfield; thence northerly along the westerly property line now or formerly of the First Baptist Church of Mansfield to a point representing the northwesterly corner of property belonging to the First Baptist Church of Mansfield, said last point is also in the southerly property line of property now or formerly of Irving H. and Judith F. Stanley; thence westerly along an extension of the common property line of property now or formerly of the First Baptist Church of Mansfield and property now or formerly of Irving H. and Judith F. Stanley a distance of 10 feet; thence northerly across property now or formerly of Irving H. and Judith F. Stanley and Stewart and Mary C. Johnson for a distance of approximately 280 feet to the southwesterly corner of property now or formerly of Donald C. and Margaret R. Gaylord; thence northerly along the westerly property line of property now or formerly of Donald C. and Margaret R. Gaylord to the northwesterly corner of property now or

formerly of Donald and Margaret R. Gaylord and the southwesterly corner of property now or formerly of Josephine Dolan; thence northerly along the westerly property line of property now or formerly of Josephine Dolan to the northwesterly corner of property now or formerly of Josephine Dolan, said point also being located in the south street line of Beebe Lane; thence across Beebe Lane to a point in the northerly line of Beebe Lane and southerly line of property now or formerly of Josephine Dolan, said point also being located 160 feet westerly from the westerly street line of Route 195 as measured along the northerly line of Beebe Lane; thence westerly along the northerly line of Beebe Lane and the southerly line of property of Josephine Dolan to a point in the southwesterly corner of property now or formerly of Josephine Dolan; thence northerly along the westerly line of property now or formerly of Josephine Dolan to the northwesterly corner of property now or formerly of Josephine Dolan; thence easterly along the northerly property line of property now or formerly of Josephine Dolan to the westerly highway line of Route 195, said point also being the northeasterly corner of property now or formerly of Josephine Dolan; thence northerly along the westerly street line of Route 195 for a distance of 200 feet; thence easterly across Route 195 to the point and place of beginning.

ARTICLE IV

Historic District No. 3

[Adopted 5-9-1994, effective 6-4-1994]

§ 31-13. Legislative authority.

This Article is enacted pursuant to § 7-147(a) through (k), inclusive, of the Connecticut General Statutes, as amended.

Item #10

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

December 9, 2002

Town Council
Town of Mansfield

Re: Status Report – Pending Claims and Litigation

Dear Town Council:

Attached please find a status report concerning pending claims and litigation involving the Town. Staff will be available at Monday night's meeting to address any questions that you may have regarding this item.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)

Memo

To: Martin Berliner, Town Manager
From: Matt Hart, Assistant Town Manager *MWH*
CC: Mansfield Town Council; Dennis O'Brien, Town Attorney
Date: December 9, 2002
Re: Status Report on Pending Claims and Litigation

Bouchard v. Town of Mansfield. In this personal injury case, the plaintiff was involved in a motor vehicle accident in July 1998 at the intersection of Gurleyville Road and Woodland Road. The plaintiff caused the accident by driving through a stop sign on Woodland and claims that the Town was at fault because the sign was obscured by vegetation. The plaintiff is seeking damages for his personal injuries, medical expenses and lost wages. The Town is denying any liability in this case and is represented by a law firm retained by its insurance carrier (CIRMA). At pre-trial, the judge assigned the case to court-mandated arbitration, which is used for cases that the court believes are worth less than \$50,000. We expect the arbitrator to render a decision within the next 30 to 45 days, and our legal counsel will consult with the Town regarding any proposed settlement amount.

Celeron Square Associates v. Town of Mansfield Zoning Agent. Pursuant to a 1987 Special permit allowing the construction of Celeron Square Apartments, the owners were required to construct and maintain a nearly one-mile long bicycle path extending to the UConn campus. The Town took a public right of passage over part of the path in 1997 by eminent domain, which apparently prompted Celeron to stop maintaining the path. In January 2001, the Zoning Agent issued an order to the owners to maintain the path. Celeron then appealed the Agent's decision to the Zoning Board of Appeals (ZBA). The ZBA rendered a decision in favor of the Zoning Agent, but then Celeron appealed to the Superior Court. The appeal was held in abeyance while the parties negotiated the settlement of the case of *Town of Mansfield v. ConnTech*, discussed below.

Town of Mansfield v. ConnTech. In separate cases with this same caption, the owners of Celeron Square Apartments appealed the Town's offer of \$1,000 as compensation for its taking by eminent domain of the public right of passage over part of the bicycle path to the UConn campus. At a pretrial conference in March 2001, the owners claimed the Town

should pay approximately \$300,000 for the taking. Of this amount, \$250,000 was claimed for alleged interference with the owner's future development rights, a contention believed to be erroneous by the Town Planner and Town Attorney.

Settlement discussions resulted in a draft agreement calling for the withdrawal by Celeron Square owners of all pending litigation in return for the Town's agreement to maintain the portion of the bicycle path the Town took by eminent domain. Celeron Square owners will also pay the Town an annual fee of \$2,700 to maintain the bicycle path. The agreement was approved by the Town Council, Planning and Zoning Commission and the Zoning Board of Appeals, signed by the parties and submitted to the Superior Court for final approval and judgment. On July 1, 2002, the Superior Court subsequently approved the motion for judgment by way of stipulation of the parties in *Celeron Square Associates v. Town of Mansfield Zoning Agent*. The two cases called *Town of Mansfield v. ConnTech* have been withdrawn. For all practical purposes, these three matters have been successfully resolved.

Elias v. Hellenic Society Paideia. On September 3, 2002, the Planning and Zoning Commission (PZC) approved the application of the Hellenic Society Paideia for a special permit to construct an open air Hellenic theatre complex at 28 Dog Lane in Storrs. On September 26, 2002, several area residents appealed the PZC decision in Superior Court. On October 23, 2002, the PZC approved the Paideia's request to allow storage of certain special construction materials at the Dog Lane site. Two days later, the plaintiffs moved for a temporary injunction asking the Court to prevent the Paideia from storing the materials onsite and from beginning to construct the theatre. After a hearing during which the PZC, represented by the Town Attorney, and the Paideia, represented by its own lawyers, opposed the request for an injunction, the Superior Court judge refused the plaintiffs' invitation to order a stop to the storage of materials or construction. It is very unlikely that the Paideia will commence construction of the theatre unless and until they win this appeal, since they would have to remove the structure if they lose, and litigation is seldom a sure thing. Town staff is in the process of preparing the voluminous record of proceedings before the PZC, including transcripts of all public hearing audiotapes, for submission to the court. The record is due to be delivered to court on or about January 30, 2003. Staff is ahead of schedule in its preparation and anticipates an earlier submission of the documents, thereby enabling the case to move forward more expeditiously.

Geer v. Town of Mansfield. In this personal injury action the plaintiff is seeking damages for injuries she obtained as a result of a fall at the Mansfield Public Library in February 2001. The Town is represented by legal counsel retained by our insurance carrier. Our assigned attorney believes that the Town's defense to this action is solid, and that the case can be readily resolved.

Quarry Truck v. Norton of New England v. Town of Mansfield. The Town was a third-party defendant in this contractual dispute involving chip-seal road material. In its complaint against Norton, Quarry Truck claimed that it contracted with the defendant to supply chip-seal for a Town project and that Norton did not provide the full contractual amount or the full

and reasonable value of the stone. Norton then brought a third-party complaint alleging that the Town had both a contractual and common-law duty to Norton make sure that the stone was not defective. Because the Town breached those duties, Norton claimed, it should indemnify Norton for any damages Norton is obliged to pay Quarry Truck. The Town denied any liability to Norton and was represented in this action by a law firm retained by CIRMA, the town's insurance carrier. CIRMA's legal counsel was able to resolve the case for a nominal settlement (the Town's share was \$3,500) and Quarry Truck withdrew its case against the Town.

Negro Cases. In June of 1999, after several unsuccessful out of court efforts to obtain zoning code compliance by George Negro at property he owns at 76 Fern Road, Mansfield Zoning Agent Curt Hirsch filed *Hirsch v. Negro* in the Superior Court seeking an injunction against Mr. Negro's illegal commercial use of this property located in a residential zone. About a week later, Mr. Negro responded with *Negro v. PZC*, styled as an appeal from a Planning and Zoning Commission (PZC) action allegedly taken against his interests in 1986 and 1998, regarding the same property that is the subject of *Hirsch v. Negro*, but later held by the court in denying the PZC's motion to dismiss to be a declaratory judgment as well.

Hirsch v. Negro was tried during the first week of September 2001. On September 10, 2001, the Superior Court issued its decision in favor of the Zoning Agent. Predictably, Mr. Negro appealed to the State Appellate Court. Meanwhile, he continued to violate the Superior Court's order, but on the advice of the Town Attorney and despite the appeal, the Zoning Agent acted to enforce the order by removing many unauthorized motor vehicles from the property. There appears to have been no ensuing violations of the court order. On November 12, 2002, the Appellate Court unanimously affirmed our trial court victory in *Hirsch v. Negro*. Negro's deadline to petition for certification to appeal to the Supreme Court passed on December 2, 2002. According to the State Judicial Department website, there is no indication that any Negro had filed by December 3rd a petition seeking Supreme Court review, so it appears that *Hirsch v. Negro* has come to a successful end.

Meanwhile, contending essentially that *Negro v. PZC* is redundant, the PZC filed a motion to dismiss Mr. Negro's case. Unfortunately, Judge Levine saw fit to hold the PZC's motion to dismiss in abeyance, pending a decision by the Appellate Court in *Hirsch v. Negro*. Now that the latter case has been resolved, the PZC will return to Superior Court seeking a ruling on our motion to dismiss *Negro v. PZC*. The Zoning Agent continues to monitor the subject property and, on the advice of counsel, will enforce the court's September 10th ruling as needed.

New Samaritan Corp. v. Board of Assessment Appeals. The New Samaritan Corporation, owner of the Mansfield Center for Nursing and Rehabilitation, is Mansfield's fifth largest taxpayer. In May of 2000, New Samaritan filed an appeal to the Superior Court from the decision of the Board of Assessment Appeals denying it a large reduction in its property tax assessment.

The case remained inactive for a long time while the Town awaited a professional appraisal from New Samaritan in support of its claim. New Samaritan never provided the appraisal and on May 3, 2002, the case was dismissed by the Superior Court due to New Samaritan's failure to prosecute with due diligence. New Samaritan was entitled to move to open the judgement of dismissal until September 3, 2002, but failed to do so and the case was finished.

Meanwhile, on May 2, 2002, new counsel for New Samaritan filed a new case against the Town claiming that its property tax assessments of October 1, 2002, and October 1, 2001, were excessive. The Town Attorney and our Assessor's Office resisted New Samaritan's continued effort to reduce its property taxes paid to the Town by more than \$10,000 a year. On September 3, 2002, New Samaritan withdrew the second case, which concluded this matter.

Newell v. Town of Mansfield. On November 21, 2002, the plaintiff served the Town and Region School District 19 notice on this claim seeking damages for injuries sustained by the plaintiff during football practice at E.O. Smith High School. The Town and the Region are insured by the same insurance carrier (CIRMA), and the carrier will retain a law firm for our legal defense.

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Item #11



Martin H. Berliner, Town Manager

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

December 9, 2002

Town Council
Town of Mansfield

Re: Grant Application – Targeted Capacity Expansion for Adolescent Substance Abuse Treatment in Northeastern Connecticut

Dear Town Council:

The Northeast Communities Against Substance Abuse (NECASA) has approached the Town with a proposal to serve as the applicant and fiduciary for an application to the Federal Department of Health and Human Services for funds to expand adolescent substance abuse treatment in Northeastern Connecticut. As a non-profit organization, NECASA is not eligible to apply for the grant directly and needs a municipality to serve as the sponsor.

Under the proposal, the Town would contract with NECASA to administer the grant, and the Town's primary role would be to serve as the fiscal agent. NECASA would sub-contract with Perception Programs in Willimantic, and Community Prevention and Addiction Services (CPAS) in Danielson, to function as the service providers. Both NECASA and its sub-contractors would agree to indemnify and hold the Town harmless from liability associated with the program. The application amount would total \$500,000 per year for a three-year period, and, of that amount, the Town would receive \$50,000 per year to cover associated administrative costs.

As explained in the attached materials, the grant proposal would serve to expand and enhance existing services by implementing evidence-based adolescent substance-abuse treatment practices and models in the region. These evidence-based practices and models involve very intensive therapy with families, and are recognized by the federal government as an effective treatment mechanism. The program would serve an estimated 150 youth that reside in 21 area towns and are within the 12 to 17 year-old age group. Adolescent mothers would be a potential high-priority group for treatment.

Staff believes that this proposal has merit and is worth the Council's endorsement. The program would benefit the Town in a couple ways. For one, Mansfield youth in need of substance abuse prevention treatment would have access to improved services. And, second, the Town would receive an additional \$50,000 in revenue during what is shaping up to be a rough budget period.

NECASA has not yet prepared a completed application for the grant proposal. However, because the application is due before the next Council meeting in January, staff recommends that the Council authorize the Manager to work with NECASA to complete and submit the grant application, and to execute contract agreements on behalf of the Town.

If the Council supports this recommendation, the following motion is in order:

Move, to authorize the Town Manager to complete and submit an application in the amount of \$500,000 per year for a three-year period to fund Targeted Capacity Expansion for Adolescent Substance Abuse Treatment in Northeastern Connecticut, and to execute related contract agreements with the Northeast Communities Against Substance Abuse to establish conditions regarding the administration of the grant program.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(1)



REC'D NOV 25 2002

Northeast Communities Against Substance Abuse

559 Hartford Pike · Suite 210B · Dayville, CT 06241 · 860-779-9253 · Fax 774-0827
www.ctprevention.com/necasa · necasa@snet.net

November 22, 2002

Mr. Martin Berliner
Town Manager
Town of Mansfield
4 S. Eagleville Road
Storrs, CT 06268

Dear Mr. Berliner:

NECASA is writing to inform you of a proposed enhancement of treatment for adolescents with substance abuse problems in Northeastern Connecticut. The funding for this initiative would come from the federal government.

Addressing substance abuse in youth can help prevent future adulthood involvement in the criminal justice, mental health and substance treatment systems. There is currently a movement towards taking effective, evidenced-based treatment modalities and using them to enhance existing substance abuse treatment programs. The modalities enhance services by increasing the skills of therapists providing treatment and by involving the person's family, school and, where necessary, the justice system. Recent surveys of local high schools revealing high rates of use of alcohol and marijuana, with a small but important percentage of youth using illicit substances on a daily basis, highlights the need for such a program.

In January 2003, we intend to submit a proposal to the federal government to bring the evidence-based adolescent substance abuse treatment services to Northeastern Connecticut. Perception Programs and Community Prevention and Addiction Services (CPAS), both well-known and respected agencies with decades of expertise in substance abuse treatment, would be the service providers. The adolescent substance abuse treatment services, would be located at already existing programs in Willimantic (at Perception Program's Right Turn) and Danielson (at C.P.A.S.'s Transitions Outpatient Clinic). NECASA would coordinate the grant, decreasing the administrative burden on the town.

We are seeking a town to be the fiduciary for this proposal. Given that the grant amount is \$500,000 per year for three years, the fiduciary will receive \$50,000 per year to cover associated administrative costs. The coordination and grant-writing team are in place and would work closely with the town's administrator. We believe this is an excellent opportunity for a local town to assist in worthwhile cause, while earning significant funds to be used at the town's discretion.

I would be happy to provide you further information about our proposed initiative at your earliest convenience. I look forward to hearing from you.

Sincerely,



Robert A. Brex
Executive Director

Cc: Janit Romayko
Sheila Thompson

TARGETED CAPACITY EXPANSION FOR ADOLESCENT SUBSTANCE ABUSE TREATMENT IN EASTERN CONNECTICUT

Proposal:

- Expansion of services by adding another treatment provider and coordinating linkage to new and existing referral sources (i.e. judicial, judicial review board, regional juvenile state police review board, DOE)
- Enhancement of services by adding a menu of evidence-based practices and linkage to existing aftercare programs (i.e. EASTCONN for employment and vocational services, after school programs for pro-social activities, town recreational department)

Youth to be Served:

- ~ 150 youth 12-17 with substance use disorder(s) with/without psychiatric comorbidity per year
- Adolescent mothers are a potential high-priority group

Evidence-based Treatment Models:

- Motivational Enhancement Therapy (MET)
- Cognitive Behavioral Therapy (CBT)
- Family Support Network (FSN)
- Multidimensional Family Therapy (MDFT)

Treatment Providers:

- Right Turn (MDFT)
- Community Prevention and Addiction Services (MET/CBT/FSN)

Timeframe:

3 years

Background:

- Hartford Courant articles
- High school survey of ATOD use
- DMHAS social indicator data
- Gaps in services

Coordination:

NECASA

Evaluator:

MATRIX PHC, Inc.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Treatment
Program Announcement (PA) No. PA 03-001
Part I - Programmatic Guidance

Grants to Expand Substance Abuse Treatment Capacity in
Targeted Areas of Need

Short Title: Targeted Capacity Expansion

Application Due Dates: September 10, 2002, and
January 10 and September 10 of each year thereafter

H. Westley Clark, M.D., J.D., M.P.H., CAS, FASAM
Director, Center for Substance Abuse Treatment
Substance Abuse and Mental Health
Services Administration

Charles G. Curie, M.A., A.C.S.W.
Administrator
Substance Abuse and Mental Health
Services Administration

Date of Issuance: June 2002

Catalog of Federal Domestic Assistance (CFDA) No. 93.243

Authority: Section 509 of the Public Health Service Act, as amended and subject to the availability of funds*

*This program is being announced prior to the full annual appropriation for fiscal year (FY) 2003 for the Substance Abuse and Mental Health Services Administration's (SAMHSA) programs. Applications are invited based on the assumption that sufficient funds will be appropriated for FY 2003 to permit funding of a reasonable number of applications being hereby solicited. This program is being announced in order to allow applicants sufficient time to plan and to prepare applications. Solicitation of applications in advance of a final appropriation will also enable the award of appropriated grant funds in an expeditious manner and thus allow prompt implementation and evaluation of promising projects. *All applicants are reminded, however, that we cannot guarantee sufficient funds will be appropriated to permit SAMHSA to fund any applications.* Questions regarding the status of the appropriation of funds should be directed to the Grants Management Officer listed under Contacts for Additional Information in this announcement.

Agency

Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment.

Action and Purpose

The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) announces the availability of funds for grants to expand or enhance substance abuse treatment capacity in local communities. The Targeted Capacity Expansion (TCE) program is designed to address gaps in treatment capacity by supporting rapid and strategic responses to demands for alcohol and drug treatment services and/or innovative solutions to unmet needs in communities with serious, emerging substance abuse problems.

This Program Announcement (PA) is a re-issuance (with revisions) and replaces a prior PA by the same title, "Targeted Capacity Expansion," No. PA 00-001.

CSAT anticipates that approximately \$28 million will be available for approximately 56 awards in FY 2003. The total funds available and the actual funding levels will depend on the receipt of an appropriation. Additional funding for new grants may be available in future fiscal years. Applicants may request up to but not more than \$500,000 in **total costs (direct and indirect)** per year.

Because TCE is intended to be a national program benefiting the maximum possible number of communities, CSAT will reserve

S

up to one third of TCE funds for applicants within States and communities that have no active TCE grants at the time awards are made.

Awards may be requested for up to 3 years. Annual continuation awards depend on the availability of funds and progress achieved.

Who Can Apply?

Applicant Organization

Only the following are eligible to apply:

- Local governments (cities, towns, counties, and their respective departments and political subdivisions, such as a Department of Health and Human Services); and
- Tribes, Tribal governments, or other federally recognized Tribal authorities and organizations.

Because States receive substantial funding for substance abuse treatment services via the Substance Abuse Prevention and Treatment (SAPT) Block Grant, SAMHSA/CSAT uses TCE to target specific local needs that address national treatment priorities. Eligibility is restricted to local governmental entities in recognition of the local governments' responsibility for and interest in providing for the needs of their citizens, and because the success of the program will depend upon their authority and ability to broadly coordinate a variety of resources.

Grants will be awarded only to local and tribal governments and their major organizational units with broad planning, policy, and service coordination

responsibilities. Hospitals, community health centers, school systems, or court systems are **not** eligible for TCE grants.

Community-based organizations (CBOs), including not-for-profit and faith based organizations, are **not** eligible to apply directly for these grants, even if providing services under contract to a unit of government. However, CSAT encourages local government applicants to develop partnerships with these organizations for the provision of treatment services as part of their proposed TCE projects.

Potential applicants who are unsure of eligibility should contact the person listed under How To Get Help for program issues.

Substance Abuse Treatment Providers

The TCE program is intended to enable local communities to expand or enhance substance abuse *treatment* services.

SAMHSA/CSAT believes that only existing, experienced, and appropriately credentialed providers with demonstrated infrastructure and expertise will be able to provide required services quickly and effectively. Therefore, in addition to the basic eligibility requirements, applicants must meet three additional requirements related to the provision of substance abuse treatment.

1. Provision of direct substance abuse treatment, including brief interventions, must be part of the proposed project. TCE grants will not be awarded to applicants that propose only to provide screening, referral, or case management when these services are not clearly and

specifically linked to treatment services. At least one provider of direct substance abuse treatment services must be identified within the proposal to provide treatment services. For the purposes of the TCE program, treatment must be provided in outpatient, day treatment or intensive outpatient, or residential programs. If the applicant organization is not a direct provider of substance abuse treatment services, the applicant must document (in Appendix 1) a commitment from an experienced, licensed substance abuse treatment provider to participate in the proposed project.

2. All direct providers of substance abuse services involved in the proposed project – including the applicant organization, if the applicant is a provider – must be in compliance, at the time the application is submitted, with all local, city, county and/or State requirements for licensing, accreditation, or certification.
3. All direct providers of substance abuse treatment services involved in the proposed project – including the applicant organization, if the applicant is a provider – must have been providing treatment services for a minimum of two years prior to the date of this application. At least one substance abuse treatment provider must meet the two-year requirement within the jurisdiction covered in the application. For instance, if the application is from a county government, the treatment provider must have two years experience in that county.

An applicant must complete the **Certification of Eligibility (See Appendix E)** indicating that an applicant meets all the eligibility requirements. If an application does not contain the Certification of Eligibility and required supporting documentation as part of Appendix 1, that application will *not* be reviewed.

Restrictions on Eligibility

- Applicant units of government may not submit “pass through,” “umbrella,” or “cover letter” applications. The applicant must take an active role in the fiscal management and oversight of the project, coordinate with the providers of treatment services, and be legally, fiscally, administratively, and programmatically responsible for the grant if awarded. An applicant must affirm its commitment to this level of involvement when completing the Certification of Eligibility (Appendix E), or the application will not be reviewed.
- An applicant may not submit the same application under more than one SAMHSA grant program during the same fiscal year.

Applications will be screened by SAMHSA prior to review. Applications that do not meet eligibility requirements will not be reviewed.

SSA Coordination

Because SAMHSA recognizes the role of State governments in addressing substance abuse issues, applicants must coordinate with their Single State Agency (SSA) for

Alcohol and Drug Abuse. At the time the applicant submits its application to SAMHSA, the applicant also **must** send a copy of the application to the SSA for review and comment. A copy of the cover letter to the SSA accompanying the application should be included as **Appendix 4** of your application. SSA comments will be considered in SAMHSA’s award decision-making process. [NOTE: Indian Tribes, tribal authorities, and tribal organizations do not have to meet this requirement.]

For SSA comments to be considered in the award decision-making process, they must be submitted within 30 days after the receipt date for applications. Address comments to:

H. Westley Clark, M.D., J.D., M.P.H.
Director, Center for Substance Abuse
Treatment
Substance Abuse and Mental Health
Services Administration
Rockwall II, 6th Floor
5600 Fishers Lane
Rockville, Maryland 20857
Attn: TCE Award Recommendations

Application Kit

You will need a SAMHSA application kit in order to respond to this Program Announcement (PA). Application kits have several parts including the PA (Parts I and II), and the blank application form PHS 5161-1, which you will need to complete your application.

The PA has two parts.

Part I - provides information specific to the Targeted Capacity Expansion Program.
This document is Part I.

Part II - has important policies and procedures that apply to nearly all SAMHSA grants and cooperative agreements. Please refer to the section on Special Considerations and Requirements included in this document for a listing of policies in Part II that are relevant to this grant program.

You will need to use both Part I and Part II to apply for a SAMHSA grant or cooperative agreement. In instances where there are discrepancies between instructions in Parts I and II, the applicant shall be guided by Part I language.

To get a complete application kit, including Parts I and II and PHS form 5161-1, you can:

- Call the National Clearinghouse for Alcohol and Drug Information (NCADI) at 1-800-729-6686, or
- Download the application kit from the SAMHSA web site at www.samhsa.gov.

Be sure to download both parts of the PA.

Where to Send the Application

Send the original and 2 copies of your grant application to:

SAMHSA Programs

Center for Scientific Review
National Institutes of Health
Suite 1040

6701 Rockledge Drive MSC-7710
Bethesda, MD 20892-7710

**Change the zip code to 20817 if you use express mail or courier service.

NOTE: Effective immediately, all applications MUST be sent via a recognized commercial or governmental carrier. Hand-carried applications will not be accepted.

Please note:

- Be sure to type: *PA 03-001 TCE* in Item Number 10 on the face page of the application form.
- If you require a phone number for delivery, you may use (301) 435-0715.

Application Dates

The first receipt date under this announcement is September 10, 2002. Subsequent receipt dates will be January 10 and September 10 of each year thereafter. SAMHSA anticipates that there will be two review cycles per year, and that grants will be awarded within 9 months of the receipt dates.

Applications received after the due dates must have a proof-of-mailing date from the carrier not later than one week prior to the application deadline date.

Private metered postmarks are not acceptable as proof of timely mailing. Late applications will be returned without review.

How to Get Help

For questions on *program issues*, contact:

James M. Herrell, Ph.D.
Acting Branch Chief
Treatment and Systems Improvement
Branch/Division of Practice and Systems
Development
CSAT/SAMHSA
Rockwall II/Suite 740
5600 Fishers Lane
Rockville, MD 20857
(301) 443-2376
E-Mail: jherrell@samhsa.gov

For questions on *grants management issues*, contact:

Steve Hudak
Grants Management Officer
Division of Grants Management, OPS
SAMHSA
Rockwall II, 6th floor
5600 Fishers Lane
Rockville, MD 20857
(301) 443-9666
E-Mail: shudak@samhsa.gov

Funding Criteria

Decisions to fund a grant are based on:

1. The strengths and weaknesses of the application as determined by the Peer Review Committee and approved by the CSAT National Advisory Council.
2. Availability of funds.
3. Evidence of non-supplantation of funds.
4. Considerations to help achieve the TCE goal of being a national program benefiting the maximum possible

number of communities. To achieve this goal, CSAT will:

- limit the number of awards issued during a fiscal year within a single State or single community within a State.
 - give priority to applicants within States and communities that do not have an active TCE grant at the time of the award;
 - In addition, CSAT may:
 - distribute awards to achieve balance between urban and rural areas;
 - distribute awards to achieve balance across target populations (e.g., by gender, race or ethnicity, treatment modality, or primary drug of abuse.
5. Any comments received by the Single State Agency for Alcohol and Drug Abuse. (Indian Tribes, Tribal organizations, and Tribal authorities are exempt from SSA review and comments.)

Program Background

At the turn of the century, 3.9 million Americans needed but did not receive substance abuse treatment, compared to about 800,000 who received treatment. Many persons do not receive treatment due to lack of access to and availability of services. Historically, this has been particularly true for many "special" populations such as women, children and adolescents, the aging and disabled, racial and ethnic groups, Native American, and rural populations. Ethnic and racial differences frequently prevent individuals from accessing treatment due to language or other cultural barriers.

Another current problem is the emergence of new drugs, and changing drug use patterns or drug trends. Recent examples include:

- The resurgence of heroin use in both the Pacific Northwest and the Northeast, and the increased purity of heroin and cocaine imported from South America and the Far East;
- The continuing rapid spread of methamphetamine and OxyContin abuse in rural and impoverished areas;
- Prescription drug misuse/abuse by the elderly; and
- The use of designer drugs, such as Ecstasy and other "rave" and "club" drugs, among the youth population.

Both the existing treatment gap and the changing, newly emerging drug trends complicate the ability of the publically funded treatment system to respond rapidly to changing needs.

The Substance Abuse Prevention and Treatment (SAPT) Block Grant program is SAMHSA's primary vehicle for helping States to address treatment service needs. These funds are used to maintain the existing baseline of services across the country. The SAPT Block Grant targets funds to service needs by incorporating data on new and emerging problems in their planning and allocation strategies. Insufficient funding and previous resource commitments often inhibit State capacity to rapidly address newly identified service needs.

In 1998, to respond to the changing demands on the treatment system, SAMHSA/CSAT initiated the TCE program to help communities provide targeted,

comprehensive, integrated, creative, and community-based responses to well-defined and well-documented substance abuse treatment capacity problems.

TCE addresses key elements of SAMHSA/CSAT's "Changing the Conversation: Improving Substance Abuse Treatment: The National Treatment Plan Initiative (NTP)." TCE specifically addresses two NTP strategies: Invest for Results, by closing serious gaps in treatment capacity; and Build Partnerships, by supporting collaboration among local governments, communities, providers, and stakeholders. (See Appendix A for information about the NTP.)

Developing Your Grant Application

Applicants may propose to **expand** treatment services, to **enhance** treatment services, or to do both.

1) Service Expansion: An applicant may propose to **increase the availability of treatment services and access to treatment for a larger number of clients.** Expansion applications should propose to increase the number of clients receiving services as a result of the award. For example, if a treatment facility currently admits to services 50 persons per year and has a waiting list of 50 persons (but no funding to serve these persons), the applicant may propose to expand services capacity to be able to admit some or all of those persons on the waiting list population. Applicants should state clearly the number of additional clients to be served for each year of the proposed grant.

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

December 9, 2002

Town Council
Town of Mansfield

Re: Town Meeting Date

Dear Town Council:

At a previous meeting, Council requested that this item be added to a future agenda. I have attached a memorandum from the Director of Finance stating that a delay in the date of the Town meeting would not necessarily benefit the Town.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach: (1)

INTER

OFFICE

MEMO

FINANCE DEPARTMENT, TOWN OF MANSFIELD

To: Martin Berliner, Town Manager
From: Jeffrey J. Smith, Finance Director
Subject: Town Meeting Date
Date: November 21, 2002

Currently, section C405 of the Town Charter requires that the annual town meeting for budget consideration be held on the second Tuesday in May. At that meeting the level of expenditures to be appropriated to each of the Town departments is voted on.

The Council, subsequent to that meeting and prior to the beginning of the next fiscal year, meets to set a mill rate. As the authority to set the mill rate rests exclusively with the council, and, therefore, the authority to delay making a decision on the level of taxation, it would appear that nothing is gained by delaying the date at which the Town meeting is called.

Item #13

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

December 9, 2002

Town Council
Town of Mansfield

Re: Resolution in Response to USA Patriot Act

Dear Town Council:

At a previous meeting, the Council requested that we add the attached resolution from the Connecticut Civil Liberties Union to a future agenda.

Respectfully submitted,

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

Martin H. Berliner
Town Manager

Attach: (1)

Resolution in Response to USA PATRIOT Act

The Connecticut Civil Liberties Union (CCLU) has released the following resolution as a response to the abuses committed against American citizens under the USA PATRIOT Act. The Act, an acronym for Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism, limits protections ensured by the United States Constitution and the Bill of Rights. The resolution is reproduced as follows:

The citizens of _____ are concerned that actions of the Attorney General of the United States and the U.S. Justice Department since the September 11, 2001 attacks pose significant threats to Constitutional protections in the name of fighting terrorism. Such undermining of basic civil rights and liberties runs the serious risk of destroying freedom in order to save it.

The Attorney General asserted before the Senate Judiciary Committee that civil libertarians who criticized the Department's policies "aid terrorists...erode our national unity and diminish our resolve." We disagree. We believe that respect for Constitutional rights is essential for the preservation of democratic society.

Among the actions to date that have raised our concern are the following:

More than 1,000 people were detained in the weeks following the September 11 attacks, most without being charged, some impeded in their ability to contact lawyers or their families.

The Department has issued an order authorizing federal prison officials to listen in on the confidential attorney-client communications of persons in federal custody, without court review.

The Justice Department has announced a nationwide effort to locate and interview as many as 5,000 recent immigrants — all men ages 18-33, primarily from Middle Eastern nations. Guidelines for these interviews include inquiries into individual's political beliefs and the beliefs of families and friends, and whether or not an individual "supports" any cause that terrorists espouse.

The USA PATRIOT ACT, passed hurriedly in October 2001, creates a new crime, "domestic terrorism," so broadly defined that it could conceivably apply to acts of civil disobedience. Persons associated — through membership dues or legal activity — with organizations defined as terrorist are subject to surveillance and may themselves face prosecution.

The ACT gives the FBI and the CIA greater rights to wiretap phones, monitor e-mail, survey medical, financial, and student records, and break into homes and offices without prior notification.

The proposed Warrant Article places the Town of _____ on record in support of Constitutional rights for all its residents, regardless of their citizenship, religion, ethnicity, or place of national origin. It calls upon all of its citizens to respect those rights. It also asks Town employees not to cooperate with federal investigators seeking to interrogate people on the basis of their ethnicity, their religious beliefs, or the beliefs of their families and friends following the example of police departments in Oregon, California, and Texas, among others, that have refused to carry out such interviews.

This Article is not intended to inhibit or prevent apprehension, trial, or conviction of people who have carried out or planned attacks against the United States or any other country. We believe, however, that we are still a nation based on laws and that a threat to any one person's Constitutional rights is a threat to the rights of us all.

WHEREAS the Declaration of Independence of the United States holds as self-evident that all people are created equal and are endowed with the unalienable rights of life, liberty, and the pursuit of happiness,

WHEREAS the First Amendment of the United States Constitution specifies that no law

be made "respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for redress of grievances";

WHEREAS the Fifth Amendment states that no person "shall be compelled in any criminal case to be a witness against himself";

WHEREAS the Sixth Amendment guarantees defendants "the right to a speedy and public trial, by an impartial jury...and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the Assistance of Counsel for his defense";

WHEREAS the Eighth Amendment states that "excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted";

WHEREAS the Fourteenth Amendment prohibits the government from denying "to any person within its jurisdiction the equal protection of the laws";

THEREFORE, BE IT RESOLVED that the Town of _____ affirms the rights of all people — including the United States citizens of other nations — within the Town accordance with the Bill of Rights and the Fourteenth Amendment of the U.S. Constitution; and

BE IT FURTHER RESOLVED that _____ Town Meeting calls upon all Town officials and employees to respect the

civil rights and liberties of all members of this community, including those who are citizens of other nations; and

BE IT FURTHER RESOLVED that _____ Town Meeting calls upon all private citizens — including residents, employers, educators, and business owners — to demonstrate similar respect for civil rights and civil liberties, especially but not limited to conditions of employment and cooperation with investigations; and

BE IT FURTHER RESOLVED that, to the extent legally possible, no Town employee or department shall officially assist or voluntarily cooperate with investigations, interrogations, or arrest procedures, public or clandestine, that are judged to be in violation of individual's civil rights or civil liberties as specified in the above Amendments of the United States Constitution;

BE IT FURTHER RESOLVED that the Town Clerk communicate this resolution to all Town departments, the General Court, the Governor and Attorney General of the state of Connecticut, the Connecticut Congressional Delegation, the United States Attorney General, and the President of the United States; and

BE IT FURTHER RESOLVED that the provisions of this resolution shall be severable, and if any phrase, clause, sentence or provision of this resolution is declared by a court of competent jurisdiction to be contrary to the Constitution of the United States or of the State of Connecticut or the applicability thereof to any agency, person, or circumstances is held invalid, the validity of the remainder of this resolution and the applicability thereof to any other agency, person or circumstances shall not be affected thereby.

For more information please contact Teresa Younger at (860) 247-9823 x219 or visit www.cjlf.org/NBORDC/otherlocalefforts.htm



P.126

AGLU Seeks Information on Government's

telephone calls or e-mails of people who are not suspected of any crime;

Investigated American citizens and perma-

Congress how many times it has used its powers is even more unsettling because it naturally leads to the suspicion that it is using them a lot.

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**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Offices
Tuesday, November 5, 2002**

MINUTES

Present: Steve Bacon, Phil Barry, Martin Berliner, Tom Callahan, Dale Dreyfuss, Mike Gergler, Wendy Halle, Al Hawkins, Philip Lodewick, Betsy Paterson, Dave Pepin, John Petersen, Steve Rogers, Phil Spak, Chris Thorkelson, Betsy Treiber, Frank Vasington, David Woods

Staff: C. van Zelm

1. Call to Order

Philip Lodewick, President, called the meeting to order at 4:00 p.m.

2. Opportunity for Public to Comment

Ruth Moynihan said she had read through the Draft Environmental Impact Evaluation for the proposed Graduate Student Apartments and Downtown Mansfield Master Plan Projects. Ms. Moynihan said she has concerns about the design and location of the proposed graduate school housing at Storrs Center. She expressed concerns about the effects of development on a vernal pool and the watershed.

3. Approval of Minutes

Dale Dreyfuss made a motion to approve the minutes. Wendy Halle seconded. The minutes were approved unanimously.

4. Briefing on DRAFT Environmental Impact Evaluation (EIE) for the proposed Graduate Student Apartments and Downtown Mansfield Master Plan Projects

Tom Callahan introduced Rich Miller, the new Director of Environmental Policy from the University of Connecticut, who he invited to the meeting. Mr. Callahan reiterated the date of the Public Hearing on the EIE, which is November 21st at 6:30 PM at the Bishop Center, Room 7 on the University campus.

Jim Walsh from Baystate Environmental Consultants, Inc. (and his associates Steve Leco and Paul Davis) arrived after the completion of Agenda Items 5-9.

Mr. Callahan said he invited Mr. Walsh to the Board meeting to provide a high level review of the EIE and to answer questions from Board members.

Mr. Walsh gave some background on the EIE, noting that the Moss Sanctuary had been eliminated as a site for review; there was demand for less than 1,000 beds in the graduate student housing; 350 to 400 beds were considered for a first phase of graduate student housing; and they needed to review the Storrs Center project with graduate school housing to evaluate properly the overall impact in that area.

The consultants have recommended that the graduate school housing and elements of the Downtown Mansfield Master Plan can be carried out at Storrs Centers but there are impacts that will have to be mitigated.

The consultants have recommended mitigation measures related to traffic and stormwater, protection of a vernal pool on site, and buffers between development and wetlands.

Mr. Berliner asked how dependent the EIE is on the footprint of development from the Master Plan? Mr. Walsh said that moving buildings to different areas than in the Master Plan will not have a significant impact on the EIE findings except possible increases in impervious surface.

In response to a question from Chris Thorkelson about mitigation efforts related to wetlands, Mr. Walsh said if mitigation were done it would be in the form of a vegetated wetland vs. an open pond.

5. Appointment of Committee Members

Betsy Treiber made a motion to appoint Phil Spak to the Finance and Administration Committee; Alexinia Baldwin, John Barry, Al Hawkins, and Elaine Temel to the Membership Development Committee; Honey Birkenruth to the Nominating Committee; and Judith Blei and Penny Williams to the Planning and Design Committee, until the end of the Partnership's fiscal year on June 30, 2003. Dave Pepin seconded. The motion was approved unanimously.

6. Update on Review of Consultants for Municipal Development Plan

Mr. Barry said the Finance and Administration Committee had narrowed its recommendation of consultant teams down to two teams. Request for Proposals were sent out to the two teams and are due back to the Partnership Office this Friday (November 8). The Finance and Administration Committee will meet on November 11 at 3 PM in the Partnership Office to further discuss the proposals.

7. Discussion on Robert's Rules of Order Agenda Item

Mr. Lodewick asked if Board members would like a presentation on Robert's Rules of Order. The Board agreed that a presentation would be helpful to the Board. Cynthia van Zelm will set this up.

8. De-brief on Commercial District Revitalization Conference held in Cromwell on October 29, 2002

Ms. van Zelm, Ms. Treiber, and Marty Berliner from the Partnership attended the Conference. Ms. van Zelm said that partnerships were stressed as invaluable to success in all the sessions. Ms. Treiber got some good ideas from one of the sessions on making downtown a 365-day a year place. Mr. Berliner mentioned the group Project for Public Spaces, which has worked with states to look at innovative transportation planning ideas. Mr. Berliner also referred to a session on rebuilding Englewood, NJ. He thought Peter Beronio, Community Services Director for Englewood, might be a good person to bring in and talk to the Board.

9. Report from Committees

Membership Development – Ms. Treiber said the Membership Development Committee has some new dynamic members. Some of the issues the Committee has been discussing include target numbers for membership, a senior citizen membership, and a budget for postage. John Petersen suggested keeping the budget low by sending out a newsletter via e-mail.

Ms. Treiber asked the Board about a senior citizen membership for \$5.00. Mr. Callahan said he would look for a recommendation from the Membership Development Committee. Can student membership and senior citizen membership be tied together?

Mr. Callahan said he had spoke with John Barry and Dolan Evanovich who are on the Committee and told them membership outreach is currently unbudgeted. What is their estimate on cost of an expanded outreach program?

Planning and Design – Steve Bacon said the Planning and Design Committee is putting together design values for the new development, which it hopes to present to the Board at its December meeting.

Executive Committee – Mr. Lodewick said the Executive Committee is in the midst of working on a six-month evaluation for Ms. van Zelm. He encouraged Board members to respond with feedback as soon as possible.

10. Other

Mr. Berliner reported that the Town did not receive the Small Town Economic Assistance Program grant it had applied for to undertake downtown improvements. He indicated that he would write a letter to the Department of Economic and Community Development encouraging them to look at the project again if funding became available.

11. Adjourn

Mr. Petersen made a motion to adjourn. Ms. Paterson seconded. The motion was approved unanimously.

The meeting adjourned at 5:15 PM.

The next meeting is set for December 3 at 4 PM.

Respectfully submitted,

Cynthia van Zelm
Executive Director, Mansfield Downtown Partnership

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MINUTES

MANSFIELD INLAND WETLAND AGENCY Regular Meeting, Monday, November 4, 2002 Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Barberet called the meeting to order at 7:08 p.m. Holt MOVED, Kochenburger seconded to add for discussion under Other Communications and Bills discussion of a 10/17/02 letter from R. Matos; MOTION PASSED unanimously.

Minutes: 10/7/02 – Barberet stated she had heard the tapes of the meeting. Favretti MOVED, Gardner seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Goodwin, who was disqualified.

10/15/02 field trip – Favretti MOVED, Holt seconded to approve the Minutes as presented; MOTION CARRIED, Barberet, Favretti and Holt in favor, all else disqualified.

Communications – Draft 10/16/02 Conservation Commission Minutes, with comments on W1194, proposed Town fire pond improvements, Coutu pond, on Rt. 32; Wetlands Agent's 10/30/02 Monthly Business memo. Members noted the relatively long clean and dry period with no storage violations at Mansfield Auto Parts, Inc.

Old Business

W1194, Town of Mansfield, proposed fire pond (dry hydrant) on Rt. 32 - Mr. Meitzler's 10/30/02 memo, Public Works Director Hultgren's 10/29/02 memo and the Cons. Comm.'s 10/16/02 comments were noted. The site was visited on the last field trip. At tonight's meeting, Mr. Meitzler reviewed questions raised at the field trip and discussed some alternatives, such as changing the location. He felt that such movement might cause greater disturbance within the pond, and would necessitate the use of greater lengths of fire hose, a matter of concern to the Fire Dep't. It was noted that work is not scheduled until next year, and the matter was tabled until the next regular meeting, with Mrs. Holt agreeing to draft a motion.

W1191, Boisvert, proposed subdivision on Candide Ln. – After members were told that staff had not had time to review revised maps, Holt MOVED, Favretti seconded to accept the request of Julie-Ann Boisvert for a 65-day extension for a proposed 3-lot residential subdivision on property located at Stearns Rd. and Candide Ln. MOTION PASSED unanimously.

W1193, Willimantic referral for 37-lot subdivision near High St., abutting the Mansfield town line – Mr. Meitzler displayed revised plans and explained he expects to receive additional drainage information by 11/8/02. A Public Hearing on the application is scheduled in Windham for 11/14/02. Members agreed by consensus that Mansfield staff would review the detailed drainage calculations and make written comments to be relayed to Windham after review by IWA officers in time for their Public Hearing.

New Business

W1196, DeSiato request for renewal of Coventry gravel permit on Old Eagleville Rd. – Mr. Meitzler reported that he had inspected the site and found it stabilized and in good condition. It was agreed by consensus that Mr. Meitzler will convey these findings on behalf of the Mansfield Inland Wetland Agency to the Town of Coventry.

W1195, Town application for recreational exemption for parking at Coney Rock, on Chaffeeville Rd. – Mr. Meitzler described the nature and location of the proposal for a graveled parking area, noting the closest work would be 80 feet away from wetlands. He expects no runoff into the river. The alternative of moving it slightly was mentioned, but Mr. Meitzler said the proposed location had been carefully decided upon and was felt by the Public

Works Dep't. to be ideal. Holt MOVED, Favretti seconded to exempt from licensing requirements the proposed Coney Rock Preserve parking area, to be located on Chaffeeville Rd. near the intersection of Mulberry Rd., on property owned by the applicant and the U.S. Army Corps of Engineers, as submitted by the Town of Mansfield (file W1195) and shown on a map dated 10/8/02, because the proposal is permitted as a non-regulated activity as per Section 3.4 of the Wetlands and Watercourses Regulations of the Town of Mansfield. MOTION PASSED unanimously.

Wetlands Regulations Review Committee – The Committee scheduled a meeting to review a draft of revised regulations for Tuesday, 11/19/02, at 3 p.m..

Other Communications and Bills – As listed on the Agenda.

10/17/02 letter from Matos – Mrs. Holt noted the letter's complaints regarding construction violations; Mr. Hirsch responded that he has often inspected the site, and he does not agree with a number of the writer's complaints. He has investigated the easement issues, and reported they have been resolved.

DEP Municipal Inland Wetland Commissioners Training Program: 1997-1998 Summary Report – Mr. Meitzler was asked to ascertain the dates of the new training session.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, November 18, 2002

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Barberet called the meeting to order at 7:05 p.m., appointing Alternate Ryan to act in case of member disqualifications.

11/4/02 Minutes – p. 1, Natchaug Hospital, l. 8, remove “operated by the State.” Favretti MOVED, Holt seconded to approve the Minutes as corrected; MOTION CARRIED, all in favor except Hall (disqualified.) Mr. Zimmer had heard the tapes of the meeting.

Holt MOVED, Favretti seconded to add to the Agenda under “New Business” discussion of the Hawthorne Park bond release request; MOTION PASSED unanimously.

Zoning Agent’s Report – The Monthly Enforcement Report was noted.

CVS bond release – Noting Mr. Hirsch’s 11/13/02 memo, Holt MOVED, Favretti seconded to authorize release of the \$5,000 bond described in item 5 of the 12/20/01 bond agreement between the Town of Mansfield and Merchant Mansfield for the new CVS store at 432 Middle Turnpike (file 1157), to the developer, because landscaping work has been satisfactorily completed and is in compliance with PZC-approved plans. MOTION PASSED unanimously.

T&B Motors – Work has been completed.

Charter TV – No additional landscaping has been done, and Mr. Hirsch will issue another citation. Mr. Kochenburger suggested, and all agreed, that the home office of the company and the relevant regulatory office should also receive copies of the citation.

Lot 8, Crossing at Eagle Brook – Att’y. J. McGrath, Jr. wrote an 11/14/02 letter to the Town Planner requesting release of the bond. Mr. Padick has not yet inspected the required work. He recommended that members view the site individually, and said staff will report at the next PZC meeting.

Old Business

Maplewoods, Sec. 2, proposed 17-lot subdivision off Maple Rd., file 974-3 – Members reviewed and discussed enlargements of open space proposals and alternative conservation easement possibilities from the Parks Advisory Comm., Conservation Comm. and Open Space Preservation Comm. Mr. Padick reminded members they could require up to 15% of the land in this proposal as open space dedication. Mr. Favretti volunteered to draft a motion for the next meeting.

Nketia proposed efficiency unit, 60 White Oak Rd., file 1195 - Kochenburger MOVED, Holt seconded to approve with conditions the special permit application (file 1196) of A. Nketia for an efficiency apartment on property located at 60 White Oak Road, in an RAR-40 zone, as submitted to the Commission and shown on undated site and floor plans, and as presented at a Public Hearing on 11/4/02. 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 PASSED unanimously.

White subdivision application, 2 proposed lots on Stone Mill Rd., file 1195 – Mr. Padick's 11/14/02 memo was noted; at the meeting, he reminded members of the Health Officer's earlier memo, and said numerous revisions to the plans are still needed. The mandatory action date is 1/24/03.

Pond View Estates, Boisvert subdivision application, 3 proposed lots on Stearns Rd./Candide Ln., file 1193 - A pending Inland Wetland Agency application must be acted upon and further staff reports submitted before the PZC can act, which it must do within 35 days of IWA action. Revised plans are now being reviewed.

Field trip – The field trip scheduled for 11/19/02 was postponed until after the 12/2/02 meeting, so that any new IWA items can be included.

Environmental Impact Evaluation, Graduate Student Apts./Downtown Master Plan – Mr. Padick's 11/8/02 memo and accompanying scoping comments for the proposed graduate student apartments were discussed. A Public Hearing on the EIE is to take place on 11/21/02 at 6:30 p.m. in the Bishop Center. Members were encouraged to attend and ask any questions they wished. Mr. Padick expects to draft a comment letter which may, after PZC and Town Council review, be jointly signed by the PZC and Town Council. Mr. Padick commented that, in his opinion, either of the two proposed sites could be acceptable if proper essential mitigation measures were employed.

Proposed AT&T telecommunication tower between Baxter & Cedar Swamp Rds. – Mr. Padick's 11/5/02 memo was noted. During discussion, he announced that a public information session is scheduled for 11/19/02, at 7:30 p.m., at which the visual impact report from AT&T will be discussed. The Town will then be able to provide comments to the Siting Council for its Public Hearing. AT&T's plans assume and incorporate the previously-approved SBA tower to be erected on Rt. 32, on which construction may begin soon. Mr. Padick plans to meet with SBA representatives on Friday.

Public Hearing, Pine Grove Estates, 13 proposed lots off Meadowbrook Ln., file 1187-2 – The Public Hearing was called to order at 8 p.m. Members and Alternates present were Barberet, Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Plante, Zimmer and Ryan. The legal notice was read and comments were noted from: Town Planner; Ass't. Town Engineer; Fire Marshal (all 11/14/02); Design Review Panel (10/29/02); Open Space Preservation Comm. (undated); J. M. Brown (11/11/02); D.C. Henry (11/12/02); Health Officer (11/18/02). Applicant J. Guarnaccia submitted return receipts from all notified abutters. A previous application for the project was withdrawn. Project engineer P. Lafayette displayed plans and discussed elimination of the existing cul-de-sac and said existing pines and deciduous trees are to be preserved within buffer areas. He also described drainage, saying that all septic systems would be tied into the Windham Water Works, and that the Health Officer is agreeable to the arrangement; the lots are within an R-20 zone.

P. Miniutti, project landscape architect, noted planned protection of existing trees and retention of the site's present character. Buffer area would be increased to a width of 70 feet along Meadowbrook Ln., as an open space dedication. He outlined plans to maintain the integrity of the site through integration of open space, maintaining same types of plants as presently exist onsite, variation of proposed plantings within the planned layout, and general utilization of flexibility within the Regulations regarding landscaping variety.

The 13 lots were described as minimum of 20,000 sq. ft., with safe and secure septic systems, good flexibility potential for variety in landscaping, and underground utilities. Proposed areas to be deeded to the Town were displayed. Open space would be conservation areas encompassing 21% of the site. Mr. Miniutti agreed with Mr. Favretti's suggestion that minimal thinning to promote less vulnerability during windstorms would help to preserve the pine forest along Meadowbrook Ln.

The proposed 50-ft. road dedication area was said to be the logical location for any future Town road connection.

Mr. Miniutti felt that shared driveways might lead to loss of the pine trees. He asked for PZC comments about this, noting a planned shared driveway between lots 1 and 2. Public comments were then invited.

D. Henry, abuttor, stated that J. Brown, another abuttor, was not able to attend this meeting, and was not notified of the project. Mr. Henry's comments at the meeting reiterated the concerns expressed in his 11/12/02 letter, particularly those related to driveways, landscaping, utilities and traffic issues. He asked that traffic be directed toward the other end of the road, and requested grass replanting and landscaping after construction is completed.

Mr. Guarnaccia had previously met with some neighbors, whose concerns regarding the cul-de-sac will be addressed in revised plans. Mr. Lafayette described some of the possible revisions, such as new lighting, shifting of houses, and labeling of houses as 3- or 4-bedrooms. At 8:50 p.m., the Public Hearing was recessed to 12/2/02.

Continued Public Hearing, special permit application for proposed addition to Natchaug Hospital, 189 Storrs Rd., file 937-4 – The Public Hearing was called to order at 8:55 p.m. Members and Alternates present were Barberet, Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Plante, Zimmer and Ryan. The legal notice was read and comments were noted from K. Fox (11/18/02); L. Jacobs, Esq. (11/11 and 11/14/02); L. Decker (11/4/02); Hartford Courant 11/7/02 article. Att'y. Jacobs, representing Natchaug Hospital, said he would address parking issues; the State's Att'y. General's ruling on the question of classification of the program, and what types of patients would be admitted. He maintained that the hospital would not have submitted the application if it believed the program to be correctional in nature.

M. Dilaj, project engineer, described past and proposed parking, which he feels is adequate for the proposed expansion. He said the interior access lane has been revised to accommodate emergency vehicles, and explained net gain and loss of parking spaces, including an area for possible additional spaces in the future. He said he feels parking space will be adequate, and revised parking plans will be submitted for the next meeting.

Att'y. Jacobs stated he felt the site contains adequate room for outdoor recreation.

He then read and submitted an 11/14/02 decision from Att'y. General R. Blumenthal to Dep't. of Children & Families (DCF) Commissioner K. Ragaglia, stating that "the applicable definition of a correctional facility is set forth in CGS 1-1(w) and the proposed facility at Natchaug Hospital does not fall within this definition." Also submitted was an 11/18/02 outline of the agreement between the hospital and the DCF, signed by Commissioner Ragaglia, which refers to a "residential treatment program." An 11/18/02 memorandum from Shipman & Goodwin, LLP, representing the Hospital, was also submitted. It also concludes that the proposed facility is not a correctional/penal institution. Att'y. Jacobs stated that Natchaug Hospital will have joint control and only those whom it feels would benefit from this program would be admitted. He stated admission would be through DCF and Natchaug Hospital; after their treatment within the scope of this program is viewed as complete, patients would be removed from the program.

T. Gilman, Deputy Commissioner, Dep't. of Children and Families, said that the court could not order a girl into Natchaug Hospital.

Att'y. J. Feldman, of Shipman & Goodwin (the applicant's legal counsel), also stated that judges would have no authority to admit girls to the Natchaug program. She repeated Att'y. Jacobs' statement that admission would be jointly through Natchaug Hospital and DCF, as contained in the contractual agreement between Natchaug Hospital and the DCF. Listeners were told that this would be a licensed healthcare facility, and the decision of whether or not a girl should leave the hospital would be Natchaug's. Deputy Gilman said the program would be categorized as a mental health program. He stated that DCF has determined that this is an appropriate program for this geographical area.

Dr. S. Larcen, President/CEO Natchaug Hospital, reported there is a severe shortage of such facilities, and submitted an 11/15/02 Hartford Courant article on this topic.

Mr. Gilman said those admitted under the program would be 14-17-year-old delinquent girls with severe mental, medical and/or psychiatric disorders, but who would not be violent. Mr. Jacobs later said the most common behavioral risks would be suicide or running away.

Att'y. Jacobs reiterated that the hospital is presently treating persons with these same disorders. He was asked where girls sent to Natchaug Hospital under this program would go if they seriously violate rules there; Mr. Gilman responded that there are other programs and locations in and out of the state. Att'y. Jacobs stated that the application would fall under State Building Code Use Group I-1. It was stated that Natchaug Hospital is a locked facility, and, further, that there would be no interaction between this group and any other group at the hospital.

Public comment was then invited:

K. Tubridy, 187 Conantville Rd., submitted Hartford Courant newspaper articles dated 11/7 and 11/15/02 which note the co-mingling of young and older troubled children because of the State-wide shortage of facilities and some of the problems which ensue. He questioned the appropriateness of the land use at this site, particularly citing "health and welfare" concerns (Art. V, Sec. B), and asked for an opinion from the Town Attorney as to whether a correctional center could be allowed here. He said the application and statement of use were not clear and honest and were deficient. He noted the applicant's estimate that a normal stay at Natchaug Hospital was given as 2 weeks, while the anticipated stay of these young women would be 12 to 18 months. He asked whether Natchaug Hospital or the court would determine when these delinquents are released. He stated that this would be a high-security facility and recommended the PZC examine the floor plans carefully. While such a facility for severely troubled teenage girls is needed, he said, they should be kept completely separated from young children.

J. Guarnaccia, 3 Clearview Dr., felt there would be a distinct difference between what exists now at Natchaug Hospital and what is proposed, and that in reality a juvenile detention facility is being proposed. He voiced concerns about runaways, visitor issues, placement of the program within a high-middle-class residential neighborhood, the possibility of dangerous weapons, and neighborhood safety. He asked what security measures are planned and how they would be implemented. He recommended seeking the Town Attorney's review and opinion of the application.

E. Smith, 166 Storrs Rd., stated that, after attending a meeting with the applicants earlier that day, he now supports the proposal. He did request an opportunity for neighborhood review of landscaping plans.

R. Gillard, 234 Gurlayville Rd., is still concerned about what he views as the lack of adequate recreation areas. He urged segregation of these girls from the other populations at Natchaug Hospital, and felt it should be carried on under some name other than Natchaug. He said the site is not appropriate for this program, and another location should be found.

Dr. Larcen explained that the applicants had held a meeting earlier in the evening to answer questions from neighbors, to which all who spoke at the last Public Hearing had been invited. He then discussed the parking expansion area, which he said was no longer used by patients or residents. He explained that the kinds of young persons who are treated there has changed over the years. Dr. Larcen stated that the recreation space has been improved, noting that the new facility would create an indoor recreational facility. He said the ages and types of patients would be kept appropriately separated. The architect described the non-climbable fence as 6 or 8 feet high, flexible, and unable to sustain weight; it would be planted with ivy to partially hide it and also to discourage any attempt to climb it. Members then asked the applicants about other locations in the state where the program could be placed.

Mr. Gilman asked only for the same level of security as at present. Mrs. Goodwin asked him the following questions: (1) Is it true that in the adult unit (at Long Lane) there are girls ages 18 to 20, just a couple of years older than some of the girls proposed for this program? (2) Is it true that some of those girls have criminal records? (3) Is that a locked unit? (4) If those girls or any of the other inmates in that unit want to use the outdoor recreation space, are the younger children present, and do they use that same space? (In this case, Mr. Gilman said they use a completely different outdoor space and are always kept separate.) (5) Are some of your current population, both children and adults, there because they were considered a danger to themselves? (6) Are some of them there because they were committed to the hospital by the Probate Court; and are not there on a voluntary basis? He answered all of them affirmatively except for #4.

E. Sawicki, Beech Mt. Rd., a Willimantic physician and member of Natchaug's Board of Directors, was in favor of the application and stated that these girls would be no different from those who are treated there now.

Members then discussed the application and public comments with Mr. Padick, who reminded them that current zoning does not list hospitals, sanitariums or nursing homes as permitted uses in Planned Business zones, making Natchaug Hospital a non-conforming use. Art. IX of the Zoning Regulations allows for expansion/modification of non-conforming uses, subject to special permit approval. After further discussion, it was moved, seconded and passed (with the exception of Mrs. Goodwin, who voted against) to refer the issue to the Town Attorney for his assistance in reviewing the use aspects of the application.

Att'y. Jacobs stated he would submit a letter requesting a 35-day extension, after which the Hearing was recessed until 12/2/02 for receipt of further information and revised plans, and the Commission voted to grant the extension requested by the applicant.

Town Planner's Verbal Updates

Plan of Conservation & Development – The next citizens' meeting is scheduled for 12/5/02; PZC members were encouraged to attend this meeting. The PZC POCD Committee must soon begin its work on the revised Plan. At the last meeting, the group was addressed by J. Gibbons on the topic of small town economic growth planning, and members will be furnished with copies of his presentation.

Lands of Unique Value Study – The project, including conclusions and recommendations, is scheduled to be finished by the end of this year.

Storrs Center Downtown Project – Some aspects of the plans are to be revisited.

Fenton River Study – Copies of the approved project scope were included in members' packets. It is to be a very comprehensive study and a model for the State on management and effects of water withdrawal.

UConn 2000 Update Report #15 – Members received copies of this through the mail.

Separatist Rd. Detention Pond – The draft DEP permit was noted. There are a few minor changes; the University hopes to do concrete work and some landscaping this fall, and the rest in the spring.

Transportation Enhancement Project proposals - These are principally walkways in populous and commercial areas (Mansfield Center, East Brook Mall and Four Corners areas). The proposals will be submitted first to WINCOG, then to DOT for potential State funding. An 11/25/02 Public Hearing is scheduled within a Town Council meeting. Some or all of the proposals may come to IWA and PZC for further review.

New Business

Hawthorne Lane bond release request, file 1177 – Holt MOVED, Gardner seconded to receive the request of Wayne Hawthorne for release of the maintenance bond for Hawthorne Lane, in the Hawthorne Park subdivision, and to refer the request to staff for review and comment. MOTION PASSED unanimously.

Chairman's Report – Mrs. Goodwin has resigned from the Transportation Committee, and Mr. Hall volunteered to take her place.

Communications and Bills – As noted on the Agenda.

The meeting was adjourned at 11:10 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

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MANSFIELD DEPARTMENT OF SOCIAL SERVICES

ADVISORY COMMITTEE

MINUTES FOR MEETING HELD NOVEMBER 7, 2002

- I. **Present:** Becky Lehmann, Chair, Marla Hauslaib, Ed. Passmore, Jim Peters, Judith Heald, Staff: Sheila Thompson.

- II. **Communications:**
 - A. Matt Hart, Assistant Town Manager, was in attendance to announce that Kevin Grunwald, MSW, has been offered the position of Department Director. It is projected that he will assume his duties on December 9, and the Committee asked if it might be possible for him to attend the SSAC meeting on December 5, in order to meet with the Committee and familiarize himself with its members and purpose. Mr. Hart said that he would suggest this to Mr. Grunwald, and also stated that he hoped to schedule some type of reception for him with SSD advisory boards and committees prior to the Town Council meeting on Dec. 9. Mr. Hart expressed his gratitude for Marla's assistance with the interview process, and also expressed gratitude to Sheila Thompson for assuming many of the Director's duties in the absence of a Department director. Jim Peters requested that the SSAC be provided with a copy of Mr. Grunwald's resume so that they might familiarize themselves with his vitae.

 - B. Becky Lehmann reported that new SSAC member, Judy Heald, toured the Senior and Wellness Centers to familiarize herself with their operations.

 - C. Becky distributed a copy of the SSAC Annual Report to the Town, which highlighted the accomplishments of the Committee for FY 01/02 and addressed plans for FY 02/03.

 - D. Sheila Thompson announced that the Mansfield Advisory Committee for Persons with Disabilities is still seeking new members, but Dr. Tom Miller has written a letter of intent to the Town Council's Committee on Committees, and it is hoped he will join the Committee for its next meeting in November.

 - E. Sheila Thompson reviewed the department's Quarterly Report, which she had compiled and written, and it was suggested that this be included in a packet for the new director.

III. **Minutes from Oct. 3, 2002:** Minutes were accepted and approved by consensus.

IV. **Old Business:**

- A. Becky Lehmann reported that the Community Center fee waiver collaboration with the sub-committee of the Recreation Advisory Committee continues, and that no definitive decisions are yet made, pending one or more meetings. Marla and Becky will continue with this collaboration.
- B. The Legislative Meeting has been scheduled for Thursday, December 12, from 3:00-5:00PM at the Senior Center. Rep. Denise Merrill and Sen. Don Williams will attend, and letters have been sent to area agencies, as well as Mansfield's other Social Services advisory committees, requesting attendance. A list of last year's issues addressed by the legislators was sent to the agencies and advisory committees for their review. A final list of issues will be sent to all participants prior to the Dec. 12 meeting.
- C. Letters have been sent to last year's area agencies requesting their funding requests for FY 2002/2003. Becky will review the request for Literacy Volunteers, Marla will review United Services, Ed will review CT Legal Services and the WRCC/ Vets, and Judy will review WAIM and Holy Family Home and Shelter. At the Dec. 5 meeting, Jim will be asked to review the Women's Center..
- D. A discussion of the At Risk Program was tabled.

V. **New Business:**

- A. Joan Buck, chairperson of the Mansfield School Readiness Council, addressed the SSAC with information on the current and past developments of the School Readiness Program and the Graustein Discovery programs. She indicated that Sandy Baxter, the Parent Education Support Coordinator, has been working diligently, along with UCONN intern, Sara Walton, to increase programming to parents, schools and pre-schools in the areas of literacy, parent support and involvement, and transition to kindergarten. She reported that a grant proposal for approximately \$40,500 has been made to the Wm. F. Graustein Memorial Fund for calendar year 2003. She was thanked by the Committee for all her volunteer work on this and the School Readiness activities.
- B. It was reported that Windham Hospital has decreased services to the Wellness Center as of Nov. 1. Lori O'Connor will be on site for a half

day on Thursdays. All other Wellness Center programming continues through SSD staff.

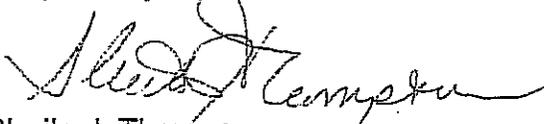
- C. Discussion focused on a recent grant application for on-site Assisted Living services at Juniper Hills. Also discussed was the status of a UCONN/Mansfield initiative for assisted living, and it was suggested that the SSAC contact Bill Rosen for an update on this, with the possibility of his attending a future SSAC meeting.
- D. The question was posed as to who will take minutes at future meetings, once the new director assumes his duties. In the past, Bill Kennedy provided this service, and currently Sheila Thompson has continued in the Director's absence. This issue will be discussed at a future meeting with the new director.

VI. Next meeting: Dec. 5, 2002.

Plans for next meeting: Introduction of new Director and discussion with SSAC; update on Holiday Giving program with Sheila Thompson; Legislative meeting final plans; area agency funding requests;

VII. Adjournment. 5:10 PM

Respectfully submitted,



Sheila J. Thompson

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TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
November 20, 2002

Present: Gogarten (chair), Ames, Kueffner, Smith, Kobulnicky, Hultgren (staff), Walton (staff)

The meeting was called to order at 7:32 by Chair Gogarten.

The minutes of the September 12, 2002 meeting were approved.

Walton reported that she had made a presentation about the current Mansfield Collection system to CCM on October 23, 2002. She also informed members of the presentations at the NERC Fall meeting on Federal sustainability systems, the Federal bottle bill, product stewardship for electronics manufacturers, plastic lumber, changing recycling behavior and green-building concepts. She said she was trying to get the green-building architectural information to the Downtown Partnership.

Staff reported that the fee and ordinance changes (bulky waste and collection) were enacted by the Town Council.

Walton reported that the sign advertising open adopt-a-road segments had been put in several places but had not generated any calls.

Walton reported on her research into ink jet cartridge recycling and grocery bag recycling. She also said she visited some of the apartments that had received welcome bags earlier this fall and the amount of recycling taking place was minimal.

Staff explained the status of the progress in planning for a pre-paid bag system. Walton had collected data on how base fees were collected in several New England towns. A rough draft of a Power Point presentation was discussed. Staff will work on this for the January meeting.

Hultgren said that the bulky waste transfer operation had begun and the town signed a consent order with DEP to allow operations while the permit was under review.

Walton reported that Goodwin School received the Green School award from CRC on this year's America Recycles Day.

Hultgren said they were almost done reviewing changes to the solid waste ordinance dealing with enforcement – particularly in dealing with properties who just let the garbage sit out by the curb. The proposal will be ready for the next meeting.

Walton reported that the composter at Southeast was down and is waiting for repairs. She also said she had put recycling containers in the parks

Ames said that the Keeper Corporation was no longer taking Styrofoam peanuts. Walton will work with her to find other outlets.

The next meeting was set for January 9, 2003.

The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,



Lon R. Hultgren
Director of Public Works

cc: ✓ Town Manager, Town Clerk, Director of Finance, Virginia Walton, Steve Bowen,
Dan Austin, file

Town of Mansfield
Transportation Advisory Committee
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.

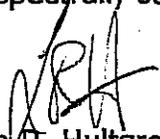
Hultgren showed a concept plan that would reroute Mansfield City Road from its intersection with

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

**MINUTES
MANSFIELD COMMISSION ON AGING**

MEETING HELD ON NOVEMBER 12, 2002

Present: Lib Norris, Phil Fichandler, Carol Phillip, Mary Thatcher, Phil Secker, Bob Gouldsbrough, Carol McMillan, Beth Acebo, Barbara Ivry, Nora Stevens, Staff: Jean Ann Kenny, Marilyn Gerling and Curt Vincente.

- I. **Call to Order:** Lib requested that Curt Vincente speak first since he had other commitments. Curt described progress on the Community Center, both physical plans, use and staff expectations. Projected staffing needs are to be presented to Town Council and target date for opening is July 2003. Information regarding center and charter membership was provided. Acting Chair Lib Norris called the meeting to order at 3:30 PM.
- II. **Appointment of Recording Secretary:** Carol McMillan agreed to take the minutes for this meeting.
- III. **Minutes:** The minutes for the October 15, 2002 meeting were approved following correction of spelling of Barbara Ivry and capitalizing of Downtown.
- IV. **Communications:**
 - A. A listing of Legislative issues were distributed. There will be a discussion of these on December 12, 2002 at the Mansfield Senior Center from 2:30-5:00.
- V. **Optional Reports:**
 - A. **Wellness Center:** Jean Ann Kenny's report included contacts with 45 clients and planning for seven programs as well as a variety of other activities.
Programs:
Oct. 15: Kathleen Cienkowski, Ph.D., started a five week Lip Reading session.
Oct. 23: Attorney Joelen Gates sponsored a Living Will workshop with part two on Nov. 4th.
Oct. 24: Flu and Pneumonia Clinic was held.
Nov. 5: Dr. Walter, podiatrist, was available for foot care.
Nov. 14 & 19: VNA East offers Adult Health Screening.
Nov. 20: Weight Watchers Program will start a new 12 week session.
Nov. 20: Wendy Murakami, APRN, will discuss Hormone Replacement Therapy.
Two items of interest:
Karen Schaubert from UConn will conduct a research study to determine the effects of exercise on elders.
Windham Senior Wellness Program will be held Thursday mornings.
 - B. **Senior Center:** Marilyn Gerling's report was distributed. There is a continued decline in the meal participation except for special events. Younger members are less inclined to eat a large noon meal and some dissatisfaction expressed with monthly menu repetition. There is opportunity to continue the purchase of frozen wild blueberries (every three months at \$1.28 per pound) with

monthly pick up. The study regarding memory improvement with blueberry intake is being further designed.

Events:

Oct. 11: Visit to the Ballard Puppet Museum.

Oct 22: Kentucky Fried Chicken dinner and dance.

Oct 24: Flu & Pneumonia Clinic.

Oct 30: Annual Oktoberfest with Hofbrau Haus Band.

Item of interest: Room darkening blinds have been installed and new chairs are expected in November.

- C. Jensen's Park: Robert Gouldsbrough reported that preparations for the Community Center building as a disaster shelter is progressing, with food and water storage. A generator is needed but expensive for power source. Assistance from National Guard was investigated and could be available.
- D. Related Town and Regional Organizations: Mary Thatcher reported that new members are needed on the Physically and Sensory Impaired Committee.
- E. Senior Resources: Carol McMillan suggested involvement in their Medcheck 123 (medication management program), but an equivalent program has been offered using UConn Pharmacy students.
- F. Town Plan of Conservation & Development: Carol Phillips reported that planning and updating is behind schedule.

VI. Old Business:

Social Service Director: Job offer has been made to one of three candidates.

Committee on Committees of Town Council: Recommendation that President of Senior Center Association be voting member was delayed by vote until Tim Quinn is present.

VII. Adjournment: The meeting adjourned at 4:00 PM.

Next Meeting: Monday, December 9, 2002, 2:30 PM, Mansfield Senior Center.

Respectfully submitted,

Carol McMillan, Secretary Pro Tem

ARTS ADVISORY COMMITTEE

Meeting of 22 October 2002
Employee Lounge, Beck Municipal Building

MINUTES

1. The meeting was called to order at 7:10 PM. Members present: Jay Ames, Scott Lehmann, Derri Owen, Carol Pellegrine; others present: Jay O'Keefe (staff). Scott (was?) volunteered to serve as Secretary for this meeting.
2. Minutes of 10 September 2002 meeting were approved.
3. Arts 300.
 - a. Fliers advertising this event were available at the Committee's table at Know Your Town Fair (Beck Bldg., 14 September 2002), staffed 10 AM - 2 PM by Scott, and were also distributed to various other groups at that event by Carol.
 - b. Carol will advertise the event to elementary schools and try to get commitments from their art classes and performing groups. Additional fliers were printed and distributed to members present at the meeting, who were urged to use them to spread the word. A notice should also be put in the next Parks and Recreation brochure, due out after Thanksgiving, and in the next issue of *The Mansfield Record*.
 - c. Jay O'Keefe has received letters from Oak Grove Montessori School and Arts in Motion expressing interest in participating in Arts 300. Some music groups -- Thread City Brass, Classic Brass -- might be interested if they were paid.
 - d. After some discussion, it was agreed unanimously that groups will *not* be paid to participate. The purpose of the festival is to promote the arts by providing area artists an opportunity to get some exposure.
 - e. Should we charge a modest admission (\$1, say) to cover costs (e.g., printing posters) and to increase the perceived value of attending? After some discussion, this proposal was tabled for later consideration.
 - f. Jay Ames reported that Nancy Tomastik doesn't think the Mansfield Market Place is a suitable venue for her chamber orchestra. Perhaps we need to emphasize that this facility is quite nice and quite distinct from the drive-in. Publicity photos might help.
 - g. Derri suggested making up a schedule of what needs to be done when on this project. This can probably wait until early next year. For the remainder of 2002, we should concentrate on letting artists know about event and generating interest in participating.
4. **Committee membership.** Steve Pringle is now officially a member. Nancy Silander has expressed interest in the Committee; Jay Ames will call her and invite her to attend a meeting.
5. **Old business.**
 - a. Have any artists contacted any of the businesses that have offered space? Nobody seems to know.
 - b. Jay Ames has yet to appear before the Town Council to discuss the Committee's work.
6. **New business.**
 - a. The written report of the Committee's activities for the past year (FY 01-02) should mention the space & artist surveys (created data bases & communicated space availability information to artists), participation in Know Your Town Fair, and work on Arts 300 (selected place and date, started publicity and planning). Jay Ames will incorporate these items into the brief report.
 - b. Cynthia van Zelm from Downtown Partnership may come to the next meeting to talk about the project and perhaps to solicit ideas for arts space/activities/displays. Jay Ames asked that we think individually about what we'd like to see in the new downtown development and come to the meeting with some ideas to throw out. It is important that there be some ideas from the Committee.
7. **Adjourned at 8:35 PM.**

Scott Lehmann, Acting Secretary

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December 3, 2002

STATE BUDGET UPDATE:

Impact on Mansfield

PLEASE DELIVER IMMEDIATELY TO MAYOR, FIRST SELECTMAN, TOWN/CITY MANAGER & FINANCE DIRECTOR

Last Tuesday, the Governor announced over \$24 million in mid-year cuts to municipalities. These mid-year reductions are in addition to cuts already enacted in the FY 2002-03 budget.

Listed below are how cuts in some of these grants will affect your community, where that information is available. Town-by-town grant amounts for other grants that were cut are not yet available (in part because at this point in the year, some state agencies do not yet have the information needed to distribute certain grants).

Grant	Original Appropriation	New Grant Amount	Amount Cut	
			\$	%
Pequot/Mohegan grant	2,664,631	2,531,399	133,232	5.0%
DECD PILOT	18,725	17,789	936	5.0%
DECD Tax Abatement	0	0	0	5.0%
Priority School District grant ¹	0	0	0	5.0%
Public School Transportation grant	312,976	297,327	15,649	5.0%
Non-Public School Transportation grant	0	0	0	5.0%
Totals for Selected Grants	2,996,332	2,846,515	149,817	5.0%

Page 2 of this fax lists all of the municipal aid programs cut due to the Governor's rescissions. To gauge the ballpark impact of the other cuts on funding to your community, multiply the amount of state funding you expect to receive from each program by the percentage cut imposed by the Governor.

Please note that the FY 2002-03 budget protected certain municipal-aid programs from the Governor's rescission authority, including ECS grants, Town Aid Roads, and the PILOT grants for state-owned property and private colleges and hospitals.

CCM will continue to forward you information on these mid-term cuts as it becomes available.



If you have any questions, please call Jim Finley, Gian-Carl Casa or Rich Carmelich of CCM at (203) 498-3000.

- more -

¹ The amount cut is a CCM estimate. This grant is composed of five separate programs. The Department of Education has yet to determine how the 5% cut in this grant will be achieved. It is possible that more funding can be taken out of one component than the other. Therefore, some towns may see more than a 5% cut in this grant, others may see less.

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CONNECTICUT CONFERENCE

900 Chapel St., 9th Floor, New Haven, CT 06511 Item #15

MUNICIPALITIES

562-6314



November 26, 2002

⇒ Please deliver as soon as possible to Mayor, First Selectman or Town/City Manager.

Breaking News:

Governor Announces Mid-Year Cuts To Municipalities

Late Tuesday Governor Rowland announced over \$22 million in mid-year cuts to municipalities. The Governor is enacting these cuts under the new rescission authority granted to him by the FY 2002-03 budget.

Preliminary information on the cuts indicates reductions to municipalities in several programs:

Pequor-Mohegan Grant	\$ 7.7 million cut
Miscellaneous General	\$ 700,000 cut
Machinery and Equipment	\$3.6 million cut
Public School Transportation	\$ 2.3 million cut
Non-Public School Transportation	\$200,000 cut
Miscellaneous Education Grants	\$ 8 million cut

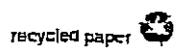
CCM will provide more details on these cuts as they are forthcoming.

Note (1) that these mid-year reductions are in addition to cuts already enacted in the FY 2002-03 budget, and (2) that the FY 2002-03 budget protected certain municipal-aid programs from the Governor's rescission authority, including ECS grants, Town Aid Roads, and the PILOT grants for state property and private colleges and hospitals.

** ** *

Please call Jim Finley or Gian-Carl Casa of CCM at (203) 498-3000, if you have any questions.

H:\Mid Year Cuts.bolletim.112602.doc



**Governor's Mid-Year Cuts
In
State Aid To Municipalities
11-26-02**

General Government	Appropriation	Cut in Dollars	% Cut
Pequot and Mohegan Grant	\$134,220,000	\$6,711,000	5.0%
PILOT - Manufacturing & Equipment	71,725,000	3,586,250	5.0%
Elderly Circuit Breaker	22,000,000	1,100,000	5.0%
Veteran's Property Tax Relief	8,900,000	445,000	5.0%
Distressed Municipalities	8,251,200	412,560	5.0%
Drug Enforcement Program	6,500,002	325,000	5.0%
D.E.C.D. PILOT	2,900,000	145,000	5.0%
D.E.C.D. Tax Abatement	2,243,276	112,164	5.0%
Reimbursement - Disabled Exemption	450,000	22,500	5.0%
Wastewater Facility - Host Town	250,000	12,500	5.0%
Total General Government	\$257,439,478	\$12,871,974	5.0%
Education			
Priority School Districts	\$81,622,258	\$4,053,197	5.0%
Special Education - Excess Cost	66,000,000	3,300,000	5.0%
Public School Transportation	45,410,000	2,270,500	5.0%
School Readiness (DSS)	3,553,387	355,338	10.0%
School Based Health Clinics (DPH)	5,913,399	295,670	5.0%
Early Childhood	2,774,779	275,749	9.9%
Non-Public School Transportation	4,474,000	223,700	5.0%
Health&Welfare Services, Private Schools	4,000,000	200,000	5.0%
Youth Services Bureaus	2,927,612	146,381	5.0%
Bilingual Education	2,241,087	112,054	5.0%
Early Reading Success	2,236,461	107,435	4.8%
School Breakfast	1,559,805	77,990	5.0%
Young Parents	233,172	11,659	5.0%
Total Education	\$222,945,860	\$11,429,673	5.1%
Total General Government& Education	\$480,385,438	\$24,301,647	5.1%

Item #16



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENT

November 14, 2002



University of Connecticut
31 LeDoyt Road
Unit 3038
Storrs, CT 06269
Attn: Larry Schilling

RECEIVED

RE: FM-2002-175
Greek Campus Housing
Storrs

NOV 22 2002

Architectural &
Engineering Services
University of Connecticut

Dear Mr. Schilling:

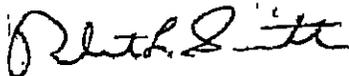
The Inland Water Resources Division of the Department of Environmental Protection has reviewed the flood management certification application package dated October 10, 2002, prepared for the University of Connecticut by Nathan Jacobson & Associates. The certification document states that the proposed activity has been designed in compliance with the requirements of Section 25-68b-h of the Connecticut General Statutes (CGS) and Section 25-68h-1 through 25-68h-3 of the Regulations of Connecticut State Agencies (RCSA) 25-68h-3.

The project consists of construction of new residential housing as shown on plans entitled "Greek Campus Community, University of Connecticut, Storrs, Connecticut", dated 9/25/02, revised 10/4/02.

There are no FEMA flood zones at the site. The existing impervious surface will be nearly equivalent to existing conditions. Underground detention is proposed which will attenuate roof, infield and accessway runoff, reducing the existing peak flows into the street drainage on Route 195. The detention is designed up to the 100-year frequency storm. Runoff will be diverted from the back of the site to the front of the site, reducing an existing flooding problem at the St. Thomas Aquinas church yard. All drainage is directed towards existing systems so no new outfalls are proposed. There are no adverse flooding impacts caused by the proposed project. Therefore, the certification submitted on October 30, 2002 inclusive of all revisions and the latest submittal on November 7, 2002 is approved.

No revisions or alterations to the approved plans including the approved water-handling plan are allowed without first obtaining written approval from this Division of such alternations. If there are any questions, contact Sharon Yurasevecz of the Inland Water Resources Division at 424-3019.

Sincerely,



Robert L. Smith
Bureau Chief
Water Management

(Printed on Recycled Paper)

79 Elm Street • Hartford, CT 06106 • 5127

<http://dep.state.ct.us>

An Equal Opportunity Employer

P.155



University of Connecticut
Division of Business and Administration

Architectural and
Engineering Services

FACSIMILE TRANSMITTAL SHEET

TO:	FAX NUMBER:
Jeff Smith, OPM	(860)418-6495
Martin Berliner, Town of Mansfield	(860)429-6863

FROM:	FAX NUMBER:
Larry G. Schilling	(860)486-3255
Executive Director of Architectural & Engineering Services	

DATE:	PHONE NUMBER:
11/25/02	(860)486-3116

TOTAL NO. OF PAGES INCLUDING COVER
2

RE: Greek Campus Housing - Flood Management Certification Application Package

URGENT PLEASE REVIEW AS REQUESTED PLEASE REPLY FOR YOUR INFORMATION

NOTES/COMMENTS:

APPLICATION REFERRAL

Mansfield Planning & Zoning Commission

- TO:
- Public Works Dep't., c/o Ass't. Town Engineer
 - Health Officer
 - Design Review Panel
 - Committee on the Needs of Persons with Disabilities
 - Fire Marshal
 - Traffic Authority
 - Town Council
 - Conservation Commission
 - Open space Preservation Committee
 - Parks Advisory Committee
 - Recreation Advisory Commi

The Planning and Zoning Commission has received a Subdivision application and will consider the application at a Public Hearing/regular meeting on 11/18/02. Please review the application and reply with your comments to the Planning Office before 11/14/02. For more information, please contact the Planning Office, 429-3330.

APPLICATION INFORMATION

Applicant: PIVE GROVE Estates, LLC
Owner: SAME
Agent(s): Development Solutions LLC ; Minivuthi GROUP
Proposed use:
Location: Meadowbrook Ln / Adeline Place
Zone classification: R-20
Other pertinent information:

Proposal for 13 lot subdivision - Layout and open
space dedication revised from previous submitted
that was withdrawn prior to action. Full sized
maps available in Planning Office.

signed 
 9/02

date 10/29/02

MANSFIELD PLANNING & ZONING COMMISSION
APPLICATION FOR SUBDIVISION OR RESUBDIVISION APPROVAL

Name of subdivision Pine Grove Estates

Name of subdivider (applicant) Pine Grove Estates, L.L.C. Phone # (860) 423-6308

(please PRINT)
Address P.O. Box 44 Willimantic CT 06226
(street) (town) (state) (zip)

Signature [Signature] (owner)
(optionee) Date 7/29/02

OWNER (IF OTHER THAN SUBDIVIDER)

Name _____ Phone # _____
(please PRINT)

Address _____
(street) (town) (state) (zip)

Signature [Signature] Date _____

FEES - See Town Council-approved Fee Schedule and
Eastern Highlands Health District Plan Review Fee Schedule

SUBDIVISION DATA

Location: Meadowbrook Lane

Zoning district R-20 Total # of acres 10.37 acres
Total # of lots 13

EXTENSION OF TIME

Pursuant to Section 8-26d, subsection (b) of the Connecticut General Statutes, the undersigned applicant hereby consents to an extension of time within which the Planning and Zoning Commission is required by law to approve, modify and approve or disapprove a subdivision plan known as

Pine Grove Estates
and located at/on Meadowbrook Lane

It is agreed that such extension of time shall not exceed 65 days and it is understood that this extension of time is in addition to the first 65-day period after the receipt of the application by the Planning & Zoning Commission.

Signature [Signature] Date 7/29/02

From: Robert L. Miller
Sent: Monday, December 02, 2002 11:52 AM
To: Beau Thurnauer (E-mail 2); Dick Palmer (E-mail); John E. Jackman; John Elsesser; John Littell (E-mail); Joyce Stille (E-mail); Ken Dardick (E-mail); Martin H. Berliner
Subject: FW: Media: Volunteers needed for smallpox clinics

FYI - Rob

-----Original Message-----

From: Local Health Web Server [mailto:matt.cartter@po.state.ct.us]
Sent: Monday, December 02, 2002 10:58 AM
To: matt.cartter@po.state.ct.us
Subject: Media: Volunteers needed for smallpox clinics

http://www.zwire.com/site/news.cfm?newsid=6245064&BRD=1281&PAG=461&dept_id=7573&rfi=6

Volunteers needed for smallpox clinics

Cynthia Baran, New Haven Register, Shoreline Bureau Chief

December 02, 2002

Federal officials are asking health directors across the state to set up mass vaccination sites and recruit volunteers to prepare for a smallpox outbreak, part of a national effort to prepare for a bioterrorist attack.

While there are no indications that such an attack is planned, the Bush administration has indicated it would view a single case of smallpox in the United States as an attack.

"The federal and state governments are seriously planning to be able to provide smallpox vaccine to the entire U.S. population within 10 days of a suspected smallpox outbreak," said John Bowers, Madison's health director. Like other health officials across the state, he is being asked to help set up a vaccination site and recruit volunteers to operate it.

The state Health Department has delineated 43 regions in Connecticut for purposes of mass smallpox vaccination. Each region is supposed to report back to the state Department of Health with their plans on Dec. 10. The state then will report to the federal government.

"The state has determined that mass voluntary vaccination clinics, each serving about 50,000 people, would be a manageable and efficient size. Each of these clinics would need to operate about 16 hours per day for 10 days, serving 6,000 people per day."

In New Haven, Paul Kowalski, environmental health program director, said the city has identified three schools - Wilbur Cross and Career high schools and Betsy Ross Arts Magnet School - as vaccination sites.

"But with about 130,000 people to vaccinate in 10 days, we also are planning on other sites, including Southern Connecticut State University, Yale, Bella Vista (elderly housing) and convalescent homes," he said. "It would be too much to expect to get the whole population of Bella Vista to Betsy Ross, so we'll just go there."

Kowalski said city officials have been brainstorming about means and methods to keep crowds orderly and patient in the event the clinics ever have to be put into operation. He said New Haven is looking for 2,000 volunteers to staff its clinics.

Kowalski said New Haven's clinics likely would operate around the clock, rather than in two eight-hour shifts per day, at least for the first three or four days the clinics are open.

"You don't tell someone who's been in line for four hours, 'We're closing now,'" he said.

"Hopefully, none of this will come to pass," he said.

On the Shoreline, residents of East Haven, Branford, North Branford, Guilford and Madison would go to one of two sites for vaccination. Local health officials have designated Branford High School and Madison's Town Campus gymnasium as the mass voluntary vaccination sites for their region.

Bowers said the Madison site is suitable because it offers easy access from Interstate 95 and offers plenty of parking.

"It's just a monumental task," said Dennis Johnson, director of Guilford's Health Department. "Each clinic site will need many, many volunteers to operate, and we're working on recruiting volunteers right now."

He said local health departments are trying to recruit nurse volunteers who are not hospital employees, because "hospital nurses' first priority would have to be their hospitals in the event of such an emergency."

Medical credentials are not necessary for all of the volunteer jobs, Johnson said.

"Volunteers will be needed for traffic control, providing coffee and food, crowd control. All volunteers will be given training by the state," Johnson said.

The clinics in Branford and Madison "would require about 240 people to operate," said Bowers, "including 32 nurses, several physicians, two pharmacists, numerous security and traffic personnel."

William C. Gerrish, director of communications for the state Department of Health, said the mass vaccination clinics are just one component of a preparation plan the federal government has asked states to participate in.

"Stage one (in Connecticut) involves voluntary pre-vaccination (before any case of smallpox is detected) of 6,300 health care workers who could be expected to be the first to deal with suspected smallpox cases," he said. "Stage two involves voluntary pre-vaccination of about 125,000 more health care workers and first responders (such as police and firemen)."

Smallpox was declared globally eradicated in 1980. Vaccinations against it in the United States were halted in 1972. The U.S. and Russia are the only countries known to have stocks of the smallpox virus, but there is concern among national security experts that the virus also is in the hands of countries more hostile to the United States, such as Iraq.

"If the White House has more information about a smallpox threat, it is not sharing it with us," Bowers said. "But the administration wants the nation prepared."

Smallpox is an acute, highly contagious virus that is often incurable and can kill at least one-third of its victims.

The smallpox vaccination is not without risk. For every million people immunized, one or two can be expected to die from the vaccine. People with compromised immune systems and certain skin conditions also may have severe reactions to the vaccine.

After the Sept. 11 terror attacks, the federal government ordered a quantity of smallpox vaccine sufficient to dose the entire known U.S. population. The vaccine remains in the hands of the federal government, which would distribute it to the states' mass vaccination clinics should it be determined that a bioterrorist attack has occurred.

The key, as Johnson sees it, is finding volunteers who will commit to their duty in the face of a crisis that would prompt most people to want to be at home with their families. State residents interested in volunteering are urged to call their local health departments, he said.

Bowers said the spirit of volunteering to help others prevailed after the terrorist attacks of Sept. 11.

"I hope that spirit would also come out if we need to put these clinics into operation," he said.

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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

December 2, 2002

Connecticut Freedom of Information Commission
18-20 Trinity Street, First Floor, Suite 100
Hartford, CT 06106

RE: Declaratory Ruling Proceeding on E-Mail and Voice Mail

The Town of Mansfield hereby petitions the Freedom of Information Commission for party status to participate in the declaratory ruling proceedings concerning public access to e-mail and voice mail.

The significant implications of this draft ruling are far reaching and necessitate an opportunity for ample public agency comment.

Sincerely,

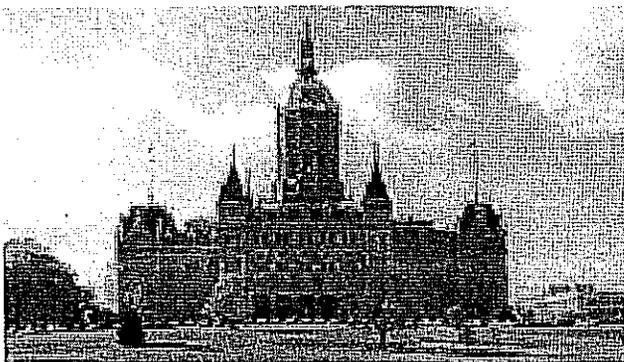
Martin H. Berliner
Town Manager

MHB:sml

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STATE REGULATORY 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

November 19, 2002 Number 02-10

This bulletin is being sent to all CCM-member Mayors, First Selectmen, and Town/City Managers. We encourage you to reproduce copies of this bulletin and distribute them to appropriate municipal officials. Copies of the notice are available from CCM.

FOI Draft Declaratory Ruling: E-Mail And Voice Mail Are Public Records ***December 5th Deadline to Petition for Hearing***

The Freedom of Information Commission has announced its intention to issue a declaratory ruling concerning public access to e-mail and voice mail.

In the proposed ruling, the FOIC concludes:

1. E-mail and voice mail communications relating to the conduct of the public's business constitute public records;
2. The public is entitled to access existing e-mail and voice mail communications to the same extent as any other public record, subject to the exceptions to disclosure provided under either federal law or state statute;
3. E-mail and voice mail communications among a quorum of agency members may constitute a "meeting" of that public agency, if the communications relate to a matter over which the agency has supervision, jurisdiction, control or advisory power; and,
4. A meeting conducted by use of electronic communications may be permissible if it is conducted in a manner that comports with the requirement that the meetings of public agencies be "open" to the public.

Anyone — including municipalities — seeking to be a party in the declaratory ruling process, and thereby participate in a hearing on the proposal, must petition the Commission by Thursday, December 5, 2002. The Commission will determine (1) whether there will be a hearing on the proposed ruling, and (2) who will be granted status to participate in the hearing.

The declaratory ruling process is very important. If the proposed ruling is adopted by the Commission, the Commission will operate under the ruling until (1) the courts determine it is a violation of the Legislature's intent, or (2) state legislation passes prohibiting the FOIC from implementing the ruling. Either way, if the declaratory ruling is adopted, it will be very difficult to overturn.

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Please type in attached*

CCM will petition for party status in order to force the Commission to hold a hearing in which we will participate. However, if your municipality has concerns about the implications of this ruling, CCM encourages you to petition the Commission as well (see sample letter below). Please also forward a copy of your petition letter to Kachina Walsh-Weaver of CCM.

All requests to participate in this matter should be submitted in writing to: Connecticut Freedom of Information Commission, 18-20 Trinity Street, First Floor, Suite 100, Hartford, CT 06106. Letters should express interest in obtaining party status to discuss the draft ruling in the presence of the Freedom of Information Commission. Mention should be made that the significant implications of the ruling warrant your municipality's participation in the ruling process.

It is anticipated that the Commission will rule on petitions to participate by January 6, 2003. Selected participants will be asked to submit their testimony in writing no later than three weeks prior to the hearing.

SAMPLE PETITION LETTER

(on letterhead)

(Date)

Connecticut Freedom of Information Commission
18-20 Trinity Street, First Floor, Suite 100
Hartford, CT 06106

RE: Declaratory Ruling Proceeding on E-Mail and Voice Mail

The Town/City of Mansfield hereby petitions the Freedom of Information Commission for party status to participate in the declaratory ruling proceedings concerning public access to e-mail and voice mail.

The significant implications of this draft ruling are far reaching and necessitate an opportunity for ample public agency comment.

(You may provide details here as to what your initial concerns are, if you wish.)

Sincerely,

(name)
(title)

A hard copy of the proposed declaratory ruling may be obtained from the Commission website at www.state.ct.us/foi/ or by contacting Kachina Walsh-Weaver or Ron Thomas of CCM at (203) 498-3026.

##

If you should have any questions please contact Kachina Walsh-Weaver of CCM by email at kweaver@ccm-ct.org or by phone at (203) 498-3000.

Mansfield Parks and Recreation presents

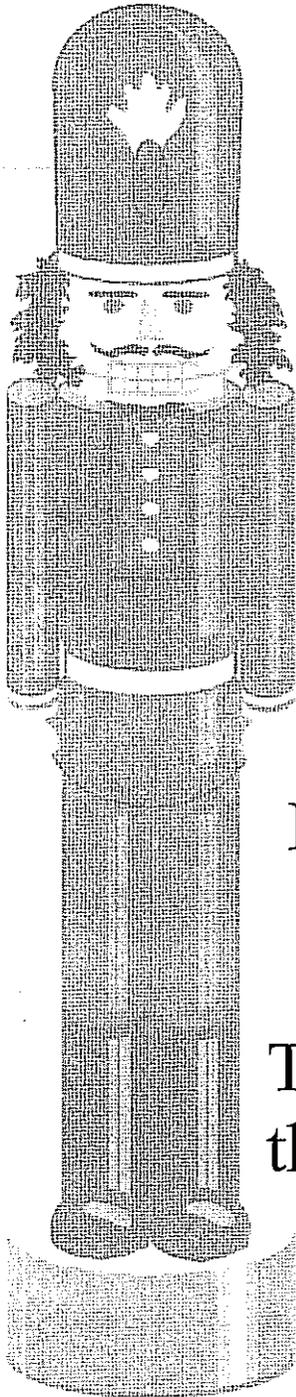
The 4th annual production of

The Nutcracker

Sat., December 14, 6 p.m.

Sun., December 15, 2 p.m.

E.O. Smith High School



This is a community production with children ages 3 and up performing dancing roles

Tickets are available at the
Mansfield Parks and
Recreation Office for \$6 each

Tickets will also be available at
the door (if not sold out)

Call 429-3321 for more information

Come Share the Holiday Spirit!

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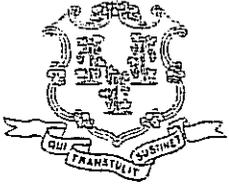
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STATE OF CONNECTICUT

Item #21

DEPARTMENT OF PUBLIC HEALTH



November 22, 2002

John Jackman
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Mr. Jackman,

On June 25, 2002 The Connecticut Department of Health, Office of Emergency Medical Services (OEMS) and the State Office of Rural Health announced the availability of federal funds to purchase automatic external defibrillators (AED) and associated training for rural towns across the state. These funds have been secured and project development phase has begun. On July 9th you provided OEMS with a letter identifying where the AEDs would be placed in your town. Based on the level of funding that Connecticut has been awarded, each eligible town will be receiving approximately \$4,000. At this time we are requesting that you modify the placement plan you previously submitted to reflect a grant award of approximately two AED units per town.

In addition to identifying the location of the two AED units, we are also asking that you provide a list of people that would require AED training prior to the placement of the units. If you plan to place both of the units with an EMS organization (police, fire, ambulance), no training is required, however if the units are to be placed in a Town Hall, School, Community Center, etc., employees and/or volunteers from those locations must be properly trained prior to receiving the AED units. The training will be provided by the American Red Cross or by the Office of Emergency Medical Services at no cost to the town. Please identify a convenient location in your town for the training to take place so we can begin the planning process.

Please contact me at 860-509-7973 with any questions or concerns. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Sean Anderson".

Sean Anderson
Office of Emergency Medical Services



Phone:

Telephone Device for the Deaf (860) 509-7191

410 Capitol Avenue - MS # _____

P.O. Box 340308 ~~Hartford~~, CT 06134

Affirmative Action / Equal Employment Opportunity Employer

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BILL & MELINDA
GATES foundation

Item #22

November 26, 2002

Mansfield Public Library
Ms. Louise Bailey, Director
54 Warrentville Rd
Mansfield, CT 06250-0206

Dear Ms. Bailey,

The Bill & Melinda Gates Foundation is pleased to provide a grant of \$22,005.00 to the Town of Mansfield, Grant Number CT-98-06250-01-A, to provide funds for the expansion of public access to computers and the Internet. In all future correspondence related to this agreement, please refer to the Grant Number above.

Included in this award package are:

Grant Agreement: Please acknowledge your receipt of this letter and acceptance of the terms in the attached grant agreement **by returning one original signed copy of the agreement by December 20, 2002 to the address below.** If there are any problems in meeting this deadline, please call Shella Mapili at (206) 709-3204, or email shella@gatesfoundation.org.

Bill & Melinda Gates Foundation
Attn: Shella Mapili
1551 Eastlake Avenue East
Seattle, WA 98102

Grant Check: This check should not be considered valid until you have signed and mailed your agreement to the Foundation by December 20, 2002. Once you have mailed the agreement, you should deposit the check as soon as possible.

Grant Request Table(s): This donation is intended to provide funding for expenditures as detailed in the enclosed Grant Request Table(s). You will find one for each building that is being granted equipment. If you requested to modify the grant on your application, those modifications are reflected in the Table(s). Please note that the final granted hardware prices may be somewhat different than those listed in the application. A wiring allowance and a network accessory kit are included in every grant package.

All Gates Library Computers will have a Spanish-language profile on them. The Spanish-language profile will provide access to the Spanish version of Office Suite and Internet Explorer.

Spanish keyboards have been awarded to every Eligible Library Building Grant recipient. Buildings eligible for one- or two-computer grants will receive one Spanish keyboard and those eligible for four- or six-computer grants will receive two Spanish keyboards. Libraries purchasing Gates Library Computers through our Purchase Option Grant program will be able to purchase Spanish keyboards. More information about ordering keyboards will be provided at the Before Your Computer Arrives (BYCA) workshops.

PO Box 23350
Seattle, Washington 9810.
U.S.A.
V 206.709.3100
F 206.709.3180

November 26, 2002

Grant Request Table Information sheet: This document contains descriptions of the items and comments listed on the Grant Request Table(s).

Before Your Computer Arrives (BYCA) workshops

Attendance at a BYCA workshop is a requirement for all libraries participating in the State Partnership Program. They are scheduled to be held in mid-February 2003. The process of ordering equipment will be explained at this workshop.

Installation and Training

The Foundation will send each library building a packet of information approximately eight weeks prior to the scheduled installation and training date for that particular building. This packet will include the purchase order, specific training dates, a detailed curriculum of courses, advice on selecting the appropriate staff to participate, a Purchasing Option letter, and information about technical support services.

Unspent Grant Funds

If, after purchasing all the equipment listed on the Grant Request Table(s), there are any grant funds remaining, they should be expended in support of public access computing in your library. These excess funds can be spent only for the specific library building(s) identified in the Grant Request Table(s). Acceptable expenditures in support of public access computing include purchasing additional computers (Gates Library Computers or others), accessories (such as printers, scanners, earphones, or speakers), supplies (such as toner cartridges, disks, and paper), software, and related books and training materials. Please note that digital cameras are not an approved use of excess funds.

All grant funds must be spent by October 15, 2003, the end of the grant period. After this date, the Foundation will mail a Grantee Report for you to complete, which will ask you to verify that all of the grant funds were spent for the purpose of the grant.

We are excited to have you involved in what we hope will be a very significant and worthwhile project. Thank you for your enthusiasm in the effort to expand public access to information technologies and for your leadership role in Connecticut.

Sincerely,



D. Craig Arnold
Director, U.S. Library Program

CC: Nancy Mickley, Program Coordinator, Bill and Melinda Gates Foundation
Sharon Brettschneider, Director, Division of Library Development
Kendall Wiggin, State Librarian, Connecticut State Library