



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, May 12, 2003
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

	PAGE
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
OLD BUSINESS	
1. Issues Regarding the UConn Landfill including the UConn Consent Order, Public Participation Relative to the Consent Order and Well Testing (Item #4, 03-10-03 Agenda)..	11
2. Underage Drinking on Private Property (Item #8, 03-24-03 Agenda)	19
3. Community Center Walking Track (Item #4, 04-14-03 Agenda).....	49
NEW BUSINESS	
4. Appointment of Town Council Member to Mansfield Downtown Partnership, Inc.	57
5. Funding of CCM Lawsuits Against the State for PILOT and Town Aid Road Grant.....	59
6. Troyer Trail License	63
7. Financial Statements Dated March 31, 2003	67
8. Capital Projects Fund.....	69
9. Disability Insurance, Sick Leave and Retiree Health Savings Plan Proposal.....	75
DEPARTMENTAL REPORTS.....	83
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER'S REPORT	
FUTURE AGENDAS	
PETITIONS, REQUESTS AND COMMUNICATIONS	

10. L. Schilling re: Environmental Impact Evaluation for Graduate Student Apartments and Downtown Mansfield Master Plan Projects	127
11. Results of Regional School District #19 FY 2003/04 Budget Referendum	129
12. M. Berliner re: J. Xu Appointment to Library Advisory Board	131
13. G. Padick re: Plan of Conservation and Development Update	133
14. L. Hultgren and T. Webb re: Crew Work Schedule - 2003 Construction Season	135
15. J. Kaufman re: Upcoming Fun, Family Educational Events Sponsored by Friends of Mansfield Parks	137
16. P. Austin re: April 28, 2003 Letter to the Community	139
17. Office of Policy and Management re: 2001 Equalized Net Grand List.....	147
18. CCM re: CT Supreme Court Decision in <i>Spears v. Garcia</i>	149
19. WINCOG re: Rural Minor Collector Program – WINCOG Priorities	151
20. Quinebaug-Shetucket Heritage Corridor, Inc. Press Release – “Discover the Little Known Treasures of the Last Green Valley”	153

EXECUTIVE SESSION

REGULAR MEETING-MANSFIELD TOWN COUNCIL-APRIL 28, 2003

The regular meeting was called to order by Mayor Elizabeth Paterson at 7:36 p.m. in the Council Chamber of the Audrey P. Beck municipal building.

I. ROLL CALL

Present: Haddad, Hawkins, Holinko, Paterson, Rosen, Schaefer, Martin, Thorkelson
Absent: Bellm

II. APPROVAL OF MINUTES

Mr. Hawkins moved and Mr. Rosen seconded to approve the minutes of April 14, 2003 as presented.

Motion so passed. Mr. Thorkelson abstained.

Mr. Haddad moved and Mr. Rosen seconded to approve the minutes of the special meeting of April 21, 2003 as presented.

Mr. Rosen asked for a correction-to "recommend" to the Board of Education a reduction to budget.

Motion so passed with correction. Mr. Holinko abstained.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Mr. Dennison Nash, a member of the Transportation Commission, urged the Council to continue to fund the WRTD Pre-Paid Fee Program. As a commission they hope to meet with Rep. Merrill and members of the University Administration, Undergraduate body and Graduate Student Body to seek financial support for this program.

Mrs. Meredith Lindsey, Beech Mountain Road, requested that the Council attempt to better publicize the budget meetings such as the Regional Board meeting and the upcoming Referendum for the Regional School on May 6, 2003.

Mr. Christopher Palhus, 720 Middle Turnpike, supports saying of the Pledge of Allegiance at the beginning of each Council meeting. He also asked for better notification on school budget matters.

At 7:55 p.m. the Audience for Citizens was closed.

IV. OLD BUSINESS

1. Appointment of Member to Regional School District #19 Board of Education.

Mr. Martin moved and Mr. Hawkins seconded to send a letter to the Secretary of the State's office and request an opinion as the filling of vacancies for the Regional School Board.

So passed unanimously.

2. Town of Mansfield Proposed Fiscal Year 2003/04 Budget

Mr. Thorkelson moved and Mr. Hawkins seconded to meet on Wednesday, April 30, 2003, at 6:00 p.m. in the Town Hall to vote on the budget for ¾.

So passed unanimously.

3. Project Grant Agreement-Mt. Hope Road Bridge Culvert Replacement Project

Mr. Thorkelson moved and Mr. Haddad seconded to adopt the following resolution: Be it resolved, that Martin H. Berliner, Town Manager of the Town of Mansfield, is authorized to sign the agreement "Project Grant Agreement between the State of Connecticut and the Town of Mansfield under the Local Bridge Program for Mount Hope Road over Brook, Bridge No. 077002."

So passed unanimously.

4. University Spring Weekend

Mayor Elizabeth Paterson reported that she and Mr. Hart, Mr. Jackman, Sgt Darcey, Mr. Grunwald, Mr. Dagon, Mr. Haddad and Attorney O'Brien were present during Spring Weekend and noted that the police and fire emergency services were most professional and were able to move the crowd when necessary. There were fewer arrests made; however the potential for an explosive situation still exists. There is a new site for a party on Friday evening-Celeron Square. This is a difficult place to patrol because of the configuration of the various buildings in the complex. The Daily Campus reported 55 arrests and noted that only 7 were UConn students. The Mayor plans to have a meeting to discuss this weekend while the topic is fresh on everyone's mind. She again spoke of the excellent job that all the emergency service and police did on the weekend.

Mr. Thorkelson moved and Mr. Martin seconded to add 7a to the agenda-"Multiple Tower Site Management Agreement".

So passed unanimously.

V. NEW BUSINESS

5. Contract Renewal between the Town of Mansfield and the Connecticut Department of Public Safety for Resident Trooper Services

Mr. Rosen moved and Mr. Hawkins seconded to adopt the following resolution: Resolved, effective April 28, 2003, that the Town Manager, Martin H. Berliner be and is herewith authorized to execute a contract on behalf of the Town of Mansfield with the Connecticut Department of Public Safety, Division of State Police, for the services of five (5) resident state troopers for the period July 1, 2003 to June 30, 2005.

So passed unanimously.

6. Highway Safety Grant Application

Mr. Haddad moved and Mr. Rosen seconded that effective April 28, 2003, to authorize the Town Manager to submit a grant application in the amount of \$7,267 to the Connecticut Department of Transportation's Highway Safety Grant Program to purchase traffic classifying equipment for the town.

So passed unanimously.

7. Designation of Auditor to Conduct Financial Audit for Fiscal Year 2002/2003

Mr. Rosen moved and Mr. Schaefer seconded, effective April 24, 2003 to appoint the firm of Kostin, Ruffkess and Company to conduct the town's financial audit for fiscal year 2002/03.

So passed unanimously.

- 7a. Multiple Tower Site Management Agreement

Mr. Martin moved and Mr. Schaefer seconded to adopt the following resolution: Resolved, effective April 28, 2003, that the Town Manager, Martin H. Berliner, is empowered to execute a Multiple Tower Site Management Agreement with TCP Communications, Inc of Beverly, Massachusetts for the purpose of locating telecommunications towers on property owned by the Town of Mansfield.

So passed unanimously.

VI. DEPARTMENTAL REPORTS

VII. REPORTS OF COUNCIL COMMITTEES

VIII. REPORTS OF COUNCIL MEMBERS

IX. TOWN MANAGERS REPORT

Question was raised by a council-member on the proposed sight-line improvements on Route 195 at Chaffeeville Road. Item #8 addresses the issue.

The Town Manager commended Dave Dagon on the grant applications for the fire departments for firefighter assistance.

On May 5th there will be a final report on the Lands of Unique Value Study.

Jeff Smith, Director of Finance was chosen to receive a Secretary of the State 2003 Public Service Award. The Council congratulated Mr. Smith.

There will be a Community workshop on Storrs Center Project on May 1, 2003 at 7:00 p.m. in the Council Chamber.

The Town Manager handed out the latest budget estimates for the town from CCM.

The University of Connecticut Campus Master Plan Update 2003 will be holding a meeting with the Town of May 29th at 1:30.

The question was raised as to availability of the Hitchcock Property on Hanks Hill Road. The Open Space Committee discussed this purchase but at this time was not interested. The sale price is over \$600,000.

A Council member inquired about availability of the Claude McDaniels property

X. FUTURE AGENDAS.

XI. PETITIONS, REQUESTS AND COMMUNICATIONS

8. M. Berliner re: Proposed Sight-Line Improvements-Route 195 at Chaffeeville Road
9. Planning and Zoning Commission re: Fiscal Year 2003/04 Capital Budget
10. Legal Notice-Regional School District Number 19 Town Meeting
11. Mansfield Department of Public Works Press Release: 2003 Spring Sweeping of Mansfield Roads
12. D. Dagon re: Firefighter Assistance Grant
13. S. Bysiewicz re: J. Smith Recipient of 2003 Public Service Award
14. Mansfield Planning Department re: UConn Students Enrolled at Storrs Campus

15. Mansfield Planning Department re: May 5th Public Presentation for Lands of Unique Value Study
16. University of Connecticut Campus Master Plan Update 2003-Draft Meeting Schedule and Agenda

XII. EXECUTIVE SESSION

Not needed

XIII ADJOURNMENT

Mr. Martin moved and Mr. Haddad seconded to adjourn the meeting at 8:45 p.m.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

THIS PAGE LEFT
BLANK
INTENTIONALLY

SPECIAL MEETING-MANSFIELD TOWN COUNCIL-APRIL 30, 2003

The special meeting of the Mansfield Town Council was called to order by Mayor Elizabeth Paterson at 6:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Haddad, Hawkins, Holinko, Paterson, Rosen, Schaefer, Martin, Thorkelson

Absent: Bellm

II. NEW BUSINESS

1. Adoption of 2003-2004 Budget

Mr. Schaefer moved and Mr. Thorkelson seconded to adopt the proposed budget Resolutions as presented.

Mr. Martin moved and Mr. Holinko seconded to redirect \$100,000 from this years-proposed Open Space fund and to redirect \$400,000 now in the Open Space Fund, into the general fund.

Roll call vote:

In Favor: Holinko, Martin

Against: Haddad, Paterson, Rosen, Schaefer, Thorkelson

Abstained: Hawkins

Amendment failed.

Vote on the proposed budget:

Roll call vote:

In Favor: Haddad, Hawkins, Paterson, Rosen, Schaefer, Thorkelson

Against: Holinko, Martin

Motion so passed. All resolutions on budget were passed.

See attachment.

RESOLUTIONS

RESOLVED: That the General Fund Budget for the Town of Mansfield, appended totaling ~~\$25,111,980~~ is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2003 to June 30, 2004.

RESOLVED: That the Capital Fund Budget for the Town of Mansfield, appended totaling ~~\$1,569,600~~ is hereby adopted as the capital improvements to be undertaken during fiscal year 2003/04 or later years.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2003 to June 30, 2004 in the amount of ~~\$1,591,775~~ be adopted.

It is further resolved, that the following Appropriations Act be recommended for adoption at the annual Town Meeting for budget consideration:

RESOLVED: That the proposed General Fund Budget for the Town of Mansfield for fiscal year July 1, 2003 to June 30, 2004 in the amount of ~~\$25,111,980~~ which proposed budget was adopted by the Council on April 28, 2003, be adopted and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

RESOLVED: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2003 to June 30, 2004 and said sums shall be paid by the Town to the Regional School District as they become available.

RESOLVED: That the proposed Capital Projects Budget for fiscal year July 1, 2003 to June 30, 2004 in the amount of ~~\$1,569,600~~ be adopted provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council subject to a vote by referendum as required by Section 407 of the Town Charter.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2003 to June 30, 2004 in the amount of ~~\$1,591,775~~ be adopted.

III. ADJOURNMENT

Mr. Martin moved and Mr. Hawkins seconded to adjourn the meeting at 6:25 p.m.

Motion so passed.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

THIS PAGE LEFT

BLANK

INTENTIONALLY

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

May 12, 2003

Town Council
Town of Mansfield

Re: Issues Regarding the UConn Landfill Including the UConn Consent Order, Public Participation Relative to the Consent Order and Well Testing

Dear Town Council:

Attached for your information please find correspondence concerning the interim monitoring program for the UConn landfill. At present, the Town Council does not need to take any action on this item.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)

Haley & Aldrich, Inc.
800 Connecticut Blvd.
Suite 100
East Hartford, CT 06108-7303
Tel: 860.282.9400
Fax: 860.282.9500
Dir: 860.282.9600
www.HaleyAldrich.com



24 April 2003

Connecticut Department of Environmental Protection
Water Management Bureau/PERD
79 Elm Street
Hartford, Connecticut 06106-5127

Attention: Raymond L. Frigon, Jr.

Subject: Interim Monitoring Program Report
February 2003 Sampling Round #10
UConn Landfill
Storrs, Connecticut

Ladies and Gentlemen:

The following certification is being submitted to the Department of Environmental Protection in accordance with the terms as delineated in the Consent Order No. SRD-101 issued 26 June 1998 for the document specified below:

OFFICES

Boston
Massachusetts

Cleveland
Ohio

Dayton
Ohio

Detroit
Michigan

Kansas City
Kansas

Los Angeles
California

Manchester
New Hampshire

Newark
New Jersey

Portland
Maine

Rochester
New York

San Diego
California

Santa Barbara
California

Tucson
Arizona

Washington
District of Columbia

- Interim Monitoring Program Report
February 2003 Sampling Round #10
UConn Landfill
Storrs, Connecticut

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

Agreed and accepted as stated above:

Richard P. Standish, P. G., LEP
Vice President
Haley & Aldrich, Inc.

Larry G. Schilling
Executive Director of
A & E Services
University of Connecticut

G:\PROJECTS\91221\CERTLTR30.doc

I. INTRODUCTION

This Interim Monitoring Program (IMP) Report was prepared pursuant to the Consent Order # SRD-101 between the State of Connecticut Department of Environmental Protection (CTDEP) and the University of Connecticut (UConn) regarding the solid waste disposal area north of North Eagleville Road (Landfill and Chemical Pits) and the former disposal site in the vicinity of Parking Lot F (F Lot). An initial IMP was submitted on 25 September 1998 in response to the Department of Environmental Protection's (CTDEP) June 30, 1998 letter to Earth Tech Inc. regarding review comments of the UConn Landfill Closure Plan. The existing monitoring program was discontinued in 1999 in lieu of the sampling being conducted during the Phase I Hydrogeologic Investigation. This IMP was implemented in order to monitor shallow ground water, surface water, and active residential well water quality until the program required pursuant to paragraph B.4.e of the Consent Order is implemented.

A revised IMP was submitted to CTDEP on 22 November 1999 for review and approval. UConn received comments on the IMP in early February 2000 and a meeting was held between UConn representatives and CTDEP on 9 February 2000 to discuss the addition of several active residential water supply wells to the IMP. In May, UConn received a letter from CTDEP specifying the active residential wells to be added to the IMP. Access permission letters were received from the affected property owners and the initial round of IMP sampling was conducted in September and October 2000 in conjunction with a groundwater sampling round for the hydrogeological investigation of the landfill, former chemical pits, and F Lot area.

In August 2001, five active residential wells supplying water to six homes that were included as part of the IMP, were connected to UConn's water system. A letter dated 28 September 2001 was prepared and submitted by Haley & Aldrich, Inc., on the behalf of UConn, to the CTDEP requesting that these five wells serving 194, 197, 203, 204, 207 and 208 North Eagleville Road, be eliminated from sampling as part of the IMP. UConn received approval of the request in a letter dated 10 October 2001, from the CTDEP. In January 2002, 222 Separatist Road was also connected to UConn's water system therefore, it has been eliminated from the IMP.

This report documents the sampling round conducted from February 2003, also referred to as Round #10. Subsequent sampling will be conducted on a quarterly basis.



II. SCOPE OF PROGRAM

Twenty-five (25) monitoring locations were identified to be sampled in this round, seven monitoring wells for shallow groundwater, five locations for surface water, and thirteen active residential water supply wells. Monitoring well 7 was destroyed during construction activities along North Hillside Road in January 2003. A sample from the well could not be obtained for this sampling quarter. A replacement well is scheduled to be installed in May 2003. One active residential water supply well (202 Separatist Road) could not be sampled in this round because permission to access the property was not received by UConn. All IMP sampling locations are shown on Figure 1.

Six of the seven shallow groundwater monitoring wells sampled were:

- Well 11 A (previous existing well);
- Well 13 (previous existing well);
- MW - 101 (installed July/August 1999);
- MW - 103 (installed July/August 1999);
- MW - 105 (installed July/August 1999); and
- MW - 112 (installed July/August 1999).

Note: One previously existing well (7) was destroyed and not sampled this round.

In addition, five surface water monitoring locations were sampled:

- SW-A;
- SW-B;
- SW-C;
- SW-D; and
- SW-E.

CTDEP is also requiring UConn to conduct quarterly sampling of thirteen active residential wells in locations south and southwest of the landfill. The locations were selected to represent bedrock water supply wells in the areas closest to the landfill in the direction of groundwater flow. The residential wells sampled were:

- 213 North Eagleville Road;
- 219 North Eagleville Road;
- 10 Meadowood Road;
- 11 Meadowood Road;
- 65 Meadowood Road;
- 143 Separatist Road;
- 157 Separatist Road;
- 202 Separatist Road (not sampled; access permission not received);
- 206 Separatist Road;
- 219 Separatist Road;



3 Hillyndale Road;
233 Hunting Lodge Road; and
55 Northwood Road.

Samples collected from the monitoring wells, surface waters and residential water supply wells located at 3 Hillyndale Road, 233 Hunting Lodge Road, 11 and 65 Meadowood Road, and 55 Northwood Road were analyzed for the following parameters:

- Volatile Organic Compounds (VOCs)
- Semi-Volatile Organic Compounds (semi-VOCs)
- Chlorinated Herbicides
- Total Petroleum Hydrocarbons (TPH)
- Organochlorine Pesticides
- Polychlorinated Biphenyls (PCBs)
- Total metals
- Other Inorganic Parameters (e.g. ammonia, nitrates, alkalinity, etc.)
- Field Screening Data (e.g. turbidity, conductivity, etc.)

Samples collected from seven of the remaining active domestic water supply wells were analyzed for VOCs only. One well, as previously noted, was not sampled.

Specific analytical methods and method reporting limits for these parameters are listed in Table I.



III. SAMPLING PROCEDURES

Sampling procedures and analytical methods for the groundwater monitoring wells and surface water samples were followed in accordance with the Supplemental Hydrogeological Investigation Scope of Work dated May 2000.

Sampling procedures for the residential water supply wells were conducted in accordance with procedures previously established by CTDEP and the Department of Public Health (DPH) for the health consultation study completed in 1999. Samples were collected from the water supply system prior to treatment after running the tap for approximately eight minutes. In most cases, sampling tap locations were duplicated from previous CTDEP/DPH studies.

Samples from the residential water supply wells were analyzed using EPA drinking water methods as noted on the enclosed Table I.



IV. SUMMARY OF RESULTS

The analytical results from the February 2003 IMP round # 10 sampling are summarized in Table I. A discussion of the results below is organized by general sample types and locations - shallow groundwater monitoring wells, surface water samples, and active residential wells.

Shallow Groundwater Monitoring Wells

In general, results show typical landfill leachate impact in shallow groundwater from wells located on or near the northern and northwestern toe of the landfill slope (MW-101, MW-103, and MW-112) and southwest of the landfill near the head of the western tributary of Eagleville Brook (MW-105). These impacts are generally characterized by VOCs, TPH, higher metals, and other indicator parameters such as higher chemical oxygen demand, higher chloride, higher conductivity, and lower dissolved oxygen and oxygen reduction potential (ORP). Chlorinated herbicides, pesticides and PCBs were not detected in the wells sampled. In general, VOC concentrations were lower in MW-101, MW-105 and MW-112; and slightly higher in MW-103 than from the previous round # 9 collected in September 2002. In MW-101 and MW-103, metal concentrations generally remained the same, but were lower in MW-105 and MW-112 than in the previous round. Pesticides, detected in previous rounds, were not detected in rounds #9 and #10. Groundwater protection criteria were exceeded for benzene in MW-101, MW-103 and MW-112, for chlorobenzene in MW-103, for 1,1-dichloroethene in MW-112, and TPH in MW-103 and MW-112. TPH was detected above the groundwater protection criteria in MW-101, however it was not detected in the sample split.

Well B7, the background quality monitoring well, was destroyed during construction activities along North Hillside Road. A groundwater sample could not be obtained this sampling round. The well is scheduled to be abandoned and replaced in May 2003.

Well B11A is located west of the landfill, not in an area of active landfill leachate migration in shallow groundwater. VOCs, semi-VOCs, chlorinated herbicides, organochlorine pesticides, PCBs or TPH were not detected in the groundwater from well B11A. Metals and other parameters were within typical drinking water ranges.

Well B13 is located in the western tributary of the Eagleville Brook drainage. The on-going hydrogeologic investigation data has shown that it is likely that both landfill leachate and leachate from the former chemical pit area are migrating through the subsurface in the vicinity of B13. Chloroform, ethylbenzene and PCE were detected at low concentrations. No semi-VOCs, chlorinated herbicides, pesticides, PCBs or TPH were detected in the groundwater from well B13 in this round. Metals and other parameters were within typical drinking water ranges.

Surface Water Samples

Five surface water samples were analyzed in this round of sampling. South of the landfill, along the Eagleville Brook drainage, a trace of chloroform was detected in SW-C and TPH was detected in SW-D and SW-E. North of the landfill, along the Cedar Swamp Brook tributary, TPH was detected in SW-A.

VOCs were not detected in SW-A, SW-B, SW-D or SW-E. Trace chloroform was the only VOC detected in SW-C. No Semi-VOCs, chlorinated herbicides, organochlorine pesticides, or PCBs were detected in any of the five surface water samples.

Active Residential Wells

Five active residential wells (233 Hunting Lodge Road, 11 Meadowood Road, 65 Meadowood Road, 55 Northwood Road and 3 Hillyndale Road) did not have any detectable concentrations of VOCs, semi-VOCs, TPH, chlorinated herbicides, organochlorine pesticides, or PCBs. In the samples collected from 3 Hillyndale Road and 65 Meadowood Road, copper was detected above surface water protection criteria, however the concentrations were below drinking water criteria. All other metals and drinking water parameters were detected within acceptable ranges.

The samples from 11 Meadowood and 157 Separatist Roads were split with Eastern Highland Health District (EHHD). The EHHD samples were analyzed at the DPH laboratory. Results from the split samples were in general agreement.

Of the seven active residential water supply wells sampled for VOCs only, five wells did not contain VOCs above method reporting limits. Two active residential wells, located at 206 and 219 Separatist Road, contained VOCs at trace concentrations, below state action levels. Chloroform and MTBE were detected in samples collected at 206 and 219 Separatist Road. These results are consistent with findings from previous sampling rounds. No other VOCs or compounds were detected above method reporting levels.

Split samples were collected from 206 and 219 Separatist Road and 55 Northwood Road and submitted to Phoenix Environmental Laboratories, Inc., a Connecticut Certified Laboratory, located in Manchester, Connecticut. Results of the sample splits were in general agreement and confirmed trace levels of chloroform and MTBE in the groundwater collected from 206 and 219 Separatist Road.



TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Item #2



Martin H. Berliner, Town Manager

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

May 12, 2003

Town Council
Town of Mansfield

Re: Underage Drinking on Private Property

Dear Town Council:

In accordance with the Council's request, attached please find a staff report and recommendation from our Director of Social Services concerning the adoption of a local ordinance to regulate underage drinking on private property. The Director points out that there is state legislation underway this session that would address this issue. Our Resident State Trooper has reviewed the Director's report, and states that such an ordinance would be a "helpful tool" in our efforts to curb underage drinking. However, there are some legal and operational issues that the Resident State Trooper would need to research with his department in order to ensure that the enforcement of the ordinance could be accomplished in a practical and constitutionally sound manner.

The Council had also requested that we ask President Austin's Task Force on Substance Abuse to review this issue. We did submit the item to the task force, and the members recommended that the town consider the possibility of adopting a local ordinance. (See specifically page nine of the attached draft Task Force report.)

At this point, we recommend that staff continue to monitor the progress of the state legislation, and that we ask the Resident State Trooper to further investigate the viability of the enforcement of an ordinance regulating drinking on underage property. Staff will be available at Monday night's meeting to address any questions that you may have.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(2)

Memorandum

To: Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; SGT Michael Darcy, Resident State Trooper
From: Kevin Grunwald, Director of Social Services
Date: May 6, 2003
Re: Proposed Underage Drinking Ordinance

I. Introduction

The Mansfield Town Council has decided to explore the adoption of a local ordinance to regulate underage drinking on private property. This ordinance would allow police to issue a citation to anyone under the age of 21 who is in possession of alcohol on private property, except when accompanied by a parent, guardian or spouse. In towns where a similar ordinance has been adopted, fines range from \$77-\$100 for each offense and are similar to traffic tickets in that they do not require a court appearance. The ordinance also allows the police to arrest the host of any gathering where those under 21 are consuming alcohol. In towns where this ordinance has been adopted it has generally been supported by a local citizen group as one element of a comprehensive effort to address the problem of underage drinking. At the present time 16 towns in Connecticut have adopted a similar ordinance including:

- Cheshire June 10, 1986
- Glastonbury April 27, 1999
- Ellington November 14, 2000
- Bristol November 28, 2000
- Cromwell January 22, 2001
- Newington August 2, 2001
- Ridgefield March 20, 2002
- Berlin April 10, 2002
- Portland June 15, 2002
- Farmington June 25, 2002
- Rocky Hill August 19, 2002
- North Haven September 12, 2002
- Orange October 9, 2002
- Stratford January 3, 2003
- Meriden February 18, 2003
- Winchester April 21, 2003

Under current law, parents can't be prosecuted unless it can be proved that they actually provided alcohol to minors. Underage drinkers now can be fined or have their driver's license suspended if they possess alcohol on public property, but not on private property. A local ordinance can help to increase enforcement and

accountability for adults who host house parties and youth who are in possession of alcohol.

II. **Discussion/findings/observations:**

The scope of underage drinking is pervasive throughout the United States, and leads to a variety of economic and social costs. Studies completed by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) consistently identify that: “(1) Alcohol is the drug most commonly used by youth--- more than tobacco and far more than marijuana or any other illicit drug, (2) Alcohol is one of the most common contributors to injury, death, and criminal behavior among youth, and (3) Underage use of alcohol can have immediate and potentially tragic consequences as well as long-range harmful consequences, such as increased risk for chronic alcohol addiction.” In addition to the acknowledged impact of underage drinking, it also appears that the prevalence of use amongst underage drinkers is continuing at an alarming rate. An article that appeared in the February 26 issue of the Journal of the American Medical Association (JAMA) reveals that “alcohol is a major contributing factor in the three leading causes of teen death: accidents, homicide and suicide. Drinking during the teen years hikes the chances of alcoholism later in life.”

Statistics on the prevalence of underage drinking nationally are collected through the Youth Risk Behavior Survey (YRBS), a tool that has been developed by the Centers for Disease Control and distributed by State Departments of Education across the country. This survey is sent to high school students throughout the United States and examines a number of high-risk behaviors, including underage drinking. The results of this survey indicate that Connecticut’s youth have a drug problem, and overwhelmingly their drug of choice is alcohol. The age of initiation of alcohol use for youth in Connecticut is 11 years old, two years earlier than the national average. Connecticut’s youth also drink at rates 26%-28% higher than their peers do nationally. Over half of youth surveyed by the CT Department of Mental Health and Addiction Services report that they get alcohol at home and one-third report that they can purchase their own alcohol. Other results indicate that:

- Alcohol continues to be the #1 drug of choice among Connecticut’s youth with 47% of 9th-10th graders surveyed reporting using alcohol within the past 30 days.
- Easy access to alcohol is the factor that 47% of 11th -12th grade students cite as encouraging their decision to drink.
- Youth drink more often, in larger amounts and in more dangerous settings than adults.
- Each year junior and senior high school student drinkers consume an estimated 35% of all wine coolers and 1.1 billion cans of beer, and that alcohol use kills 6.5 times as many young people as all illicit drug use combined.

The most recent data that is available on underage drinking in the town of Mansfield comes from a survey that was done by Northeast Communities Against

Substance Abuse (NECASA) in 2000 of 121 ninth and tenth grade students at E.O. Smith High School. It should be noted that while the findings of this survey are slightly lower than State norms, they did not include eleventh and twelfth graders. Significant findings of the survey are that:

- 69% report having used alcohol on at least one occasion
- 57% drank enough to feel drunk or high
- 36% reported having used alcohol in the past month, with 18% having 3 or more drinks on those occasions
- 28% report using alcohol at home, and 26% at other's homes
- 28% report some adverse consequences of their alcohol use including hangovers, blackouts and vomiting
- 34% reported that they obtained alcohol from their parents, without permission, and 23% identified the source as friends or siblings

In Mansfield much of the underage drinking that takes place on private property occurs at house parties, and given the influence of UConn it involves both high school as well as college age students. All of the evidence supports the belief that it is amazingly easy for underage youth to get alcohol from friends, parents and sales outlets, even though it is illegal to sell or provide it to them.

- 77% of high school students get alcohol at home with or without their parent's permission; and
- 61% of teen drinking occurs at parties in their own homes.

All of these findings point to the fact that underage drinking is both a serious problem and a relatively common occurrence in our community, and that easy access to alcohol is a key factor contributing to this problem.

III. **Recommendations:**

While it would not be a panacea for the problem, the adoption of a local ordinance to prohibit underage drinking on private property adds a critical tool to a comprehensive effort to address this issue. Regulating access to alcohol is an important element of controlling underage drinking, and public support for addressing underage drinking in our state is strong. The majority of parents in Connecticut are "doing the right thing," having conversations with their teens about the dangers of alcohol use and setting firm rules for their teens not to use alcohol. In surveys of adults in Connecticut where scenarios of house party situations were presented, these adults spoke up and made clear their overwhelming support for increased enforcement and penalties for "social hosts:"

- 86% of adults surveyed agreed that there should be stronger penalties for adult providers of alcohol, especially parents
- 85% support arresting and fining parents who specifically host house parties
- 68% of adults also say that stronger penalties for youth will deter them from drinking.

Despite what appears to be strong public support to control underage access to alcohol, our current inability to regulate underage drinking on private property limits our ability to impose meaningful penalties on those who contribute to this

problem. The proposed ordinance would provide law enforcement with a tool to intervene in these situations.

While this may be a controversial issue for some in Mansfield, given our strong emphasis on individual rights and privacy, it is likely that most residents would support this ordinance if they understood its intent and application. All of this discussion may be moot, as the Connecticut State Legislature is also considering a statewide ordinance (House Bill 6693) aimed at possession of alcohol by underage youth and social host liability. This bill is being supported by the CT Association of Chiefs of Police, The CT Package Store Association, and the CT Coalition to Stop Underage drinking, and has moved smoothly through the legislative process. It has recently been placed on the agenda of the House of Representatives, and if passed will impose a \$200 fine for youth caught drinking underage, and will prohibit adults from hosting parties where underage drinking takes place. While this law would provide a consistent statewide penalty on underage drinking, the fact that it is being considered should not deter the Town of Mansfield from taking a strong, proactive stance on this issue through the adoption of a local ordinance.

IV. Summary/Conclusion:

I believe that proposed underage drinking ordinance should be adopted by the Town Council. Not only does it provide law enforcement with an additional tool to deal with this issue, but it also sends a strong message to the community that underage drinking is a serious problem, and that there will be clear consequences for those who choose to violate this ordinance. The adoption of penalties for "social hosts" as well as underage drinkers reflects the fact that there is an element of shared responsibility around this problem, and that adults who contribute to this must also share in the consequences. It also serves to raise the general level of awareness within the community regarding both the extent of this problem and our willingness to actively confront the issue.

Matthew W. Hart

From: Kevin Grunwald
Sent: Wednesday, April 02, 2003 9:36 AM
To: Matthew W. Hart; Michael B. Darcy
Cc: Martin H. Berliner
Subject: RE: Regulation of Underage Drinking on Private Property

As the Office of Legislative Research points out, several CT towns have recently adopted these ordinances. In Glastonbury this was passed in part as a result of efforts by a local citizen's action group (GLAD), and was approved unanimously by the town council. The ordinance allows police to issue a \$100 ticket to anyone in possession of alcohol who is underage. Fines can also be levied against hosts of parties, and in general social host liability is an important element of addressing underage access to alcohol. In Bristol a similar ordinance was passed, also due to the efforts of some citizen's groups, and is also focused on impacting the social availability of alcohol to underage drinkers. It may be helpful to speak with someone from one of these town, especially in law enforcement, to see how the ordinance is working.

A good source for information about these policies is the University of Minnesota Alcohol Epidemiology Program: www.epi.umn.edu/alcohol. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has published a manual on best practices regarding regulatory strategies for preventing youth access to alcohol, and one of their "best practices" is: "Prohibit possession by minors (unless incidental to employment) in public and private locations, with a possible exception in private residences if a parent or spouse is present." The CT Coalition to Stop Underage Drinking is also a strong supporter of these local ordinances. Hopefully this helps; please let me know if you need anything else.

—Original Message—

From: Matthew W. Hart
Sent: Monday, March 31, 2003 4:31 PM
To: Michael B. Darcy; Kevin Grunwald
Cc: Martin H. Berliner
Subject: Regulation of Underage Drinking on Private Property

Mike/Kevin: 3/31

Council has asked us to evaluate whether the town should adopt an ordinance to regulate underage drinking on private property. We would appreciate your comments regarding this concept.

Attached please find the link to the information that we presented to the council at its previous meeting. See item #8.

Thanks for your review.

Matt

http://www.mansfieldct.org/town/Agendas_Minutes/Town_Council/docs/TC_2003_03_24.pdf

President's Task Force on Substance Abuse

Summary

Presented herein are recommendations to deal with substance abuse problems at the University of Connecticut. They have been developed by a task force with representation from all areas of the University community. It is clear that the problems that result from substance abuse at the University are most often attributable to alcohol. Thus, the focus of the Task Force effort was development of recommendations to reduce the high-risk alcohol consumption that leads to negative consequences, either for those in the community or the individual.

The problems at the University are not substantially different from those at most other higher education institutions. The Task Force was pleased to learn that there are currently a variety of efforts underway at the University to deal with substance abuse problems. This includes educational efforts aimed at entering students, enforcement of the law that pertains to underage drinking, efforts to fairly and consistently apply regulations in the Student Conduct Code that deal with substance abuse, and the work of the Heart program, that provides peer education to students and intervention for students who have substance abuse problems. However, there is need to do more.

The recommendations in this report are intended to bring a coalition of students, faculty, staff, administrators and other community members together to work with three target audiences, involving individuals, the campus community and the off-campus community. In addition the Task Force recommends the designation of a prevention specialist so that there is a single individual who can provide the coordination needed to meet the goals of the recommendations. The recommendations are divided into four areas as follows:

- Individual-level strategies, including efforts to use the judicial processes available to provide constructive solutions and expansion of the efforts currently underway to work with those who have problems.
- Student population strategies, including increases in recreational facilities, expansion of opportunities for alcohol-free activities, efforts to work with new students and their parents and guardians so that they are fully aware of policies concerning substance abuse, and strengthening of the academic environment based on the fact that students who perform at a higher level have fewer problems with substances.
- Off-campus environmental strategies, including efforts to reduce the availability of alcohol, particularly for those who are underage, better enforcement of current regulations and laws, alternative transportation services, cooperation between the town, state and public safety organizations to provide a safer environment and suggestions for the development of policies with respect to the new football stadium.

- Designation of a Prevention Specialist to provide oversight, coordination and evaluation of efforts on substance abuse, pursuit of funding from agencies and other organizations to provide opportunities for activities and evaluation, development of programs to educate faculty and staff to better recognize students with problems, and implementation of marketing and other campaigns that can reduce substance abuse problems.

The Task Force believes that implementation of the recommendations developed in this report will provide for a healthier and safer environment for all, and that this will lead to a stronger institution that can better meet its educational and social mission.

Final Report
President's Task Force on Substance Abuse

Charge to Task Force

The Task Force was asked to present practical, workable recommendations to deal with substance abuse at the University of Connecticut. The four key elements in the charge were:

- Define the problem as it specifically relates to UConn
- Determine causes for the problem, with specific reference to things the University administration, faculty, staff and students can affect
- Identify replicable, effective models at other institutions
- Outline special issues regarding students at severe risk

The Task Force was asked to present specific actions, with a time line for University response and identification of responsible units.

Task Force Members

A campus-wide Task Force was appointed to develop a clear and comprehensive strategy to deal with substance abuse problems at UConn. The Task Force has 24 members from all parts of the community. This includes faculty from the Storrs campus, the School of Social Work and the School of Medicine who have expertise in substance abuse problems, staff who work with students in different areas, both graduate and undergraduate students and representatives from the UConn Parents Association and the Town of Mansfield. The members are:

John DeWolf, School of Engineering (*Chair*)

Rhoda Averna, UConn Police

Thomas Babor, Department of Community Medicine and Health Care
(UConn Health Center)

Sherry Bassi, School of Nursing

Marty Berliner, Town Manager, Town of Mansfield

Patricia Bostic, Division of Athletics

Frank Christison-Lagay, Head of Psychology, E.O. Smith High School

Hill Colbert, UConn Parents Association

Lynne Goodstein, Associate Vice Provost and Director, Honors Program

Kevin Grunwald, Director of Social Services, Town of Mansfield

Brandy Hare, Residence Hall Director

Christopher Hattayer, Alumnus and Student Member, Board of Trustees

Scott Hogan, Undergraduate Student

Dean Jolin, Graduate Student

Waldo Klein, School of Social Work

Lindsay Kosisko, Undergraduate Student
Maria Martinez, Director, Center for Academic Programs
David Pendrys, Graduate Student
Jason Purzycki, Undergraduate Student
John Saddlemire, Dean of Students
Ronald Schurin, Executive Assistant to the President
Tony Smith, Undergraduate Student and Resident Advisor
Leslie Snyder, Department of Communication Sciences
Damon Williams, Office of Multicultural Affairs

Definition of the Problem at UConn

The first element in the Charge to the Task Force is the definition of the problem as it relates to UConn. At the first Task Force meeting, the Division of Student Affairs gave a presentation on substance abuse problems at UConn, including information from national surveys and other data. While there is some concern that the sample sizes in such surveys are small and perhaps unrepresentative, there is general agreement that they point to a matter of serious concern at UConn, as at other campuses.

The presentation was followed by a discussion of the kind of substances that are a problem at UConn. The problem behaviors on campus related to substance abuse are primarily due to alcohol. While there is a drug problem, in light of the tight time frame and need for immediate recommendations it was concluded that the Task Force should focus on alcohol, with the possibility that subsequent efforts might be devoted to other substance abuse issues. Moreover, the ideas that are developed to address alcohol problems should be applicable to problems stemming from abuse of other substances.

A review of the literature on alcohol use on college campuses has been the subject of a considerable amount of social and epidemiological research during the past two decades. The findings from a variety of studies show that excessive drinking on college campuses can be associated with a variety of negative consequences such as accidents, injuries, alcohol poisoning, academic failure, violence, sexual assaults, unintended pregnancy, property damage and, as noted above, legal problems.

Previous research suggests that "binge drinking," defined as five or more drinks in a row for men and four or more drinks in a row for women, is associated with many of these problems. Students who binge drink are more likely to have problems that influence their health and academic standing. These students also compromise other students as well as the entire campus community in regards to campus safety, academic rigor, property destruction and institutional reputation. The logical question that arose was whether the Task Force should therefore focus on binge drinking?

The term "binge drinking" has not always been endorsed by alcohol and other drug (AOD) prevention professionals in higher education. A number of professionals suggest terms such as "high-risk drinking" or "hazardous drinking" because these terms focus on the

negative behaviors that result from alcohol, even when used in small quantities. “Binge drinking” is based on quantity of alcohol, not outcomes or consequences. The overriding goal in addressing substance abuse is to reduce the incidence of high-risk behaviors. High-risk behaviors include dangerous or offensive behavior such as violence, drunk driving, and property damage. They also include health-related issues, such as alcohol poisoning and alcoholism. The Task Force concluded that its primary focus should be “high-risk” behavior resulting from drinking.

The Task Force is concerned with use of substances that lead to negative consequences for the individual, both academic and social. Use of alcohol or other substances that result in a lessening of academic performance is as unacceptable in the University community as it is in society in general. Underage students who illegally obtain, purchase or use alcohol on campus are subject to disciplinary action, which could result in the loss of University housing. While of great potential negative consequence to the individual student, this type of problem does not pose challenges to the institution that are equivalent to drinking behaviors that are defined as “high-risk” because it does not affect other students, nor does it necessarily lead to health-related problems. There are currently disciplinary and other enforcement regulations in place to handle these problems, and thus this is not a primary concern for the Task Force.

In summary, the primary focus of the Task Force became the problem of high-risk behavior that results from substance abuse and leads to negative consequences, either for those in the community or for the individual. At UConn, this is primarily a result of inappropriate use of alcohol. Included in these negative consequences, though by no means the Task Force’s or the University’s primary concern, is the potential damage to the University’s reputation. The overriding concern is potential damage to the health, safety, and learning environment of the University of Connecticut’s students.

Development of Task Force Recommendations

After the initial meeting, the Task Force had discussions with Janice Wilbur, Coordinator of the Substance Abuse Prevention Program at UConn, and with students who work with her program. This program is known as the Heart Program. The Heart Program is responsible for providing education and prevention programming to the Storrs campus, and appropriate and timely assistance to all students identified as having an alcohol/drug related problem. During its study, members of the Task Force talked to students, including students who have received violations and those involved in the undergraduate student government. Guests at our meetings included James Fleming, Commissioner of Consumer Protection (this Connecticut department has jurisdiction over the sale of alcohol in Connecticut) and Diane Harnad, Director of Prevention Services in the Connecticut Department of Mental Health and Addiction Services, representing Commissioner Thomas Kirk. In addition, Dean Jolin, assigned to the Task Force to write the minutes and provide research as needed, collected extensive information on what has been done at other institutions.

In order to develop recommendations, the Task Force divided into three Subcommittees based on the approach developed in "A Call to Action - Changing the Culture of Drinking at U.S. Colleges" written by the Task Force of the National Advisory Council on Alcohol Abuse and Alcoholism. The subcommittee approach is based on the level of operation, i.e. individuals, student population and the community. These three areas are amenable to different types of intervention and prevention programs.

The Subcommittees then reviewed policy options in their respective target audiences and drafted recommendations. Options were considered in terms of the supporting evidence and what the Task Force has learned from our interviews, feasibility discussions, appropriateness for the UConn campus, implementation costs, resources required (e.g., staffing), implementation time, expected obstacles, and potential impact. The recommendations from the Subcommittees were then presented to the full Task Force for further discussion and endorsement as part of a total package of recommendations to the President.

The three Subcommittee areas are:

- Subcommittee on Individual-level Strategies
- Subcommittee on Student Population Strategies
- Subcommittee on Off-campus Environment

Recommendations

The recommendations are divided into the three areas associated with the Subcommittees plus a fourth area titled Prevention Specialist. It has also become clear that there is a need for a University staff member who can be responsible for coordinating efforts to implement the recommendations and to guide ongoing activities dealing with substance abuse issues. The person in this position should also be responsible for continual evaluation of what is done to counter substance abuse problems and for coordinating efforts to gain outside funding. The Task Force felt the Prevention Specialist should be in a new, senior leadership position in Student Affairs, with appropriate authority and training to provide strong leadership and validity to this important effort. The fourth set of recommendations describes the need and functions for a Prevention Specialist.

In developing the recommendations, the Task Force considered three overarching issues that relate to the occurrence and prevention of AOD problems on this campus: 1) the possibility of making UConn a dry campus, i.e. one in which alcohol would be banned from all areas and at all functions; 2) the challenges of the "in loco parentis" responsibility of the University; and 3) the concentration of AOD problems around Spring Weekend. Regarding total prohibition of alcohol, the Task Force took the following position:

- A dry campus is too simple an answer for a complex problem.
- Campuses that have taken this approach have pushed problems off campus.

- A dry campus would encourage students to leave campus to drink, increasing safety concerns for those driving and walking in the campus vicinity.
- There are questions on how well this could be enforced; the cost of enforcement would be high and would probably lead to reductions in enforcement in other areas.

In summation, the Task Force believes that the current state laws on underage drinking should be enforced rigorously, as an alternative to making the campus a dry campus. As the specific recommendations will attest, the Task Force supports measurable and sustainable efforts to educate students of our institutional expectations regarding alcohol misuse and abuse and to continue with strong, consistent enforcement of existing policies.

The second overarching issue deals with the principle (in loco parentis) that the University should serve as a substitute parent with regard to excessive drinking and other issues. The University's role in the prevention of alcohol-related problems is particularly well articulated around the issue of underage drinking, where alcohol consumption in the residence halls may constitute a violation of state law. The Task Force recognizes the need to work closely with the UConn Parents Association to clarify policies dealing with parental notification as well as off-campus housing.

The third overarching issue concerns Spring Weekend, which has long been a time when excessive drinking is the center of attention. The Task Force would be irresponsible if it did not acknowledge the serious impact on the University's image that results from Spring Weekend. Survey results presented to the Task Force conveyed that more than one third of our 2002 freshmen class had attended Spring Weekend prior to enrolling. The non-recognized events of the weekend, Kill-a-Keg, Friday Night at Celeron and X-Lot, are suspected to be the primary reason UConn has a bad reputation (which in many respects is unwarranted) surrounding alcohol misuse and abuse. Although the Task Force found no simple solutions to the problems of property damage, arrests and public intoxication that are a frequent occurrence during Spring Weekend, we did note that the problem is caused in part by the tradition of attracting high school students and other visitors to the Storrs campus. We also note that many of the recommendations described below (e.g., increased enforcement, better coordination with town authorities, provision of alternative activities, a social marketing campaign) could be used to reduce the likelihood of alcohol-related problems on Spring Weekend.

Turning now to the specific recommendations of the Task Force, we note that many are self-explanatory. The following paragraphs provide further discussion of those recommendations where there is a need for additional explanation, either to justify the recommendations or to provide additional detail.

Individual-level Strategies

Judicial Process - While the Task Force was pleased with the efforts via the Student Conduct Code to set clear, reasonable expectations for the conduct of our students

relative to alcohol, it also recommends several initiatives to strengthen that effort through more inclusive and comprehensive efforts. First and foremost is a recommendation to partner more closely with the parents of our students through a parental notification policy (see attached for specific policy recommendation). The vast majority of institutions the Task Force polled to glean ideas for effective risk reduction strategies found they already have a parental notification policy in place or are quickly moving in that direction. Research has shown that parental notification produces measurable reductions in recidivist behavior. The proposed policy has been reviewed by the Parents Association and has received their endorsement.

The Task Force also recommends that a consistent, clear and strong message articulating institutional expectations of students must begin with the first step in the admission process, be strongly reinforced via orientation, Husky Weeks of Welcome and the First Year Experience Courses, and continue throughout a student's tenure at the institution.

A third initiative that deserves some clarification is the development of a restorative justice program. In general, restorative justice gives those affected (including the offender) a voice in the justice process, focuses on repairing the harm, reducing the recidivism rate, and building community in the process.

There is also a desire to develop more involvement by faculty and peers in the judicial process. These two populations are the most effective in creating real behavior change among students. Further, these are the populations who must be dynamically engaged in the process of culture change in order for the recommendations of the Task Force to have any true chance for success.

Prevention and Intervention - The HEART Program, under the direction of Janice Wilbur, enrolls approximately 100 high-risk students each year in the Alcohol & Other Drug Rehabilitation Program. In addition, the HEART Program provides opportunities for peer education and educational sessions that are presented to large numbers of students each semester. Significant additional resources are needed to allow the program to better meet the needs of high-risk students and to continue with the program's prevention efforts with respect to alcohol and other drug problems on campus. The Task Force envisions a more comprehensive and broader reaching HEART House Program serving as a cornerstone for the new Office of Special Programs within the Dean of Students Office. Suggested resources are:

- Space – Space for the HEART House is integral to the program. There is concern that with continued renovation of the campus, the HEART House on Gilbert Road will be torn down. Ideally, the program could use a larger venue, perhaps one of the larger houses on Gilbert Road that is not scheduled for demolition.
- Staff - In the best of all worlds, two additional counselors assigned to the HEART Program would be helpful. Short of additional fulltime staff positions, three additional graduate assistants would be helpful. Currently the program has two full-time graduate assistants who allow the program to meet the needs of high-risk students and supervise the over 90 undergraduate interns in the program.

- Support Staff - An administrative assistant would provide some continuity to the program and would coordinate scheduling, phones, referral compliance and other administrative responsibilities.
- Technological Support - The program needs an equipment budget that would allow it to better utilize technology to allow use of online services, develop and execute surveys and materials related to the program and expand its ability to provide students with a better understanding of what the HEART Program does.

As noted in the recommendations, establishment of a systematic alcohol screening and brief intervention program could provide a complementary approach to reducing numbers of students at high-risk. This should be introduced as a routine part of the Student Health Service, and it could benefit from commercially available computer software that provides confidential assessment and feedback to high-risk drinkers.

Student Population Strategies

Increase Recreational Facilities – There was considerable discussion on the need for additional recreational facilities, especially in the evenings, continuing to approximately 2:00 a.m. Students have noted that it is not always easy to use different facilities in the gym when it is open because of the demand for space. Additional gym space and facilities in the dorm areas are needed. There is also need for outdoor space, including in the dorm areas. All agree that there is a shortage of recreational space, with some saying that students could use twice as much space as now available. Clearly, there is a need to address this issue, and this should begin with a study to assess the demand for recreational spaces by all students. Many institutions have facilities that are designated purely for recreational programs and initiatives, not shared with varsity athletics.

Provide Opportunities for Diverse Alcohol-free Activities – This is an area that all have agreed is important. Students have noted that there should be a variety of activities, and some of these activities should be available after midnight. Along with this, there needs to be some consistency in places available. Students want to have options that are alternatives to going to the local bars.

Freshmen – The general feeling from students is that freshmen should receive accurate, credible and frequent information on alcohol and other substances. This needs to begin at Freshmen Orientation (as is currently done), and it should continue, especially in the freshmen year. One way of doing this is to require that all students take the First-Year-Experience course, FYE 180 and to require that all sections have an alcohol education component.

Academic Environment – A consistent message from talking with students, members of the Task Force, and popular media is that UConn has a reputation as a party school. To change this reputation requires a cultural change. One way to do this is to strengthen the academic requirements. This is consistent with the academic strength of incoming freshmen. Students who perform at a higher level academically are far less likely to have

substance abuse problems than those who are only meeting minimal academic expectations.

On campus, many students view Thursday evening as a time for parties, effectively extending the weekend over three evenings (Thursday through Saturday). There are some statistics that indicate that a large segment of our student body is not fully engaged on Fridays. Using data from the spring 2001, fall 2001 and spring 2002 semesters, the average number of students in the Library at closing, based on the exit numbers, are: Sunday – 241, Monday – 391, Tuesday – 367, Wednesday – 331, Thursday – 163 (the Library is not open late on Fridays and Saturdays). In addition, many legal infractions on campus occur during this period. Using UConn Police Department Statistics from August 23, 2002 through March 25, 2003, the total number of violations (driving under the influence, liquor law violations and intoxication that requires transport to a medical facility) during this period are: Sunday – 5, Monday – 5, Tuesday – 7, Wednesday – 4, Thursday – 40, Friday – 66, Saturday – 77.

Many students, when asked about having more classes on Fridays, are initially opposed to the idea. However in further discussion, they began to focus on the benefits of rigorous Friday classes. Students who have Friday classes that are important clearly will be less likely to consider Thursday evening as a party night. Some feel that the culture that opposes Friday classes would change in a few years. If students come to UConn knowing that Friday is a normal day of classes, they will not regard Thursday evenings as a party night.

Friday classes should be as academically important to both students and faculty as classes on Monday through Thursday. This will require a cultural shift, as well as changes in the class schedule, and it will take a few years to accomplish. The result of this change should lead to a decrease in problems with substance abuse, and it should be effective in countering UConn's "party school" reputation.

Off-Campus Environment

Sale of Alcohol – Extensive public health research confirms a common-sense perception that the more limited the supply of dangerous substances, the less likely the use and abuse. For the most part, creating obstacles to the sale of alcohol to underage individuals is not a matter of establishing new laws; such sale is already illegal. Rather, it is a matter of involving all interested parties—the Town of Mansfield, the Connecticut Liquor Control Commission, the police, the University, and tavern and package store personnel—in a cooperative effort to assure compliance. The Task Force recommends an ongoing body to serve as a communications mechanism; strict enforcement of regulations against special promotions (e.g., happy hours); limitations on bulk purchases; efforts to restrict irresponsible advertising; more stringent identification requirements; and other measures. These steps will not totally eliminate the availability of alcohol to underage students, but will represent an important element of an overall strategy to limit supply. In addition, expansion of highly visible anti-drunk driving enforcement along with provision

of alternate transportation will help protect the community from what can be the most tragic manifestation of alcohol abuse.

Town Improvements – As is suggested elsewhere in this report, the more alternative activities that exist, the less likely students are to engage in alcohol abuse. The University can meet some of this need, but the creation of a thriving, active downtown will help as well. One specific step that will limit drunk driving and also make it easier for students to participate in activities on- and off-campus is the expansion of sidewalks both on University-owned streets and town roads. The Town of Mansfield also has a key role to play in working with apartment house managers to assure better control over large gatherings. An area that merits close consideration is development of clear policies and enforcement guidelines regarding alcohol consumption on private property—not for the purpose of controlling what individual families do in their own homes, but to prevent large parties from becoming key points of danger for underage students.

New Football Stadium – The establishment of a new football stadium several miles from campus presents special challenges. While the University is eager to make participation in UConn football an attractive part of college life, large football stadiums inevitably attract “tailgate” parties that increase the chances of intoxication during and after the game. Some universities, for example, have separate parking lots reserved for tailgate parties with and without alcohol, in order to more closely monitor alcohol-related activities. As an example, the University of Iowa has created an alcohol-free area for undergraduates (and others) to hold tailgate parties that meet students’ expectations. In addition, the Task Force identified the sale of alcohol during the game, the size of the drink containers, and alcohol industry promotional activities as potential problems. It is recommended that the University work with the Town of East Hartford to clarify roles and responsibilities regarding tailgate parties and alcohol sales at the stadium concession stands (which could be terminated at half-time as is done at some universities).

In a related area, the Task Force noted a number of instances of aggressive promotion of alcohol by the alcoholic beverage industry on and around campus, as well as during university-sponsored sports events. These activities should be monitored because they appear to be in violation of the industry self-regulation codes. We therefore recommend that a university policy be established that promotions and marketing should conform to the industry’s own codes of responsible marketing and advertising.

Prevention Specialist

Substance Abuse Prevention Specialist – From the beginning of the Task Force activities, it has been clear that there is a lack of coordination for the many efforts now underway to tackle substance abuse problems, including the HEART Program, the activities in the Dean of Students Office and the variety of efforts in residential housing. Additionally, there is a lack of real data that fully indicates the seriousness of the problem and the effectiveness of the intervention efforts now underway. The Task Force is recommending designation of a Substance Abuse Prevention Specialist, along with appropriate clerical support and an oversight board. In addition, the Task Force believes

that a broad-based coalition of relevant constituency groups be established, similar to the President's Task Force appointed to prepare this report, in order to support, advise and facilitate the work of the Prevention Specialist.

Research and Funding Opportunities – There are a number of federal programs available that provide funding for research and program activities involving substance abuse. The Connecticut Department of Mental Health and Addiction Services funds initiatives that deal with prevention. One of the responsibilities of a Substance Abuse Prevention Specialist should be the pursuit of funding opportunities and the coordination of faculty and staff who are interested in seeking funding support.

Provide Education and Consultation to Campus Community – Students have noted the need for additional information on psychoactive substances. A strong educational and social marketing program would be beneficial in addressing high-risk behaviors that arise from substance abuse. This activity requires coordination and guidance. This needs to be done for both students and faculty. A Substance Abuse Prevention Specialist could also provide coordination for free or low cost consultation from outside organizations such as the Governor's Prevention Partnership and the New England Higher Education Center. Both organizations provide technical assistance and training designed to enhance the effectiveness of college prevention efforts.

Summary and Conclusions

The problems associated with substance abuse are pervasive on college campuses across the nation. During the past decade, considerable progress has been made in the design and implementation of evidence-based prevention programs in institutions of higher learning. The most effective programs consist of a campus-community coalition consisting of students, faculty, administrators and key constituency group representatives (such as parents and community leaders), combined with dedicated prevention staff who have the resources to follow through with the kinds of recommendations proposed in this report. We believe that the University of Connecticut accepts the challenge of dealing with alcohol and drug abuse, and we present the recommendations in this report as instruments to meet that challenge. These recommendations will, if implemented over the next two years, have a major impact on the problems associated with alcohol and drug abuse, help to dispel undesired negative aspects of the University's image, and enhance our ongoing progress in creating a campus characterized by academic rigor and an exceptionally positive quality of student life.



Quick Search by: Bill Number: Year: 2003

- Broadcast Media
- Statutes
- Committees A - H & I - Z
- Search
- Session Information
- House

Substitute for Raised H.B. No. 6693 Session Year 2003

Printer-Friendly With Notes | Printer-Friendly No Notes | Add

AN ACT CONCERNING UNDERAGE DRINKING.

To prohibit minors possessing alcohol on private property, provide an array of sanctions and service and provide criminal penalties for adults who host or permit "house parties" where minors possess

Introduced by: Judiciary Committee

New today	2-4 days old	5 days
Text of Bill File No. 620 [pdf] JUD Joint Favorable Substitute [pdf] Raised Bill [pdf]		Committee Actions JUD Joint Fav. Rpt JUD Vote Tally Sheet-B JUD Vote Tally Sheet-A JUD Vote Tally Sheet Fiscal Notes Fiscal Note for HB-669: Bill Analyses Bill Analysis for File Coj

Add Notes to HB-6693

Bill History (in reverse chronological order)

Date	Action Taken
5/6/2003	Referred by House to Committee on Transportation
5/1/2003 (LCO)	File Number 620
5/1/2003	House Calendar Number 426
5/1/2003	Favorable Report, Tabled for the Calendar, House
5/1/2003 (LCO)	Reported Out of Legislative Commissioners' Office
4/25/2003 (LCO)	Referred to Office of Legislative Research and Office of Fiscal Analysis
4/15/2003 (LCO)	Filed with Legislative Commissioners' Office
4/14/2003 (JUD)	Joint Favorable Substitute
3/31/2003	Public Hearing 04/04
3/27/2003	Referred to Joint Committee on Judiciary

Co-sponsors of HB-6693

Rep. Themis Klarides, 114th Dist.

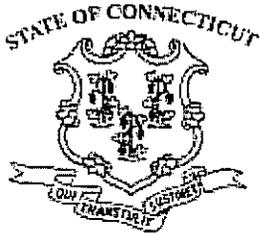
Rep. Roberta B. Willis, 64th Dist.

Rep. Donald B. Sherer, 147th Dist.

[Click for Bills Similar to HB-6693](#)

Please direct all inquiries regarding the status of bills to the House and Senate Clerks' Offices.

[Contact WebMaster](#) | [Disclaimer](#) | [Privacy Policy](#) | [Site Map](#) | [Site Help](#) | [External Links](#) | [Cap](#)



General Assembly

January Session,
2003

File No. 620

Substitute House Bill No. 6693

House of Representatives, May 1, 2003

The Committee on Judiciary reported through REP. LAWLOR of the 99th Dist., Chairperson of the Committee on the part of the House, that the substitute bill ought to pass.

AN ACT CONCERNING UNDERAGE DRINKING.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 30-89 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

(a) Any person to whom the sale of alcoholic liquor is by law forbidden who purchases or attempts to purchase such liquor or who makes any false statement for the purpose of procuring such liquor shall be fined not less than two hundred nor more than five hundred dollars.

(b) (1) Any minor who possesses any alcoholic liquor [on any street or highway or in any public place or place open to the public, including any club which is open to the public,] shall be fined not less than two hundred nor more than five hundred dollars. In addition to imposing such fine, the court may order such minor to perform not more than one hundred eighty hours of community service, as defined in section 14-227e, and undergo mental health or substance abuse counseling if an evaluation ordered by the court indicates that such minor would benefit from such counseling.

(2) The provisions of this subsection shall not apply to [(1)] (A) a person over age eighteen who is an employee or permit holder under section 30-90a and who possesses alcoholic liquor in the course of [his] such person's employment or business, [(2)] (B) a minor who possesses alcoholic liquor on the order of a practicing physician, or [(3)] (C) a minor who possesses alcoholic liquor while accompanied by [a] such minor's parent, guardian or spouse, who has attained the age of twenty-one.

(3) For the purposes of this subsection, "minor" means a person under twenty-one years of age.

Sec. 2. Section 14-111e of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

(a) The Commissioner of Motor Vehicles shall suspend, for a period of one hundred fifty

days, the motor vehicle operator's license, motorcycle operator's license or nonresident operating privilege of any person under the age of twenty-one who has been convicted of a violation of section 30-88a involving the misuse of an operator's license or section 30-89, as amended by this act, involving the purchase [and] or possession of alcoholic liquor by a minor.

(b) Any person under the age of twenty-one who has not been issued a motor vehicle operator's license under section 14-36 or a motorcycle operator's license under section 14-40a and who has been convicted of a violation of section 30-88a involving the misuse of an operator's license, section 30-89, as amended by this act, involving the purchase [and] or possession of alcoholic liquor by a minor or subsection (e) of section 1-1h involving the misuse of an identity card, shall not be issued a new operator's license by the commissioner under section 14-36 or [section] 14-40a until a period of one hundred fifty days has elapsed from the date all applicable requirements for any such license have been satisfied by the applicant.

Sec. 3. Subsection (b) of section 30-86 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*) :

(b) (1) Any permittee or any servant or agent of a permittee who sells or delivers alcoholic liquor to any minor [,] or [to] any intoxicated person, or to any habitual drunkard, knowing the person to be such an habitual drunkard, shall be subject to the penalties of section 30-113. [Any person who sells, ships, delivers or gives any such liquors to such]

(2) No person shall sell, ship, deliver or give alcoholic liquor to a minor, by any means, including, but not limited to, the Internet or any other on-line computer network, or at any location, including, but not limited to, a dwelling unit or private property, except on the order of a practicing physician. [, shall be fined not more than one thousand five hundred dollars or imprisoned not more than eighteen months, or both.] Any person who violates the provisions of this subdivision, for a first offense, shall be fined not more than five hundred dollars or imprisoned not more than one year, or both, and may be ordered to perform not more than one hundred eighty hours of community service, as defined in section 14-227e, and, for a second offense, shall be fined not more than one thousand five hundred dollars or imprisoned not more than eighteen months, or both.

(3) No person twenty-one years of age or older having possession or control of any dwelling unit or private property shall (A) knowingly permit a minor to possess alcoholic liquor in violation of subsection (b) of section 30-89, as amended by this act, in such dwelling unit or on such private property, or (B) knowing that a minor possesses alcoholic liquor in violation of subsection (b) of section 30-89, as amended by this act, in such dwelling unit or on such private property, fail to make reasonable efforts to halt such possession. Any person who violates the provisions of this subdivision, for a first offense, shall be fined not more than five hundred dollars or imprisoned not more than one year, or both, and may be ordered to perform not more than one hundred eighty hours of community service, as defined in section 14-227e, and, for a second offense, shall be fined not more than one thousand five hundred dollars or imprisoned not more than eighteen months, or both.

(4) The provisions of this [section] subsection shall not apply [(1)] (A) to a sale, shipment or delivery made to a person over age eighteen who is an employee or permit holder

under section 30-90a and where such sale, shipment or delivery is made in the course of such person's employment or business, [(2)] (B) to a sale, shipment or delivery made in good faith to a minor who practices any deceit in the procurement of an identity card issued in accordance with the provisions of section 1-1h, who uses or exhibits any such identity card belonging to any other person or who uses or exhibits any such identity card that has been altered or tampered with in any way, or [(3)] (C) to a shipment or delivery made to a minor by a parent, guardian or spouse of the minor, provided such parent, guardian or spouse has attained the age of twenty-one and provided such minor possesses such alcoholic liquor while accompanied by such parent, guardian or spouse. (5) For the purposes of this subsection, "minor" means a person under twenty-one years of age.

This act shall take effect as follows:	
Section 1	October 1, 2003
Sec. 2	October 1, 2003
Sec. 3	October 1, 2003

JUD Joint Favorable Subst.

The following fiscal impact statement and bill analysis are prepared for the benefit of members of the General Assembly, solely for the purpose of information, summarization, and explanation, and do not represent the intent of the General Assembly or either House thereof for any purpose:

OFA Fiscal Note

State Impact:

Agency Affected	Fund-Type	FY 04 \$	FY 05 \$
Judicial Dept.	GF - Cost	Significant	Significant
Motor Vehicle Dept.	GF - Revenue Gain	Indeterminate	Indeterminate
Mental Health & Addiction Serv., Dept.; Children & Families, Dept.	GF - Cost	Potential Significant	Potential Significant
Criminal Justice, Div.; Pub. Defender Serv. Com.; Public Safety, Dept.	GF - None	None	None
Correction, Dept.	GF - Cost	Potential	Potential

Note: GF=General Fund

Municipal Impact:

Municipalities	Effect	FY 04 \$	FY 05 \$
----------------	--------	----------	----------

Municipal Police Departments	None	None	None
------------------------------	------	------	------

Explanation

There were 1,742 violations of the prohibition against minors possessing alcohol in public places in FY 02, resulting in 379 convictions. It is anticipated that the bill would substantially increase the number of violations and convictions by extending the prohibition to include private property. For comparison purposes, a 25% increase would result in an additional 436 offenses and 95 convictions annually.

Evaluations and Community Service

Under the bill, the court may order a minor to perform up to 180 hours of community service and require the minor to undergo mental health or substance abuse counseling if an evaluation indicates that it would be beneficial. The bill would substantially increase the number of evaluations conducted and therefore result in a significant cost to the Judicial Department to expand its service contracts. It is anticipated that the provision of community service under the bill could be done without additional appropriations.

Suspension of Motor Vehicle Licenses

The Department of Motor Vehicles (DMV) already suspends the driver's license or refuses to issue new licenses to minors convicted of illegally purchasing and possessing alcoholic liquor. Since the bill expands the "possession" provision to anywhere in the state, passage of the bill would increase the number of suspensions currently effected by the DMV. However, since these types of suspensions do not require administrative hearings and no programming changes are required, the workload increase will not require an additional appropriation. An indeterminate revenue gain to the Transportation Fund from the \$100 restoration fee is anticipated.

Substance Abuse & Mental Health Treatment

The bill allows the court to refer a minor to an alcohol education program, presumably the Pretrial Alcohol Education System (PAES) operated by the Department of Mental Health and Addiction Services (DMHAS). This program provides alcohol education counseling to certain individuals charged with drunk driving, and is supported by participant fees. These additional clients will result in additional program expenses as well as offsetting revenue from fees for the restricted, non-General Fund Pretrial Account operated by DMHAS. There will therefore be no net fiscal impact from the potential increase caseload. The bill would also require DMHAS to develop age-appropriate alcohol education services. This will lead to a one-time cost to adapt the current PAES curriculum. This cost is expected to be minimal and can be handled within anticipated budgetary resources.

The bill further specifies that the court may require a minor to receive mental health or substance abuse counseling if a court ordered evaluation finds the minor would benefit from such counseling. It does not specify the entities that would provide the evaluation or counseling, nor does it indicate which state agency would bear the financial burden when such minors have insufficient insurance, lack ability to pay privately or are ineligible for publicly funded entitlement services. To the extent that the Department of Children and Families and DMHAS are held responsible for the provision of additional services, significant costs may be incurred. These costs would vary depending upon the

number of minors referred to each department as well as the intensity of services provided.

Criminal Sanctions

The bill establishes criminal penalties for minors or adults who provide alcoholic liquor to minors on private property. It also makes it a crime for an adult to knowingly permit a minor to possess alcoholic liquor on private property. The potential number of offenses and convictions is unknown. The annual cost of incarceration is \$26, 331; the annual cost of probation could range from \$45 to \$260, depending upon the type of probation required for offenders under the bill. Any revenue gain from criminal fines is anticipated to be minimal. It is expected that state prosecutors, public defenders and law enforcement agencies would be able to handle cases under the bill without needing additional appropriations.



OLR Bill Analysis

sHB 6693

AN ACT CONCERNING UNDERAGE DRINKING

SUMMARY:

This bill makes it illegal for a minor to possess alcohol anywhere, rather than only in public. As under current law, this provision does not apply to a minor who (1) is over age 18 and possesses alcohol in the course of employment; (2) possesses alcohol on a physician's order; or (3) possesses alcohol while accompanied by his parent, guardian, or spouse over age 21. As under current law, the penalty for illegal possession is a fine of \$200 to \$500. The bill also allows a court to require the minor to (1) perform up to 180 hours of community service and (2) undergo mental health or substance abuse counseling if a court-ordered evaluation shows that the minor would benefit from counseling. The bill clarifies that a minor is a person under age 21 for these provisions.

Under current law, the motor vehicles commissioner must suspend the driver's license or refuse to issue a new license to a minor convicted of illegally purchasing and possessing alcohol. The bill specifies that he must do so for either illegal purchase or illegal possession.

Current law prohibits someone from selling, shipping, delivering, or giving alcohol to a minor by any means, including the Internet. The bill specifies that this applies to providing alcohol at any location, including a dwelling unit or private property. It lowers the penalty for first violations and makes the current penalty (a fine of up to \$1, 500, up to 18 months in prison, or both) the punishment for second offenses. The new first offense penalty is a fine of up to \$500, up to one year in prison, or both, and the court can order up to 180 hours of community service.

The bill prohibits someone over age 21 who possesses or controls a dwelling unit or private property from knowingly permitting a minor to illegally possess alcohol in the

unit or on the property. The bill also makes it illegal to for such a person to fail to make reasonable efforts to stop the possession of alcohol in the unit or on the property by a minor he knows possesses alcohol illegally. A first offense is punishable by a fine of up to \$500, up to one year in prison, or both, and the court can order up to 180 hours of community service. A second offense is punishable by a fine of up to \$1, 500, up to 18 months in prison, or both.

EFFECTIVE DATE: October 1, 2003

COMMITTEE ACTION

Judiciary Committee

Joint Favorable Substitute

Yea 33 Nay 6

TOP

REPORT ON BILLS FAVORABLY REPORTED BY COMMITTEE

COMMITTEE: Judiciary Committee

File No.:

Bill No.: HB-6693

PH Date: 4/4/2003

Action/Date: JFS, 4/14/03

Reference Change: None

TITLE OF BILL:

AN ACT CONCERNING UNDERAGE DRINKING.

SPONSORS OF BILL:

Representative Klarides,
The Coalition to Stop Underage Drinking

REASONS FOR BILL:

To reduce the occurrence of underage drinking, and adult supplied alcohol at "house parties".

RESPONSE FROM ADMINISTRATION/AGENCY:

Richard Blumenthal, Connecticut State Attorney General - Strongly supports the bill because it imposes liability on the "Social Host", anyone who has control physically of the premises where minors are drinking, not dispensing the alcohol. He also made the suggestion for deletion of the section where the "Social Host" be over 21 to be liable.

Sheryl Sprague, Substance Abuse Prevention Coordinator, Town of Glastonbury Health Dept. & GERALYN LAUT, President, GLAD (The Glastonbury Alcohol and Drug Council) - They said that they support the bill because the two reasons for the bill will send a clear strong message that underage drinking is not acceptable. They did suggest removing the age qualification in Section 3A to insure that any person, including under the age of 21 will be subject to legal consequences.

James Papillo, Office of the Victim Advocate - "The end result may deter some to drink and drive and others to re-offend; either way, it will better serve the interests of public safety."

Chiefs Anthony Salvatore & James Strillacci, Connecticut Police Chiefs Association - There is no law as of yet that restricts minors from possessing alcohol on private property. This bill will correct that. "It will prevent who-know-how-much damage, injury, and death, due vandalism, drunk-driving accidents, and alcohol poisoning." They suggested Section 3 be revised to apply to all ages.

NATURE AND SOURCES OF SUPPORT:

<http://www.cga.state.ct.us/200>

MADD Connecticut (Mothers Against Drunk Driving) – MADD supports the bill because the bill will help to increase enforcement and accountability not only for minors who are found drinking but for adults who provide alcohol to our youth.

Valerie Cancellieri, Plainville, CT – A junior at Plainville High School, a member of the youth advisory council, which is part of the Governor's Prevention Partnership.

Catherine LeVasseur, Killingworth, CT, Youth Co-Chair, CT Coalition to Stop Underage Drinking -Stated that in time in her current position she has had the opportunity to talk to youths in the state about the problem of underage drinking. She said that the solutions she hears is that we need to make it harder to obtain the alcohol, and then make sure the youths know it's not alright to drink. This bill will start to do this. One comment was that in line 22, that the behavior is ok if accompanied by "A" parent or guardian. She suggested a change from "A" to "their own"

Matt Albrecht, Killingworth, CT, Co-Chair, CT Coalition to Stop Underage Drinking Youth Council

Maureen Ryder, Durham, CT – Pointed out that this bill is just a continuation of local ordinances that are currently in effect in many places in the state, and that expansion to being state-wide is a beneficial next step. Also brought the idea that the parents of hosts to some of these house parties might not know what is happening while they are on vacation, or at friends houses. "Parents should not have to live in fear that their child will not come home due to an alcohol related incident."

Roxana Rosario, Manchester, CT - Graduate Student at UConn School of Social Work. Pointed out obsessive drinking by underage youth is linked to reckless behavior such as falls, boating accidents, date rape, and unprotected sex that can lead to sexually transmitted diseases. She suggested increased penalties in Section 1B, by imposing fines and mandating community service. Supports the bill as a mother.

Allen Wilensky, Connecticut Package Stores Association - Raised a question as to effectiveness and application of license revoking. He brought in the case of minors attempting to purchase alcohol from the stores. He pointed out that while the stores suffer heavy penalties for selling to minors, the minors face little or no penalty for attempting to purchase alcohol. "Until the kids are under some kind of scrutiny also, underage purchasing will continue."

Craig Turner, Wallingford Youth Services

NATURE AND SOURCES OF OPPOSITION:

None given.

Ari S. Disraelly

4/28/03

Reported by

Date

OFA Fiscal Note**State Impact:**

Agency Affected	Fund-Type	FY 04 \$	FY 05 \$
Judicial Dept.	GF - Cost	Significant	Significant
Motor Vehicle Dept.	GF - Revenue Gain	Indeterminate	Indeterminate
Mental Health & Addiction Serv. , Dept. ; Children & Families, Dept.	GF - Cost	Potential Significant	Potential Significant
Criminal Justice, Div. ; Pub. Defender Serv. Com. ; Public Safety, Dept.	GF - None	None	None
Correction, Dept.	GF - Cost	Potential	Potential

Note: GF=General Fund

Municipal Impact:

Municipalities	Effect	FY 04 \$	FY 05 \$
Municipal Police Departments	None	None	None

Explanation

There were 1,742 violations of the prohibition against minors possessing alcohol in public places in FY 02, resulting in 379 convictions. It is anticipated that the bill would substantially increase the number of violations and convictions by extending the prohibition to include private property. For comparison purposes, a 25% increase would result in an additional 436 offenses and 95 convictions annually.

Evaluations and Community Service

Under the bill, the court may order a minor to perform up to 180 hours of community service and require the minor to undergo mental health or substance abuse counseling if an evaluation indicates that it would be beneficial. The bill would substantially increase the number of evaluations conducted and therefore result in a significant cost to the Judicial Department to expand its service contracts. It is anticipated that the provision of community service under the bill could be done without additional appropriations.

Suspension of Motor Vehicle Licenses

The Department of Motor Vehicles (DMV) already suspends the driver's license or refuses to issue new licenses to minors convicted of illegally purchasing and possessing alcoholic liquor. Since the bill expands the "possession" provision to anywhere in the state, passage of the bill would increase the number of suspensions currently effected by the DMV. However, since these types of suspensions do not require administrative hearings and no programming changes are required, the workload increase will not require an additional appropriation. An indeterminate revenue gain to the Transportation Fund from the \$100 restoration fee is anticipated.

Substance Abuse & Mental Health Treatment

The bill allows the court to refer a minor to an alcohol education program, presumably the Pretrial Alcohol Education System (PAES) operated by the Department of Mental Health and Addiction Services (DMHAS). This program provides alcohol education counseling to certain individuals charged with drunk driving, and is supported by participant fees. These additional clients will result in additional program expenses as well as offsetting revenue from fees for the restricted, non-General Fund Pretrial Account operated by DMHAS. There will therefore be no net fiscal impact from the potential increase caseload. The bill would also require DMHAS to develop age-appropriate alcohol education services. This will lead to a one-time cost to adapt the current PAES curriculum. This cost is expected to be minimal and can be handled within anticipated budgetary resources.

The bill further specifies that the court may require a minor to receive mental health or substance abuse counseling if a court ordered evaluation finds the minor would benefit from such counseling. It does not specify the entities that would provide the evaluation or counseling, nor does it indicate which state agency would bear the financial burden when such minors have insufficient insurance, lack ability to pay privately or are ineligible for publicly funded entitlement services. To the extent that the Department of Children and Families and DMHAS are held responsible for the provision of additional services, significant costs may be incurred. These costs would vary depending upon the number of minors referred to each department as well as the intensity of services provided.

Criminal Sanctions

The bill establishes criminal penalties for minors or adults who provide alcoholic liquor to minors on private property. It also makes it a crime for an adult to knowingly permit a minor to possess alcoholic liquor on private property. The potential number of offenses and convictions is unknown. The annual cost of incarceration is \$26,331; the annual cost of probation could range from \$45 to \$260, depending upon the type of probation required for offenders under the bill. Any revenue gain from criminal fines is anticipated to be minimal. It is expected that state prosecutors, public defenders and law enforcement agencies would be able to handle cases under the bill without needing additional appropriations.

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

May 12, 2003

Town Council
Town of Mansfield

Re: Community Center Walking Track

Dear Town Council:

As we have discussed, a local business has offered to contribute \$250,000 toward the construction of an indoor walking track for the new Community Center. The magnitude of this proposed gift is unprecedented in the town's recent history. The key terms of the gift arrangement are as follows:

- The gift would be financed through an initial donation of \$12,000 and monthly minimum installments of \$2,000 for a ten-year period
- The donors would guarantee the payments and purchase life insurance policies to protect the payments in the event of the death of either donor
- The donation would be used exclusively for the purchase of the indoor track
- The donor would have naming rights to the track

We have been waiting for additional project costs estimates before proceeding further with this item, and I am very pleased to inform you that we have recently received very good news. In April, our construction manager issued a cost estimate of \$515,887 for this project. This price was too high. However, we then realized that we could scale back the project by using an exterior stairway as opposed to a new enclosed stairway as a second means of egress to and from the track. By choosing an exterior stairway, which is fully compliant with all applicable codes, we have been able to reduce the project estimate to \$333,887, a figure that is much more affordable. I do wish to emphasize that this new estimate hinges on the criteria that the track be installed now, prior to the completion of the gym. To install the track at a later point would be much more expensive.

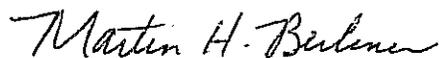
With this new cost estimate, we believe that the track could be funded through a combination of the \$250,000 gift, monies from the project contingency account and other donations. As you can imagine, the indoor track would be a great amenity for our community. In fact, many of our residents, particularly seniors, have expressed a strong desire for an indoor track to serve as a safe walking place during our winter months.

Because the cost of the project is now within our means and the indoor track would be a tremendous benefit to the town, we recommend that the Council authorize the Manager to negotiate an agreement with the potential donors and to receive the gift. (The Town Attorney would assist in this task.) The Building Committee has reviewed this proposal, and has authorized the expenditure of contingency account funds to supplement the \$250,000 donation.

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

Move, effective May 12, 2003 to authorize the Town Manager to negotiate and execute an agreement with the potential donors and to receive a donation of \$250,000 towards the purchase of an indoor walking track for the Mansfield Community Center.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(3)

MANSFIELD COMMUNITY CENTER
 COST PROPOSALS FOR CONSTRUCTION OF GYM TRACK

MAY 5, 2003

Bid Package	Trade Description	Bid Alternate #1 Proposals Received 11/30/2001	Proposal Request #24 Proposals Received 4/7/2003	Proposal Request #28 Proposals Received 5/5/2003
1	Sitework	\$4,087	\$4,087	\$4,087
2	General Trades	147,000	299,000	149,000
3	Structural and Misc. Steel	96,000	113,500	87,000
4	Swimming Pools	N/A	N/A	N/A
5	Plumbing and Heating	2,300	3,200	0
6	Fire Protection	5,000	6,100	5,800
7	Electrical	21,551	65,000	63,000
	General Conditions		25,000	25,000
	Total	\$275,938	\$515,887	\$333,887

PROPOSAL REQUEST #24: Updated pricing for Gym Track and enclosed Stair S3

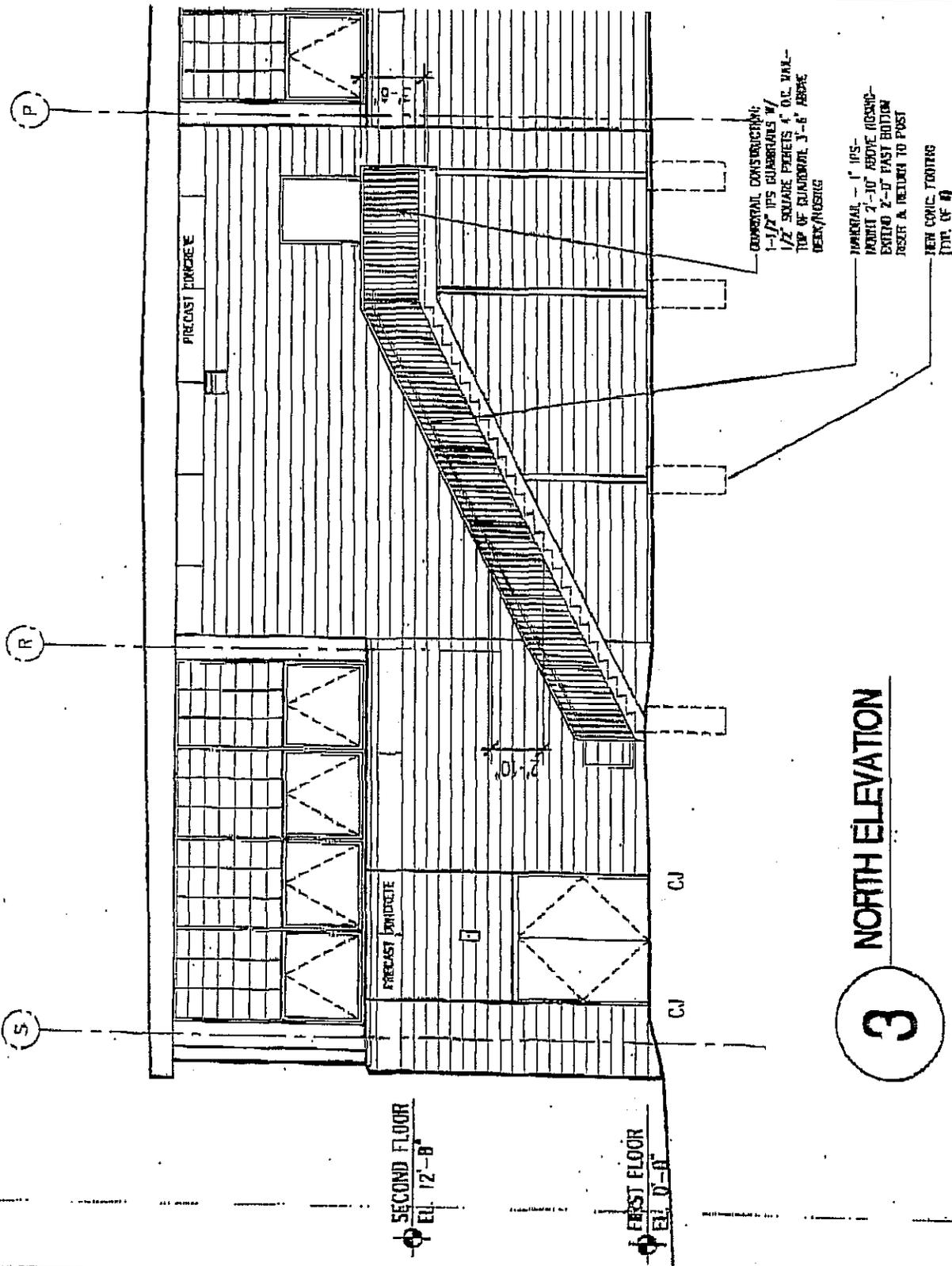
PROPOSAL REQUEST #28: Revised pricing for Gym Track, delete enclosed Stair S3 lower and provide an exterior galvanized steel stair as shown on ASK-36 and ASK-37 dated April 29, 2003.

Cc: J. VanderMaelen - S/LI/M
 L. Patenaude - Town of Mansfield
 File

Attachment

INDUSTRIAL CONSTRUCTION COMPANY, INC. - CONSTRUCTION MANAGER

P.51



NORTH ELEVATION

3

The
SLAM
 Collaborative
 Glastonbury, CT
 Tel 860 657-8077
 Fax 860 657-3411

EXTERIOR STAIR AT GYM NORTH ELEVATION

MANSFIELD COMMUNITY CENTER
 South Eagleville Road
 Mansfield CT
 P.52

Scale: 1/8"=1'-0"
 Reference:
 Date: 4/29/03
 Proj. No. 06027.00

Sketch No:
A-SK37

AGREEMENT

THIS AGREEMENT made this ~~****~~ day of April, 2003 by and between ~~_____~~, a Connecticut Limited Liability company with its principal offices located in the Town of Mansfield, County of Tolland and State of Connecticut (hereinafter referred to as "Donor"), and ~~_____~~, both individuals residing in the Town of Mansfield, County of Tolland and State of Connecticut (hereinafter referred to collectively as "Guarantors") and the TOWN OF MANSFIELD, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as the "Town").

WHEREAS, the Donor wishes to make a charitable contribution to the Town to be used exclusively for the construction of a running track at the new Mansfield Community Center; and,

WHEREAS, the Donor wishes to have the right to name the running track,

NOW THEREFORE, the parties agree as follows:

1. Donor hereby obligates itself to make a charitable donation to the Town in the total amount of TWO HUNDRED FIFTY THOUSAND and 00/100 (\$250,000.00) DOLLARS payable as outlined in Paragraph 2 below.

2. Donor shall make an initial donation in the amount of Twelve Thousand and 00/100 (\$12,000.00) Dollars upon the execution of this Agreement by all parties and shall contribute the minimum sum of Two Thousand and 00/100 (\$2,000.00) Dollars per month on or before the 15th day of each month commencing on May 15, 2003 until such time that the total contribution of Two Hundred Fifty Thousand and 00/100 (\$250,000.00) Dollars has been made to the Town.

3. Guarantors, jointly and severally, hereby guarantee the payments owed by the Donor as outlined above and will make arrangements for the proceeds of certain life insurance policies on the lives of the Guarantors to be used for the payment of this obligation in the case of the death of either one of the Guarantors.

4. The aforementioned donation is to be used by the Town exclusively for the construction of the running track for the new Mansfield Community Center. If the amount of the donation exceeds the cost of said construction then the obligation of the Donor shall be reduced to an amount equal to the cost of said construction. If the amount of the donation is less than the cost of said construction then the obligation of the Donor shall be limited as outlined herein and the Town shall be responsible for any additional expense incurred for said construction.

5. All parties hereby acknowledge that it is the intent of this transaction for the donation to qualify as a tax deductible charitable contribution. The Town hereby represents that said donation to the Town shall qualify as a charitable deduction and be tax deductible as outlined in Title 26, section 170 of the United States Code.

6. The Town also agrees that the Donor, or in its stead the Guarantors, have the right to name the running track and said name shall be prominently but aesthetically displayed in the vicinity of the running track.

THIS AGREEMENT, shall be binding upon the parties hereto, and their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this **** day of April, 2003.

Signed, Sealed and Delivered
in the presence of:

[Redacted signature]

By: _____
Its Manager and Member
and individually as Guarantor

By: _____
Its Manager and Member
and individually as Guarantor

TOWN OF MANSFIELD

By: _____
Its

AGREEMENT

Proposed changed Paragraph 5

5. The Town hereby acknowledges that it is the intent of the Donor that this transaction qualify as a tax deductible charitable contribution. The Town hereby represents that the Town is an entity donations to which made for exclusively public purposes may qualify as charitable contributions deductible as outlined in Title 26, section 170 of the United States Code, and that the Town regards construction of a running track at the new Mansfield Community Center to be a public purpose.

THIS PAGE LEFT
BLANK
INTENTIONALLY

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Item #4



Martin H. Berliner, Town Manager

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

May 12, 2003

Town Council
Town of Mansfield

Re: Appointment of Town Council Member to Mansfield Downtown Partnership, Inc.

Dear Town Council:

Attached please find a letter from Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, requesting that the Town Council appoint a representative to the Partnership's Board of Directors to a term to end June 30, 2006. As you know, the town has three representatives on the Board, and the seat is at issue is currently filled by Council member Hawkins. Mr. Hawkins has expressed an interest in serving another term.

Respectfully submitted,

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

Martin H. Berliner
Town Manager

Attach:(1)



Mansfield Downtown Partnership

Helping to Build Mansfield's Future

April 28, 2003

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

RE: Appointment of Town Council Member to Mansfield Downtown Partnership, Inc.

Dear Mr. Berliner:

As you know, current terms for some members of the Mansfield Downtown Partnership's Board of Directors are to expire on June 30, 2003. Last year, the Town Council appointed Town Councilor Al Hawkins for a one-year term to end on June 30, 2003. The other two Town appointments are Chris Thorkelson for a term to end in 2004 and yourself for a term to end in 2005. As noted in the Partnership's Bylaws, all terms will become three-year terms after the first term is complete.

By this letter, I am requesting that you inform the Partnership of whom the Town Council will be appointing as one of its representatives to the Partnership Board for a three-year term to end June 30, 2006. Mr. Hawkins has expressed interest in serving for another term.

Thank you for your interest and participation. Please do not hesitate to contact me at 429-2740 if you have any questions.

Sincerely,

Cynthia van Zelm
Executive Director

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Item #5



Martin H. Berliner, Town Manager

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

May 12, 2003

Town Council
Town of Mansfield

Re: Funding of CCM Lawsuits against the State for PILOT and Town Aid Road Grants

Dear Town Council:

Attached please find a request from the Connecticut Conference of Municipalities (CCM) to assist with the funding of the lawsuits that CCM had brought against the state to compel the payment of two grant programs – Payments in Lieu of Taxes for New Machinery and Equipment and Town Aid Road. At this point, CCM is not asking for a binding commitment, but a showing of interest on the part of the town to assist with the funding of the litigation. Once CCM has a list of potential contributors, they will apportion the cost on a *pro rata* basis.

Because Mansfield and other town and cities across the state rely heavily upon the grant programs at issue, staff recommends that the Council express its interest in assisting with the funding of the lawsuits.

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

Move, effective May 12, 2003 to authorize the Town Manager to express the town's interest in participating in the mutual financing of two lawsuits that the Connecticut Conference of Municipalities brought against the State of Connecticut to compel the state to pay municipalities under two grant programs – Payments in Lieu of Taxes for New Machinery and Equipment, and Town Aid Road.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)



CONNECTICUT CONFERENCE OF MUNICIPALITIES

900 Chapel St., 9th Floor, New Haven, CT 06510-2807 • Phone (203) 498-3000 • FAX (203) 562-6314

REC'D MAY 05 2003

April 28, 2003

Memorandum

To: Mayor, First Selectman, Town/City Manager of Mansfield

From: Joel Cogen

Re: Funding of CCM lawsuits against the State for PILOT and Town Aid Road grants

This memo seeks each municipality's participation in funding the lawsuits that CCM brought against the State to compel payment of the two grants that state officials had illegally refused to pay – Payments in Lieu of Taxes for New Machinery and Equipment, and Town Aid Road grants.

CCM's two lawsuits were instrumental in obtaining the \$60 million that the State paid to the local governments in March. Your town received a total of \$108,043 as a result.

CCM brought the lawsuits in January after the State refused to make the payments, totaling \$80.6 million.

CCM sued on behalf of all cities and towns, and was joined in the lawsuits by a representative group of 17 municipalities as named co-plaintiffs. The suits were called *Andover et al v. Ryan* and *Andover et al v. Wyman* because the Town of Andover was alphabetically the first of the 17 named plaintiffs.

The legal fight ended only after the State agreed to pay \$60 million to the cities and towns, about three quarters of the original appropriations for the two grants. CCM waited to withdraw the lawsuits until it determined that the State had made the payments.

CCM is asking each municipality to help pay for the costs of the lawsuits. The method of financing the suits is the same as for CCM's highly successful *amicus curiae* litigation, i.e., voluntary assessment of the interested cities and towns, with the cost divided among participating municipalities on a pro rata basis.

You would not make a binding commitment until you have had a chance to review the projected cost to your municipality.

Please use and return the enclosed form to indicate your municipality's interest in the two cases.

cc: City/town attorney

Enclosure

RETURN FORM

I would ___ would not ___ be interested in my town participating in the mutual financing of the two lawsuits that CCM brought against the State to compel it to pay the two grants to municipalities (PILOT for new machinery and equipment and Town Aid Road grants).

I understand (a) that by expressing such an interest I am not making a binding commitment at this time, and (b) that CCM will send me information on the cost before I am asked to consider making such a commitment.

Name of Person Completing Form

Position

Municipality

Return form to:

Barbara Ryan
Ct. Conference of Municipalities
900 Chapel Street, 9th Floor
New Haven, CT 06510-2807
or
Fax: (203) 562-6314

THIS PAGE LEFT
BLANK
INTENTIONALLY

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

May 12, 2003

Town Council
Town of Mansfield

Re: Troyer Trail License

Dear Town Council:

As explained in the attached, Mr. John Troyer of Mansfield City Road has graciously offered to grant the town a license to use a portion of his property as a hiking trail. The Troyer's property abuts Dunhamtown Forest on two sides, and the license agreement would allow the town to connect these two sections. The only costs that the town would incur as a result of the license would be associated trail installation and maintenance expenses, which should be minimal.

Because the connection would add a nice feature to the existing trail, staff recommends that the Council authorize the Manager to execute the license. If the Council supports this recommendation, the following motion is in order:

Move, effective May 12, 2003, to authorize the Town Manager to execute an agreement between the Town of Mansfield and Mr. John Troyer to provide the town with a license to utilize for open space and limited recreational purposes a portion of the area designated on Assessor's map 27, block 55.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(3)



Town of Mansfield Parks and Recreation Department

Curt A. Vincente, Director
Jay M. O'Keefe, Supervisor
Bette Day Stern, Coordinator
Jennifer Kaufman, Parks Coordinator

Four South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3321 Fax: (860) 429-6863
Email: Parks&Rec@MansfieldCT.org

TO: Martin H. Berliner, Town Manager
Matthew Hart, Assistant Town Manager

FROM: Jennifer S. Kaufman, Parks Coordinator

DATE: May 7, 2003

SUBJECT: Troyer Trail License

Attached is an agreement between John Troyer of 840 Mansfield City Road and the Town of Mansfield to utilize a portion of his land for trail access. As shown in Exhibit A, the Troyer's property abuts Dunahmtown Forest on two sides. This license agreement allows the Town to create a trail connecting these two sections. The Town will incur no costs as a result of this license.

It is respectfully recommended that the Town Council consider authorizing the completion of this license agreement.

cc: Curt A. Vincente, Director of Parks and Recreation

LICENSE

John Troyer (Licensor) hereby grants the Town of Mansfield, acting herein through its Town Manager, Martin H. Berliner (Licensee), a license to utilize for open space and limited recreational purposes a portion of area, which is a portion of lot 10 as shown on Assessor's May 27, block 55, depicted on the attached map (exhibit A). This license is subject to the following terms and conditions:

- 1) This license shall have an initial term of three (3) years and shall thereafter remain in effect on a year-to-year basis unless terminated in writing by the Licensors or Licensee.
- 2) The license area shall be available for public use limited to walking on established trails.
- 3) The Licensee is authorized to improve and maintain trail access by cutting brush and small trees and, as necessary, by installing a wooden boardwalk across wet areas. No other site work shall take place without prior written approval of the Licensors.
- 4) To help delineate the limits of the license area, the Licensee shall post small signs or medallions at intervals of approximately 100-feet along the perimeter limits of the license area. The signs shall indicate "*Town of Mansfield Trail, Foot Path Only.*"
- 5) In consideration of the granting of public access on the license area, the Licensee will add the Licensors as an "additional insured" to the Town of Mansfield's general liability policy. The Licensee agrees to indemnify and hold the Licensors harmless, except for those losses that are not covered by the Town's liability insurance coverage, for any liability, claim or cause of action of any kind for damages or injuries sustained upon the license area in connection with the use of the license area by any person or persons.
- 6) The Licensors herein reserve the right to themselves, their heirs and assigns, to continue to use the land within the license area for any uses and purposes which do not interfere with the use thereof by the Licensee in fulfilling the purpose for which this license is granted.

Licensor

Licensee

John Troyer
840 Mansfield City Rd
Mansfield, CT 06268

Martin H. Berliner
Mansfield Town Manager

Date

Date

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

May 12, 2003

Town Council
Town of Mansfield

Re: Financial Statements dated March 31, 2003

Dear Town Council:

We have attached the financial statements for the quarter ending March 31, 2003. In accordance with the Council's customary procedure, we suggest that you refer this item to the Finance Committee for review.

The following motion is suggested:

Move, effective May 12, 2003 to refer the Financial Statements dated March 31, 2003 to the Finance Committee.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)

THIS PAGE LEFT
BLANK
INTENTIONALLY

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

May 12, 2003

Town Council
Town of Mansfield

Re: Capital Projects Fund

Dear Town Council:

Attached please find an analysis of current and proposed revenue and expenditure budgets for specific capital projects. Staff recommends that the Council adopt the adjustments as presented by the Director of Finance.

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

Move, effective May 12, 2003 to adopt the adjustments to the Capital Projects Fund, as presented by the Director of Finance in his memorandum dated April 22, 2003.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)

INTER

OFFICE

MEMO

FINANCE DEPARTMENT, TOWN OF MANSFIELD

To: Martin H. Berliner, Town Manager
From: Jeffrey H. Smith, Director of Finance
Subject: Capital Projects Fund
Date: April 22, 2003



Attached is an analysis of current and proposed revenue and expenditure budgets for specific capital projects. If adopted as presented, it will accomplish the following:

1. Officially close out completed projects:

81201 Town Hall Air Conditioning	84205 Daycare Boiler Replacement
82614 MVFCo Ambulance	84211 Daycare Telephone System
82616 Police Cruiser	86103 Middle School Drainage Impr
82805 Laptop Computers	86258 Energy Management System
82811 MVFCo Defibrillation Units	86259 Goodwin Floor Tile
82812 Telesystem Upgrade	86607 Maintenance Van Replacement
83724 Large Turf Mower	86802 Technology Upgrade

2. Increase/(decrease) funding for the following completed overspent/(underspent) projects:

81201 Town Hall Air Conditioning	(\$ 7,351)
82614 MVFCo Ambulance	4,524
82616 Police Cruiser	(3,886)
82805 Laptop Computers	(8,694)
82811 MFVCo DeFib Units	(4,194)
82812 Telesystem Upgrade	(35)
83724 Large Turf Mower	2,220
84205 Daycare Boiler Repl	(3,511)
84211 Daycare Telephone Sys	(10,820)
86103 MMS Drainage Impr	1,001
86258 Energy Management Sys	1,582
86259 Goodwin Floor Tile	22,544
86607 Maint. Van Replacement	(79)
86802 Technology Upgrade	(86,140)

3. Officially cancel projects due to budget constraints:

83214	Fuel Island Lights	(\$25,000)
83723	Tailgate Loader	(9,000)
83726	Rake/Snow Thrower	(7,500)
83727	Turf Sweeper	(7,500)
83914	Truck GPS Locator	(15,000)
86106	Elem Schools Wellls	(10,000)
86255	MMS Condensing Unit	(5,000)

4. Officially reduce funding for projects due to budget constraints:

82902	Fire Ponds	(\$ 4,000)
83510	Guard Rails	(2,803)
84103	Storrs Center Impr	(100,000)
85105	Open Space Purchases	(175,000)
85824	Playground Resurfacing	(3,000)

5. Replace Town Aid-Road Funding for two capital projects because of the large decrease in the Town Aid-Road Grant for 2002/03. Alternate funding is from CNR.

83303	Large Bridge Maint	\$ 16,270
83524	Road Resurf 02/03	48,730

6. Increase the LoCIP portion of funding for project 83524 – Road Resurfacing 02/03 from the estimate of \$201,270 to the actual entitlement of \$208,948. Decrease the needed Town funds from \$48,730 to \$41,052.

7. Recognize a grant of \$3,000 from NRPA-NFL Football in the budgets for Project 85828 – Southeast Park Improvements.

JHS:imp

Attachment

PROPOSED CAPITAL FUND BUDGET CHANGES

Page 1 of 2

JOB #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET					EXPENDITURE BUDGET			ACTUAL EXPEND.	BALANCE TO SPEND (OVERSPENT)
			CURRENT BUDGET	BUDGET CHANGE	PROPOSED BUDGET	ACTUAL REVENUES	OVER/ (UNDER) FUNDED	CURRENT BUDGET	BUDGET CHANGE	PROPOSED EXPEND.		
81201	Town Hall Air Conditioning	CNR	\$75,000	(\$7,351)	\$67,649	\$75,000	\$7,351	\$75,000	(\$7,351)	\$67,649	\$67,649	*
82614	MVFCo Ambulance	CNR	165,000	4,524	169,524	165,000	(4,524)	165,000	4,524	169,524	169,524	*
82616	Police Cruiser	CNR	28,500	(3,886)	24,614	28,500	3,886	28,500	(3,886)	24,614	24,614	*
82805	Laptop Computers	Grant	13,530		13,530	13,530						
		CNR	\$22,000	(8,694)	13,306	22,000	8,694					
	Total 82805		35,530	(8,694)	26,836	35,530	8,694	35,530	(8,694)	26,836	26,836	*
82811	Defib Units - MVFCo	CNR	10,000	(4,194)	5,806	10,000	4,194	10,000	(4,194)	5,806	5,806	*
82812	Telesys Upgrade	CNR	8,000	(35)	7,965	8,000	35	8,000	(35)	7,965	7,965	*
82902	Fire Ponds	CNR	10,000	(4,000)	6,000	10,000	4,000					
		Other	9,500		9,500	9,500						
	Total 82902		19,500	(4,000)	15,500	19,500	4,000	19,500	(4,000)	15,500	5,480	10,020
83214	Fuel Island Lights	CNR	25,000	(25,000)		25,000	25,000	25,000	(25,000)			**
83303	Large Bridge Maintenance	TA/Road	16,270	(16,270)								
		CNR	314,330	16,270	330,600	314,330	(16,270)					
		Other	37,636		37,636	37,636						
	Total 83303		368,236		368,236	351,966	(16,270)	368,236		368,236	278,751	89,485
83510	Guard Rails	TA/Road	10,000		10,000	10,000						
		CNR	22,000	(2,803)	19,197	22,000	2,803					
	Total 83510		32,000	(2,803)	29,197	32,000	2,803	32,000	(2,803)	29,197	21,197	8,000
83524	Road Resurf 02/03	LoCIP	201,270	7,678	208,948		(208,948)					
		TA/Road	48,730	(48,730)								
		CNR		41,052	41,052		(41,052)					
	Total 83524		250,000		250,000		(250,000)	250,000		250,000	234,188	15,812
83723	Tailgate Loader	CNR	9,000	(9,000)		9,000	9,000	9,000	(9,000)			**
83724	Large Turf Mower	CNR	60,000	2,220	62,220	60,000	(2,220)	60,000	2,220	62,220	62,220	*
83726	Rake/Snow Thrower	CNR	7,500	(7,500)		7,500	7,500	7,500	(7,500)			**

P.72

PROPOSED CAPITAL FUND BUDGET CHANGES

Page 2 of 2

JOB.#	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET				OVER/ (UNDER) FUNDED	EXPENDITURE BUDGET			ACTUAL EXPEND.	BALANCE TO SPEND (OVERSPENT)
			CURRENT BUDGET	BUDGET CHANGE	PROPOSED BUDGET	ACTUAL REVENUES		CURRENT BUDGET	BUDGET CHANGE	PROPOSED EXPEND.		
83727	Turf Sweeper	CNR	7,500	(7,500)		7,500	7,500	7,500	(7,500)			**
84103	Starrs Green Improvements	CNR Other	500,000 50,000	(100,000)	400,000 50,000	500,000 50,000	100,000					
	Total 84103		550,000	(100,000)	450,000	550,000	100,000	550,000	(100,000)	450,000	102,646	347,354
84205	Daycare Boiler Repl	Daycare	25,000	(3,511)	21,489	25,000	3,511	25,000	(3,511)	21,489	21,489	*
84211	Daycare Phone Sys	Daycare	20,000	(10,820)	9,180	20,000	10,820	20,000	(10,820)	9,180	9,180	*
85105	Open Space Purch	CNR Other	1,925,245 1,293,610	(175,000)	1,750,245 1,293,610	1,925,245 1,293,610	175,000					
	Total 85105		3,218,855	(175,000)	3,043,855	3,218,855	175,000	3,218,855	(175,000)	3,043,855	2,494,757	549,098
85824	Playground Resurf	CNR	25,000	(3,000)	22,000	25,000	3,000	25,000	(3,000)	22,000	11,989	10,011
85828	Southeast Park Improvements	CNR Other	11,000		11,000	11,000						
	Total 85828		11,000	3,000	14,000	14,000		11,000	3,000	14,000		14,000
86103	MMS Drainage Impr	CNR Ed/A	193,910 581,735		193,910 582,736	193,910 582,736						
	Total 86103		775,645	1,001	776,646	776,646		775,645	1,001	776,646	776,646	*
86106	Elem School Wells	CNR	10,000	(10,000)		10,000	10,000	10,000	(10,000)			**
86255	MMS Condensing Unit	CNR	5,000	(5,000)		5,000	5,000	5,000	(5,000)			**
86258	Energy Mgmt Sys	CNR	18,000	1,582	19,582	18,000	(1,582)	18,000	1,582	19,582	19,582	*
86259	Goodwin Floor Tile	CNR Ed/A	36,250 108,750	8,885 13,659	45,135 122,409	36,250 122,409	(8,885)					
	Total 86259		145,000	22,544	167,544	158,659	(8,885)	145,000	22,544	167,544	167,544	*
86607	Maint Van Repl	CNR	25,000	(79)	24,921	25,000	79	25,000	(79)	24,921	24,921	*
86802	Technology Upgrade	CNR	700,000	(86,140)	613,860	700,000	86,140	700,000	(86,140)	613,860	613,860	*
	TOTALS		\$6,629,266	(\$438,642)	\$6,190,624	\$6,380,656	\$190,032	\$6,629,266	(\$438,642)	\$6,190,624	\$5,146,844	\$1,043,780

- * Indicates Project Closed
- ** Indicates Project Cancelled

Recap of Funding Changes:

CNR Fund	(\$384,649)
TA/Road Fund	(65,000)
Daycare Fund	(14,331)
LoCIP Grant	7,678
NRPA-NFL Football Grant	3,000
State of CT Educ. Asslst.	14,660
	<u>(\$438,642)</u>

P.73

THIS PAGE LEFT
BLANK
INTENTIONALLY

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

May 12, 2003

Town Council
Town of Mansfield

Re: Disability Insurance, Sick Leave and Retiree Health Savings Plan Proposal

Dear Town Council:

As we discussed during the recent budget sessions, we are presenting you with a proposal to introduce disability insurance and a retiree health savings plan for regular nonunion and police employees in order to eliminate the town's liability for accrued sick leave for those employees.

Currently, the town does not provide employer-funded short-term disability (STD) and long-term disability insurance (LTD) for its employees. To compensate for the lack of this benefit, the town allows most regular full-time employees to accrue up to 200 sick days at 100 percent of pay (regular police employees may accrue a maximum of 160 days). Upon separation from service, the town pays these employees for one half of all accumulated sick leave, not to exceed 80 days. In the event of death, the employee's estate is entitled to one half of all accumulated sick leave, not to exceed 100 days

With the present system, employees lack coverage for long-term illnesses or injuries while the town carries a significant liability to compensate the employees for earned sick leave. To remedy this situation, we are submitting this proposal for the town to purchase, effective July 1, 2003, STD and LTD benefits for regular nonunion and police employees. In exchange for providing employer-funded disability insurance to this group of employees, the town would modify the current sick leave accrual system by limiting the accrual to a maximum of 30 days and eliminating the sick leave separation benefit. Under this new system, each employee on his/her anniversary date would receive 15 sick days per year and could carry a sick leave balance not to exceed 30 days. In addition, to buyout the current sick leave separation entitlement, the town would fund a tax-deferred retiree health savings account (RHS) for each of these employees.

If implemented successfully, this proposal would allow the town to eliminate a costly liability in accrued sick leave while providing employees with an improved benefits structure.

Plan Components

This section lays out the primary components, including premium fees, for the proposed STD, LTD and RHS plans. In addition, we will outline how the new sick leave system would operate if this proposal is approved. At the beginning of the project, our health insurance broker and employee benefits advisor conducted a request for proposals process to solicit quotes for the STD and LTD, and we received a number of submissions from various carriers. We also researched the Vantagecare RHS plan offered by the International City Management Association – Retirement Corporation (ICMA-RC), which is our preferred vendor for deferred compensation plans.

1. *STD*. The most comprehensive and affordable quote that we received for the STD plan is offered by SunLife. SunLife enjoys an A.M. best rating of A++ Superior and has a book of business in excess of \$2 billion. The key components of SunLife's STD quote are as follows:
 - a. Contributions - the employer would pay 100 percent of premium.
 - b. Participation requirement - all eligible employees would be required to participate in the plan.
 - c. Benefit amount - the benefit amount would be 66.67 percent of pay. For active town employees, we would supplement the benefit to provide 100 percent of pay. However, we would limit the benefit for new hires to 66.67 percent of pay.
 - d. Weekly benefit maximum - the weekly benefit maximum would be \$1,500. As mentioned above, the town may supplement the benefit for active town employees to provide 100 percent of pay.
 - e. Elimination period - the elimination period would be 13th day accident and/or illness, which means that an employee would begin to receive payments under the plan after being absent from work for 12 consecutive days because of an accident and/or illness.
 - f. Duration - the duration of plan payments for any one absence would be 11 weeks, at which time LTD benefits would commence with no break in coverage.
 - g. Separate periods of disability - employees who are absent from work for more than one occurrence during any 11-week period would receive plan benefits for the second period of disability only if the separate occurrences are at least 14 days apart.
 - h. Annual premium - the annual premium for the first year would total approximately \$10,000.
 - i. Rate guarantee - the rate guarantee for the plan would be two years.

2. *LTD*. SunLife also submitted the most comprehensive and affordable quote that we received for the LTD plan. For administrative purposes, it would be beneficial to have the same carrier for both the STD and LTD. The key aspects of SunLife's LTD quote are:
 - a. Contributions - the employer would pay 100 percent of premium.
 - b. Participation requirement - all eligible employees would be required to participate in the plan.
 - c. Benefit amount - the benefit amount would be 66.67 percent of pay.
 - d. Monthly benefit maximum - the monthly benefit maximum would be \$7,500.
 - e. Elimination period - the elimination period would be the 90th day accident and/or illness, which means that an employee would begin to receive payments under the plan after

being absent from work for 90 consecutive days because of an accident and/or illness. In effect, the insured employee would receive LTD benefits immediately upon the expiration of STD benefits, with no break in coverage.

- f. Duration - the duration of plan payments for any one absence would be two years, as defined by the employee's own occupation. This means that the employee would receive benefits up to a two-year period as long as he/she was not able to perform the essential duties of his/her most previous occupation. At the two-year point, the continued receipt of benefits and the benefit formula would hinge upon whether or not the employee could engage in any meaningful occupation.
 - g. Separate periods of disability - separate periods of disability would be covered only for occurrences that are a minimum of six months apart.
 - h. Social Security offset - plan benefits would be offset by any individual or family Social Security benefits that the employee may receive.
 - i. Survivor income benefit - the survivor income benefit under the plan would be three months in duration.
 - j. Child care benefit - the plan does not include a child care benefit.
 - k. Pre-existing condition limit - the plan would not provide benefits for a pre-existing condition that was incurred at least 3 months prior to the inception of the plan and lasted at least three months in duration. However, the pre-existing condition would be covered once the employee has been insured for at least 12 months.
 - l. Premium waiver - the plan does include a premium waiver, which means that the employer will not be required to continue to pay premium for an employee receiving LTD benefits.
 - m. Rate - the premium rate would be \$0.64 per \$100 of weekly payroll.
 - n. Work incentive benefit - the plan would include a work incentive benefit.
 - o. Annual premium - the annual premium for the first year would total approximately \$11,000.
 - p. Rate guarantee - the rate guarantee for the plan would be two years.
3. *RHS - Vantagecare*. As mentioned above, in order to buy-out accrued sick leave separation benefits, the town would convert those assets to establish and fund a Vantagecare account for each eligible employee. The Vantagecare Retiree Health Savings Plan is ICMA-RC's employer-sponsored retiree health benefit savings vehicle that allows employees to accumulate assets to pay, on a tax-free basis, for medical expenses such as premium payments and prescriptions that are incurred during retirement. Vantagecare is similar to other ICMA-RC deferred compensation products in that it allows an employee to invest in the Vantagepoint Mutual Funds for future retirement needs.

The Vantagecare plan offers a number of benefits, including tax deferred accumulation of income and tax-free withdrawals for tax qualified medical benefits. The town's contributions to the plan and account earnings would be tax-free. In addition to these benefits, other key plan components would include:

- Employees would have immediate access to assets upon entering retirement
- Employees could use plan assets to pay for their own medical expenses, as well as for the medical expenses of spouses and dependents

- Spouses and/or dependents would have access to account in the event of participant's death. However, the death benefit would be a taxable event for the beneficiary or estate receiving the payment.
- Account balances would carry forward from year-to-year
- There would be no minimum or maximum contribution limits

The Vantagecare plan would be funded solely by the town's conversion of employee sick leave separation benefits to account assets. Effective July 1, 2003, the town would establish for each employee a Vantagecare account with assets equivalent to the employee's sick leave separation benefit in effect on June 30, 2003, less a reserved sick leave balance of 30 days. Using an employee with a maximum of 200 sick days as an example, the town would fund a Vantagecare account with assets equivalent to 80 sick days for that employee (200 days - 30 days reserve = 170 ÷ 2 = 85 - 5 [forfeit in excess of maximum] = 80 days).

4. *Sick Leave.* Regular town employees accrue sick leave at a rate of 15 days per year and can accumulate up to 200 days. Sick leave is paid at 100 percent of salary. Upon separation from service, employees are entitled to one-half of their accrued time, not to exceed 80 days. In the event of death, the employee's estate is paid for one-half of accumulated sick leave, not to exceed 100 days.

The town carries a significant liability for accrued sick leave. On June 30, 2002, the sick leave liability for the town's three bargaining units and nonunion employees was as follows:

Nonunion staff	\$312,082
CSEA Administrative & Clerical	\$287,545
DPW	\$122,732
Police	\$43,940
Total	\$766,299

In the absence of retirements and increased sick leave usage, the town's accrued sick leave liability will only continue to increase. Introducing STD and LTD plans would allow us to modify the current sick leave system to eliminate this liability.

As we have discussed, with this proposal we would eliminate the current sick leave accrual system. Under the revised system, an employee would be entitled to use 15 sick days effective at his/her individual anniversary date. For each successive year of service, employees would carry over any unused sick leave not to exceed a total balance of 30 days. Thus, at any one point an employee would have up to 30 sick days at his/her disposal. Furthermore, for any consecutive 12-day absence because of an accident and/or illness, the employee would begin to receive payments on day 13 under the STD plan. While collecting STD benefits, the employee would not be required to use sick leave and would save those days. Therefore, with STD and LTD benefits, as well as a sick leave balance of up to 30 days at his/her disposal, the employee would be well protected against a loss of income during any one year.

Another important aspect of the revised sick leave system is that following implementation of the STD/LTD and the Vantagecare plans, the town would eliminate the separation benefit entirely. Consequently, upon retirement, death or other separation from active service, the employee would not be entitled to receive compensation for any unused sick leave balance.

Project Costs and Justification

As may be inferred from the above discussion, the initial cost to implement this project would be considerable. We project the first year costs to be approximately as follows:

Vantagecare – Nonunion staff	\$260,000
Vantagecare - Police	\$42,500
STD	\$10,000
LTD	<u>\$11,000</u>
Total	\$323,500

While the first year costs are expensive, future employer costs for this group of employees would be limited to the STD and LTD plans.

Recommendation

Despite the first year costs, we recommend that the Council authorize staff to implement this proposal, for a number of significant reasons. First and foremost, the accrued sick leave will continue to accumulate and the town will be forced to pay hundreds of thousands of dollars as employees retire over the next several years. Therefore, it would be useful to eliminate the sick leave liability as soon as possible. Second, having STD and LTD plans in place would allow the town to be a more progressive and attractive employer, and would assist in our efforts to recruit talented and dedicated employees in the future. And, third, the introduction of disability insurance and the redesign of the sick leave accrual system would provide current employees with a more effective benefits structure.

This proposal could be financed through the town’s existing cash flow and paid back over a five-year period through appropriations from the Capital Non-recurring Fund (CNR). In essence, we would “borrow” from our own reserves, as opposed to issuing any short-term debt to finance the project. This option would save us from having to pay any interest on the debt.

To implement this initiative, the Town Council would need to do the following:

- Adopt the attached resolution in order to establish the Vantagecare Retiree Health Savings Plan and to expend up to \$303,000 in reserve funds to initiate the plan and to design and implement a five-year repayment plan through appropriations from the Capital Non-recurring Fund (CNR)
- Authorize the Town Manager to expend up to \$21,000 in budgeted contingency funds to implement short and long-term disability insurance plans. (Going forward, this item would be budgeted in the employees benefits budget.)

- Authorize the Town Manager to negotiate a side agreement with the police union in order to implement disability insurance and retiree health savings accounts for that group of employees

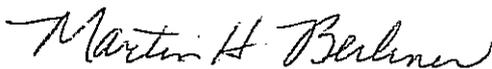
If the Town Council supports this recommendation, the following resolution and motions are in order:

Resolved, to adopt the attached resolution dated May 12, 2003 creating a Vantagecare Retiree Health Savings Plan for Town of Mansfield employees and to authorize the Town Manager to expend up to \$303,000 in reserve funds to initiate the plan and to design and implement a five-year repayment plan through appropriations from the Capital Non-recurring Fund (CNR).

Move, to authorize the Town Manager to expend up to \$21,000 in budgeted contingency funds to implement short and long-term disability insurance plans for nonunion and police employees.

Move, effective May 12, 2003 to authorize the Town Manager to negotiate a side agreement with the Civil Service Employees Affiliates, Local 760 - Police in order to establish disability insurance plans and retiree health savings accounts for that group of employees.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(1)



**Certified resolution
Town of Mansfield**

Adoption of the Vantagecare Retiree Health Savings Plan – May 12, 2003

ACCOUNT NUMBER:

Name of Employer: Town of Mansfield *State:* Connecticut

Title of Program Coordinator: Assistant Town Manager

Resolution of the above named Employer (“Employer”)

WHEREAS, the Employer has employees rendering valuable services; and,

WHEREAS, the establishment of a retiree health savings plan for such employees serves the interests of the Employer by enabling it to provide reasonable security regarding the health needs of such employees during retirement, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and,

WHEREAS, the Employer has determined that the establishment of a retiree health savings plan to be administered by the ICMA Retirement Corporation serves the above objectives; and

WHEREAS, the Employer desires that its retiree health savings plan (the “Plan”) be administered by the ICMA Retirement Corporation and/or its affiliates;

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Plan in the form of the ICMA Retirement Corporation’s Vantagecare Retiree Health Savings Plan.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of Plan participants and their beneficiaries, and the assets of the Plan shall not be diverted to any other purpose.

BE IT FURTHER RESOLVED that the Assistant Town Manager shall be the coordinator for this program; shall receive necessary reports, notices, etc. from the ICMA Retirement Corporation or the ICMA Retirement Trust; shall cast, on behalf of the Employer, any required votes under the ICMA Retirement Trust; may delegate any administrative duties relating to the Plan to appropriate departments; and is authorized to execute all necessary agreements with the ICMA Retirement Corporation incidental to the administration of the Plan.

THIS PAGE LEFT

BLANK

INTENTIONALLY

NCVD BOARD OF DIRECTORS MEETING

Monday, March 3, 2003

NCVD Office – Brooklyn

1. The meeting was called to order at 2:05 p.m. by President, Martha Wetzel. In attendance were: Martha Wetzel, Katharine Brody, Betty Zimmermann, John Lombardi, Lennox Brodeur, John Folsom, Bev York, Paul Peifer, Anne Smith, Cris Cadiz, Amanda Amundsen, Tara Risley-Marquez, Jean Barton, Pam Russo, Tony Holt, and staff, Michelle Bourgeois. Excused absences: Sara Cross and Sandy Spackman. Guest: Jennifer Ricci.
2. **Announcements** – Michelle Bourgeois introduced guest, Jennifer Ricci as the potential Killingly Municipal Representative to replace Philip Hoyt. Michelle passed around the Travel America article written by Joan Lewis, which included the Windham Textile Museum. Michelle also indicated tourism statistics have been released by Mystic & More! Indicating for every \$1 spent marketing tourism \$27 is returned to the state in economic development. She announced the next NCVD Marketing meeting would take place on Thursday, March 6 at 2 p.m. at NCVD office.
3. **Approval of Minutes – Motion** by John Lombardi/Paul Peifer to approve the minutes of the Board of Directors Meeting from 01/06/03; **passed**.
4. **Treasurer's Report** – Tony Holt reported the NCVD finances appear to be in good shape, and we are keeping within the budget.
 - a. **Motion** by Paul Peifer/Bev York for approval of Bills & Report dated 02/28/03; **passed**.
5. **President's Report** – Martha Wetzel did not have anything to report at this time.
6. **Committee Reports** –
 - a. **Nominating Committee**—John Lombardi reported Gordon Hansen would finish his wife's (Angelika Hansen) term on the NCVD Board due to her increased responsibilities at work.
 - b. **Marketing Committee** – Michelle reported on behalf of Sandy Spackman who was absent. She stated that only 12 out 32 Garden Centers have responded to the 6th Annual Getaway Gardens Weekend Event, and the marketing committee would meet to determine how to best publicize (i.e. Website) due to not enough funds generated to print brochure, in addition to the state budget crisis cutting our funds. We will also have to put the printing of the Getaway Guide on hold until the Finance Committee meets. There are approximately 6,000 of the 2002-2003 Getaway Guides left.
 - c. **Government Relations** – Tara Risley-Marquez did not have anything additional to report, other than the current state budget crisis and the impact on the tourism districts. NCVD will have \$12,000 withheld from the next four months of our lodging tax revenues (March-June).
7. **Executive Director's Report** – Michelle Bourgeois briefly highlighted segments from her February 2003 report. She stated the \$1 million cut to the tourism districts was not originally intended to go into affect until the 2003-2004 fiscal year; however, due to the current budget crisis, the legislature decided to cut the monies from the remaining 4 months of 2002-2003 fiscal year – which will have devastating impact to many of the programs already in place (i.e.: Getaway Gardens Event, Calendar of Events, and the Getaway Guide printing). The board asked Michelle to send a certified letter to photographer, Jim McElholm along with his \$500 contract fee through December 31, 2003 indicating we must terminate his contract at the end of this contract period due to our present financial situation.
8. **Old Business** –
 - a. **QSHC Report** –John Lombardi reported the corridor is seeking designation as a most endangered place in America due to the phenomenal growth Windham county is experiencing (18% growth). While they do not act as a planning commission, the QSHC has developed a growth management concept and is working with the council of Governments on zoning regulations and a regional plan.
 - b. **B&B Association Report** – Sara Cross was absent and there was nothing to report on her behalf at this time.

NCVD Board of Directors Meeting – March 3, 2003

9. New Business –

- a. **CTA Update** – Michelle Bourgeois covered this item in her Executive Director report, and urged the board members to continue contacting their legislators in support of the tourism districts.
- b. **Executive Committee Report –**
 1. **Fundraising** – John Lombardi stressed the dire need for NCVD to determine how they will survive if the funding continues to get cut or eliminated. He contacted attorney, John Boland regarding non-profit status. We will have to consider incorporating because it is beyond our current charter as a quazi-governmental agency. Discussion ensued surrounding sending a survey to our constituents to determine how “they” view the NCVD, and whether or not our services are of value enough to be “paid” for similar to a Chamber of Commerce. We will also need to look to other funding streams such as: special events, coupon books, grants, raffles, etc. Discussion to redirect UConn Intern, Sharon Curry, to work on compiling constituent survey responses instead of the Garden Getaway Event. **Motion** by John Lombardi/John Folsom to create a constituent survey in an attempt to get a better understanding of the perceived value of our current services and the demand for future services; **passed**.

Motion by Amanda Amundsen/Katherine Brody to hold a Special Call Full Board Meeting on Monday, April 7, 2003 at 2 p.m. at NCVD office; **passed**.

Motion by John Lombardi/Tony Holt to survey the NCVD Board of Directors for alternative funding sources via email, and to ask how many hours above and beyond they would be willing to contribute to fundraising; **passed**.

2. **Scenic Byways** – John Lombardi asked the board members to consider hosting a scenic byways meeting at the NCVD office and to consider becoming the meeting location host and coordinator. First, we would need the input from the scenic byways committee members regarding whether or not they would consider NCVD as a viable host/coordinator. **Motion** by John Folsom/Tony Holt to invite the Route 169 Scenic Byways Committee to meet at the NCVD office via John Lombardi, and to explore partnership opportunities; **passed**.

10. Adjournment – Motion by Bev York to adjourn the meeting at 4:10 p.m.; **passed**.

Submitted by:
Michelle Bourgeois 4/27/03

MINUTES

MANSFIELD SCHOOL READINESS COUNCIL

2-5 Year Task Force

Thursday, April 3, 2003

Conference Room A

9:00-10:30 AM

PRESENT: Kevin Grunwald (staff), Joan Buck (Chair), Rachel LeClerc (staff), Nancy Rucker, Susan Daley

REGRETS: Charlotte Madison, Mary Jane Newman, Pam Wheeler, Sandy Baxter

- I. **MINUTES: February 13, 2003:** a motion was made and seconded to accept the minutes as written.

II. **PROGRAM UPDATE**

- A. **February Enrollments:** there are students who have withdrawn from CCC, Discovery Depot and Willow House. These slots will not be filled for the balance of the grant period.
- B. **Fund-raising status to cover grant reduction:** K. Grunwald reported that S. Baxter has been involved in fund raising efforts including a bake sale/auction at the Pre-school Fun Fair and the sale of School Readiness symbols to local businesses. To date less than \$200 has been raised.
- C. **Report from School Readiness Coordinator:** S. Baxter's report was distributed.

An update was also provided on the status of the Graustein Discovery 2003 grant. K. Grunwald provided background on the plan to conduct a survey on the issue of All-Day kindergarten. Since implementation has been postponed for at least a year we have decided to use this time as an opportunity to survey the public. R. Leclerc noted that the Board of Education has already done a survey, and that the results indicated that parents were overwhelmingly in favor of All-Day K.

K. Grunwald distributed a report that was submitted to Gordon Schimmel and school administrators to bring them up to date on the Discovery 2003 initiatives and the work plan and budget for this year. There was considerable discussion of the work plan, questions about the budget, and a clarification of first steps and subsequent activities. One of the first steps in expanding the

collaborative will be to seek representation from the local business community. One of our tasks is to help them to understand the impact of early childhood education on areas of concern to them. We will also be attempting to involve members of the senior community in this initiative.

There was also some discussion regarding broadening membership in SRC to include the local business community and the senior community. The issue of membership will be discussed at the May meeting of the Council.

- D. Progress on Evaluation: the Child Development Lab and Willow House have submitted evaluations. We recently received information from the State Department of Education that the evaluation forms are being edited and will need to be revised. We have not been given any date on when we will receive the revised forms.
- E. Other: School Readiness eligibility: Mansfield, Plymouth and Stonington are the three towns that are no longer eligible to receive school readiness funds from the State. There is no information on the status of proposed legislation to expand the eligibility criteria.

III. COMMUNICATIONS

- A. Memo from Scott/Becky Lehmann regarding expansion of University childcare: the UConn Child Development Lab is exploring the possibility of making daycare available on a 12-month basis. S. Daley pointed out that CDL has been doing a lot of surveying of parents, and suggested that we look at merging any survey efforts that are taking place under the Discovery initiative. The Childcare Implementation Committee is doing this data collection. S. Baxter will follow-up to see if there is any way that we can use their data or join with them in their efforts.
- B. Other: K. Grunwald distributed information on a Smallpox Presentation that will be held at the Town Hall on 4/8, and also a guide to talking with children about war. In general, we are trying to make resource information available to the Centers around these issues.

IV. OLD BUSINESS

- A. Appointment to Evaluation committee: Nancy Rucker is a new appointee to the Evaluation Committee. She will be visiting the Discovery Depot and the Child Development Lab as part of the evaluation process. She will be meeting with Jane Goldman to review her role in evaluation.**
- B. Status of School Readiness Grant Application: an application is not being submitted due to our lack of eligibility for the funds.**

V. NEW BUSINESS

- A. (To be added by 2/3 vote)**
- S. Daley raised an issue of a child leaving their program in May. Redistricting has placed the child in the Southeast district, where there will be no after-school care (outside of kindergarten) available. She feels that this is a child who has needs that can only be addressed by a Center-based (as opposed to home based) program. She raised concerns about the lack of flexibility in the school system to be able to respond to a child with needs like this. The parent raised concerns about the lack of availability and affordability of childcare options in this community. This often comes up as an issue for parents when their children reach kindergarten age. R. LeClerc said that she will bring this back to Fred Baruzzi to see if there is an option to provide transportation from Willow House to Southeast School. S. Daley will meet with R. LeClerc to review this case.**

VI. NEXT SCHEDULED MEETING: May 7; joint meeting of Task Force and the School Readiness Council

VII. ADJOURNMENT: meeting adjourned at 10:56 AM

MINUTES

MANSFIELD SCHOOL READINESS COUNCIL

Wednesday, March 5, 2003

Conference Room C

6:30-9:00 PM

PRESENT: Kevin Grunwald (staff), Sandy Baxter (staff), Joan Buck (Chair), Nancy Hovorka (guest), Mary Jane Newman, Nancy Rucker, Diane Briody (guest), Janet Lamarr, Donna McLaughlin, Jane Goldman, Pam Wheeler

REGRETS: Monique Brown, Louise Bailey, Charlotte Madison, Susan Daley, Becky Lehmann, Steve Tucker, and Rachel Leclerc

I. INTRODUCTIONS:

Guests introduced themselves to council members.

II. MINUTES: Joint MSRC and Task Force, January 15, 2003

Motion made and the minutes were approved as written.

III. COMMUNICATIONS

A. Report on program modifications presented at the February 3 meeting with representatives of the Graustein Foundation.

A copy of S. Baxter's report to Graustein was distributed and discussed. As a result of changes in this grant we have broadened the scope of Discovery 2003 beyond programmatic activities and have committed to a number of tasks for the balance of the year focused on introduction of an all-day kindergarten in Mansfield.

B. Draft letter from Center Directors to parents.

M.J. Newman has sent K. Grunwald's letter regarding possible discontinuation of the School Readiness program out to parents and assumes that other Directors have done this as well. She has encouraged parents to speak with her if they have any questions about this. There were some thoughts that any discussion of changes in this grant should include information about our fund raising efforts.

C. Other: Report from communication with Terri

Lawrence on the need for an evaluation committee:

K.Grunwald reported that we have contacted Terri Lawrence to determine if we need to establish an evaluation committee; have not heard back from her. S. Baxter received e-mail from Terri, reporting that the Centers need to use the evaluation

tool that was previously utilized. The NAYEC tool cannot be utilized, but that evaluation tool can be used to collect some of the required data. The evaluations are due August 15. Previously the Council has established a three-member team to do the evaluation. J. Goldman has volunteered to work on this again. The Town sends in a single report that compiles the data from all of the Centers. This evaluation also requires a parent liaison from each of the Centers, which means that this needs to be done prior to July 1. Each school readiness parent also needs to fill out a questionnaire as part of the evaluation. J. Buck will follow-up with J. Goldman and M.J. Newman to proceed with this.

The Town of Mansfield also needs to know if we can continue to exist as a Council if the town is no longer eligible for school readiness funding. Mansfield has not technically been eligible since 1995/96. At this time we are waiting to see if special legislation has passed that will allow us to retain our eligibility. In addition to attempting to pass this, Representative Denise Merrill is also attempting to establish a blue ribbon commission to examine the issue of early childhood education.

IV. PROGRAM UPDATE

A. Current Enrollments: (February 2003).

There is a need to clarify enrollment data, but it appears that all Centers are fully enrolled.

B. Budget meeting with Center Directors:

K. Grunwald met with Center Directors to determine how to make up the deficit of approximately \$1700 in the School Readiness Grant, and they agreed to participate in a fund-raising effort. S. Baxter distributed a draft fund-raising letter to be sent to local businesses and parents. Suggestions for fund-raising:

- Some suggestion that the letter to businesses needs to be a little clearer about what the "symbols" are that we would ask them to purchase.
- The idea was raised that this could be an annual fund raising event for school readiness.
- Nancy Hovorka presented some example that she has developed for the symbol.
- There was strong support expressed for the overall concept of fund-raising for school readiness.

- There was also a suggestion made to harness student-power for fund raising, such as the educational sororities, or other UConn student groups.
- Several editing suggestions were made to Sandy on the letters, which she will incorporate.
- A suggestion was made that the names of the Centers need to be brought into the larger context of the letter to identify how this program helps lower income families.
- A concern was raised that the goal of school readiness is not just to reach lower income families; but that looking for a diverse group of students, which benefits all.
- J. Buck suggested that J. Goldman and M.J. Newman get together with S. Baxter to revise the wording of the letters.

A. Report of Parent Ed/Support Coordinator).

S. Baxter's report was distributed for review and discussion.

Highlights:

- There will be a survey for future family literacy events and parent involvement
- A Family Literacy Event was held at Vinton
- The first Transition Team meeting was held at Southeast School; discussed process for kindergarten registration, screening and orientation
- S. Baxter reviewed results of the All-Day K survey that was completed by the Board of Ed; also reviewed options for All-Day K
- Preparation was done for the Graustein meeting
- S. Baxter presented draft work plan and budget that will be proposed to Graustein at the end of the month.

B. Report on February 3 Discovery meeting:

S. Baxter, J. Buck and K. Grunwald reported that the meeting was well attended by representatives of Mansfield, including the Mayor and the Superintendent of Schools. David Nee and Maria Mojica of Graustein were impressed with our response to their first year evaluation, and agreed to allow us to carry over unspent 2002 funds to 2003. S. Baxter read the report that she gave at that meeting, which formed the basis for the work plan. There was some discussion about the purpose and structure of All-Day K, which is something that will be addressed specifically in Discovery 2003. It was agreed that part of the design is to emphasize choice.

C. Report on February 4 Discovery Learning Seminar:
S.Baxter and K. Grunwald gave a brief description of the "Logic Model" of strategic planning that was presented at this seminar.

D. Other

V. OLD BUSINESS

A. Update and information on continuing eligibility for School Readiness funding:

J. Buck provided updated information on Mansfield's eligibility status (no change).

B. Status of CCC:

P. Wheeler reported that the building process is not moving smoothly; there have been problems with the bidding process, as all bids have come in higher than expected. They are looking at other options in terms of how the project will be bid on. They are also looking at the possibility of selling a part of the building lot that they had purchased.

C. Other

VI. NEW BUSINESS

A. Report on birth-to-three programs.

D. McLaughlin reported on the birth-to-three program. With the new State budget there is a dramatic potential impact on the funding for these programs. In CT these are both private and public programs, which are funded differently. Private programs are funded on a per capita rate; every town has at least two to support choice. There is a single intake process through a 1-800 number for any referrals. Referrals are sent electronically throughout the state. Parent choice is a cornerstone. Eligibility is based on a delay in one or more developmental areas.

Donna's program is a private program, which also co-sponsors play groups with the Town of Mansfield. After an evaluation is completed the staff meets with the family to discuss eligibility and write up a plan for services. The mission is to help families to help their children; also involves the pediatrician, and other care providers. Every child is assigned a service coordinator who helps to identify appropriate services and refer.

Donna's program serves 30 towns and 225 families. Her staff includes physical therapists, speech therapists, occupational therapists, nurses, teachers, psychologists, etc. If children are eligible they work with them from that point on to get access to whatever services they need. Recently there have been a large number of children identified as being on the autistic spectrum; requiring an emphasis on intensive early intervention. This can mean in-home services for 15-20 hours per week. At the present time birth-to-three is an entitlement program. They can bill insurance companies for services, but services are not denied if insurance does not pay. The proposed State budget eliminates this as an entitlement program.

B. Other (if added by 2/3 vote).

VII. NEXT MEETING: May 7 Joint Meeting with Task Force

Tentative meeting of the 2-5 year Task Force on April 10

VIII. ADJOURNMENT

Meeting adjourned at 8:55 PM

**MANSFIELD DEPARTMENT OF SOCIAL SERVICES
ADVISORY COMMITTEE
MINUTES**

Thursday, April 3, 2003; 2:30 PM

AUDREY P. BECK BUILDING, CONFERENCE ROOM A

**PRESENT: K. Grunwald (staff), B. Lehmann, J. Heald, M. Hauslaib,
E.Passmore, J. Peters**

I. MINUTES:

Minutes of March 13, 2003 meeting: the minutes were approved as written.

II. OLD BUSINESS:

A. Facilitated discussion of mission and purpose of SSAC: the committee spent a significant part of the meeting coming to some agreement regarding guidelines for the SSAC, including the Mission & Purpose and Membership. K. Grunwald will send the completed work to committee members for their review. Everyone was asked to respond with their ideas about Functions and Guidelines/Limitations prior to the next meeting. Our goal is to complete this project by the end of the May meeting.

B. Update on SSAC collaboration with Recreation Advisory Committee on Community Center fee reduction policy/schedule: K. Grunwald, B.Lehmann, M.Hauslaib and J.Heald met with Curt Vincente to review the proposed changes to the fee waiver ordinance. It was proposed that we endorse the RAC recommendation for changes in the fee waiver policy to include Community Center Memberships, with a separate "scholarship fund" established and administered by the Social Service Department for families who are unable to pay the fee that has been determined. Some concern was raised about the exact wording of the change in the ordinance, with the intent being that the new ordinance establish and fund the mechanism to provide a subsidy to residents who are unable to pay the designated fee. K. Grunwald will meet with Curt Vincente to finalize this wording and get back to the Committee.

C. FY '04 Budget update:

1. Status of agency funding requests: K. Grunwald distributed the Town Manager's recommendations

for agency funding that will go the Town Council as a part of the budget. The committee agreed that no further action needs to be taken.

2. Discussion of a Town contribution to the Special Needs Fund: Town Manger has been asked if the Town can make a contribution to this fund, which he stated that he will consider.

D. Review of agency funding request process: It was decided that this will be tabled until our next meeting; and we may not be able to consider this fully until September.

E. Other

III. COMMUNICATIONS/REPORTS:

A. Discussion with SSD Director, Kevin Grunwald: K. Grunwald reported on general departmental activities. A decision has been made to reduce the secretarial position in the Wellness Center to a half-time position. Some concerns were raised as to whether or not this will compromise service delivery. The Director will be working on a plan to revise the job description for this position, and will keep committee members informed regarding the impact on service delivery. A revised job description for Senior Services Coordinator has been developed to replace Marilyn Gerling, and is currently being discussed with the union. Recruitment for that position will be starting soon.

B. Review of Department activity and other items in packet

C. Program funding updates

- Graustein Foundation: a revised budget and work plan were submitted on 3/31.
- School Readiness Grant: we have confirmed that Mansfield is no longer eligible for this grant; no change in legislation.
- OPM Underage Drinking Grant: we will find out whether or not this has been awarded after May 1.
- Real Choice Systems Change Grant: K. Grunwald attended a bidder's conference. The application is due April 18.
- Senior Services Nurse/Wellness Center: the program is working well, with reimbursement through the McSweeny Center.
- General impact of State budget cuts/closure of Willimantic DSS office: will continue to monitor.

D. Other

IV. NEW BUSINESS:

A. Election of Chair and Vice-Chair: B. Lehmann was nominated for chair, seconded and approved. M. Hauslaib nominated for vice-chair, seconded and approved.

B. Special Needs Fund proposal: K. Grunwald and B. Lehmann will present a proposal to the committee prior to the next meeting. M. Hauslaib suggested that we look at forming a community steering committee that would take responsibility for managing this (empower the members to sustain this fund over time).

C. Other

V. PLANS FOR FUTURE MEETINGS

- May 1: Continued discussion of: (1) Agency funding request process, (2) Mission and purpose of SSAC, and (3) Special Needs Fund proposal, including review of a first draft.
- June 5: Marilyn Gerling

VI. ADJOURNMENT: meeting adjourned at 5:29

THIS PAGE LEFT

BLANK

INTENTIONALLY

**Mansfield Commission on Aging
Minutes**

Monday, April 14, 2003 2:30 PM - Conference Room C, Town Hall****

PRESENT: K. Grunwald (staff), Jean Kenny (staff), Bob Goldsborough, Susanna Thomas (Chair), Tim Quinn, Bill Rosen (guest), Nora Stevens, Elizabeth Norris, Carol Phillips, and Barbara Ivry

I. Call to Order: meeting called to order at 2:35 PM

II. Appointment of Recording Secretary: The question was raised regarding the appointment of K.Grunwald as recording secretary, as he is not a member of the Commission. It was decided that he will continue in the capacity as "acting recording secretary." S. Thomas will continue to review minutes before they are distributed.

III. Acceptance of Minutes of the March 10, 2003 meeting: minutes were accepted as written.

IV. Correspondence - Chair and Staff: none

V. Optional Reports on Services/Needs of Town Aging Populations

A. Health Care Services

Wellness Center and Wellness Program - J. Kenny distributed copies of her monthly report. She has been out for medical reasons, and therefore contacts are down for the month. The leader of the osteoporosis strength-training program has left, and will be replaced by another instructor.

B. Social, Recreational and Educational

Senior Center – Marilyn Gerling: Senior Center Assoc. - Tim Quinn
In M. Gerling's absence J. Kenny distributed copies of her monthly report.

C. Housing

Jensen's Park: B. Goldsborough reported that they have a certified financial planner coming to deliver a presentation on long-term care. B. Ivry suggested that younger people should be educated about this as well, since they are most likely to be able to afford this.

D. Related Town and Regional Organizations

Senior Resources of Eastern CT –C. McMillan reported that the Windham Regional Council on Aging will be sponsoring a Health Fair on May 6 at the Nathan Hale Inn. The Senior Resources Advisory Board has reported that due to the current budgetary crisis in the State many seniors are having a hard time getting access to resources, and consequently are charging medication to credit cards and having difficulty paying bills. They are attempting to demonstrate the impact of these cuts.

Town Community Center – S. Thomas has left a message for Curt Vincente asking him to come to one of these meetings and present information about the Community Center. T. Quinn raised some concerns about rumors that are circulating that all Wellness classes will be moved to the Community Center and seniors will have to join the Center to enroll in these programs. K. Grunwald responded that no decisions have been made about moving programs to the Community Center, and that the Department of Social Services remains committed to providing affordable wellness programs that are responsive to the needs of seniors. K. Grunwald will follow-up with Curt Vincente to pass along these concerns and invite him to attend the next meeting of the Commission.

VI. Old Business

On-going study of the housing needs of the elderly:

**Guest speaker: William Rosen on
“Planning Assisted Living Housing in the Town of Mansfield”**

B. Rosen began by referencing a comprehensive survey that was done working with Jane Ann Bobbitt on the feasibility of locating an assisted living facility in Mansfield. Individuals have been exploring a cooperative venture between UConn and the Town to develop an assisted living facility. Acquiring suitable land has been seen as a major obstacle, which is part of what has motivated the interest in UConn as a partner. The University of VA is seen as a model for this type of partnership. The location of an appropriate piece of land is still critical to this process. B. Rosen suggests enlisting the support of several people on this effort including Phil Barry, a representative of the UConn Foundation or the Board of Trustees, local legislators, Chancellor John Peterson and his wife Carol, and the AAUP. The group has been focused on potential acquisition of land in the Northwood Apartments area if this becomes available. Jane Ann Bobbitt will be taking the leadership on this issue, along with Howard Raphaelson, as B. Rosen will be moving out of town.

VII. New Business

Adjournment: meeting adjourned at 4:13 PM

(next meeting set for Monday, May 12, 2003 at 2:30, Senior Center)

MINUTES

MANSFIELD PLANNING & ZONING COMMISSION

Regular Meeting, Monday, April 21, 2003

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Barberet called the meeting to order at 8:20 p.m., convening the Public Hearing for resubdivision of Lot 1 of the Hawthorne Park subdivision into Lots 1A and 1B. Members and Alternates present were Barberet, Favretti, Gardner, Hall, Kochenburger, Zimmer and Mutch. Mr. Mutch was designated to act as a voting member and Mr. Favretti was asked to act as Secretary. The legal notice was read and comments were noted from the Town Planner and Ass't. Town Engineer (both 4/16/03) and Health Officer (4/4/03). Engineer M. Dilaj, representing the applicant, W. Hawthorne, submitted neighborhood notification receipts and explained that the required water-testing had been done in both spring and summer seasons. No contaminants were detected. Also, no adverse effect was noted from the nearby old landfill. Mr. Dilaj stated that the jog in the property line on Lot 1B will be straightened, and a 25-ft. setback will be maintained on the east side of the lot. A location map will also be added to the plans. There was no public comment. At 8:31 p.m., the Public Hearing was closed. Mrs. Gardner agreed to work on a draft motion.

Public Hearing, Chatham Hill subdivision, Sec. II, 14 proposed lots off Fern Rd., file 1131-2. The Public Hearing was called to order at 8:32 p.m. Members and Alternates present were Barberet, Favretti, Gardner, Hall, Kochenburger, Zimmer and Mutch. The legal notice was read and the following comments noted: Town Planner (4/17/03), Ass't. Town Eng'r. (4/16/03), Health Director and Fire Marshal (both 4/17/03), Design Review Panel (4/15/03), Open Space Preservation Comm. (4/15/03), Parks Advisory Comm. (4/2/03). Abutter notification receipts were also submitted. Engineer/applicant M. Dilaj requested that all testimony from the 4/21/03 IWA Public Hearing be entered into the record of this Public Hearing.

E. Soltesz, Sr., Fern Rd., asked whether automobiles would be able to drive through to the subdivision from Browns Rd., and Mr. Dilaj said they would not.

J. Alexopoulos, landscape architect, stated that he had walked the entire site and located existing vegetation, architectural features, steep slopes and significant trees. One 48" tree was noted and will be protected as much as possible, he said. He added that there are a number of significant trees within wetlands, and that basically the land is low and scrubby, with some evergreens. Good stone walls existing around perimeter areas will be preserved, except for road construction areas. Street trees, such as pin oaks or red oaks, would be added where trees would be taken down. He said no extreme grading would be necessary. He had not seen the comments of the Design Review Panel, Parks Advisory Committee or Open Space Preservation Committee.

Mr. Dilaj explained that two new roads are planned, one 1,380 feet and the other 1,030 feet in length. He noted that he had granted a 35-day extension for the IWA Public Hearing (to May 19th) and wished to do the same for this one. The average lot size would be about 2 acres. Four-bedroom houses are planned, with most lots exceeding the Town's lot frontage requirements. All except two of the septic systems will be engineered; all lots comply with the Public Health Code, and the Health Official has stated that water-testing results are satisfactory. All utilities will run underground.

Mr. Dilaj felt strongly that 25-ft. open space corridors are sufficient, and there would be no benefit in constructing common driveways, and he does not wish to do so. He added that the present open space proposal exceeds the Town's requirements, including more dry-land open space than required. Public comment was then invited.

J. Webster, Fern Rd., whose property would abut one of the two proposed new roads, felt that the planned intersection opening is needlessly large, and expressed concern that his property would become a corner lot. He asked that additional conifers be added to protect his property from noise, headlights, and possible intersection lighting. He also submitted remarks in writing and photos.

E. Soltesz, Sr., Fern Rd., asked whether the new roads would be Town-owned, with stop signs, and was told they would be.

C. Hemingway, Fern Rd., expressed concern regarding probable increased traffic on Fern Rd., noting possible problems for pedestrians.

R. Mentana, Fern Rd., supported Ms. Hemingway's concerns.

D. Clawson, Fern Rd., expressed concern for visibility for automobiles exiting onto Rt. 32 and probable increased Fern Rd. traffic situation, noting the already hazardous visibility and turns in the road.

Mr. Webster inquired about the construction schedule and proposed length of time to completion. Mr. Dilaj said that is still to be determined, but he estimated a total road construction period of 8 to 10 weeks if PZC approval is granted soon (seasonal considerations).

Mr. Webster also asked how and when lots would be developed; Mr. Dilaj said they would be developed by the individual buyers.

P. Rich, Fern Rd., expressed concern for the effect from the development on the considerable wildlife in the area. Mrs. Barberet and Mr. Padick responded that the Town is taking steps to protect wildlife in some of the areas nearby.

Mr. Soltesz, Sr. again expressed concerns related to increased traffic from the development. He felt road conditions are already dangerous there and agreed to report on them to the Public Works Dep't.

It was agreed that a 35-day extension (to 5/19/03) would be granted, with revised plans and additional information to be submitted 2 weeks prior to the meeting. At 9:26 p.m., the Hearing was recessed to 5/19/03.

Old Business

Paideia open-air amphitheatre, Dog Lane, file 1049-7 – Written comments were noted from the Town Planner (4/17/03) and the Traffic Authority (M. Berliner, 4/14/03). Mr. Zimmer disqualified himself. E. Tomazos was present and partially clarified Paideia's construction plans. He emphasized that he wishes to start construction as soon as possible after receiving building permits, and has no plans to await the outcome of the pending court case. He said he has no doubt that the project can be completed as per PZC approval. He was told that he will need to submit a clear schedule of when and how deliveries, storage and construction will take place before the Commission can act on his letter regarding the PZC's approval conditions, and that revised plans must remove references to the plaza fountain.

4/8/03 Minutes – Favretti MOVED, Gardner seconded to approve the Minutes as presented; MOTION PASSED unanimously. Action on the 4/14/03 field trip was put off until the next meeting.

Zoning Agent's Report – The March Zoning Enforcement Activity report was noted without comment. Mr. Hirsch noted that he and the Chairman had signed off on two minor modifications, one for return to office use at the Experience Storrs house, and the other for construction of a shelter on the third-base side at Farrell Fields.

New Business

Pine Grove subdivision, request to modify approval conditions to allow sale of Lot 6, file 1187-2. Applicant G. Guarnaccia's 4/14/03 letter explains the reasons for this request, and Mr. Padick's 4/17/03 memo contained his recommendation. After brief discussion, Mr. Mutch MOVED, Mr. Hall seconded that the Planning and Zoning Commission modify condition #2 of its 1/6/03 approval of the Pine Grove subdivision to allow the conveyance of lot 6, which contains an existing house and associated improvements, prior to the completion or 100% bonding of subdivision improvements. This approval is conditioned on the following:

1. The deed to lot 6 shall specifically reference the approved conservation easement and conservation easement document approved by the Town;
2. The deed to lot 6 shall reference the abandonment of the driveway to lot 6 and the revegetation of this drive through the conservation area being deeded to the Town;
3. The cost of revegetating the driveway through the Town's conservation area shall be included in the subdivision bonding as a public improvement and the subject revegetation work shall be completed to the satisfaction of the Town Planner;
4. The existing garage on lots 6 and 7 shall be removed before the conveyance of lot 7.

MOTION PASSED unanimously.

Natchaug Hospital, request for modification, file 937-4 – Memos were noted from the Town Planner and Fire Marshal (both 4/17/03), and Ass't. Town Engineer (4/16/03). Engineer M. Dilaj stated that he will address the Fire Marshal's concern that bayberry bushes would obstruct emergency access to the dry hydrant by revising the planting type. He also agreed to change the pin oak to a Zelkova, to eliminate the Fire Marshal's concern about descending branches that would obstruct visibility and access. Mr. Dilaj also explained walkway access plans for the handicap spaces. He said that the two fences previously approved, the one wooden and the other chain-link, have now been replaced by an 8 ft.-high, non-climbable wooden fence, densely planted, and would be stained to blend with its surroundings. An area for air-conditioners and transformer has been added, and the addition of a 6 ft.-wide gate for recycling containers and an 8 ft.-high enclosure for recyclables screening is now requested. He noted that the about 1,750 cubic yards of material would be trucked in. New lights are to be identical to the existing ones, and are expected to give good light without intruding on neighboring properties.

The owners of the abutting Duers property have agreed to the construction of a construction staging area, with a permanent stairway to be constructed between the buildings.

Mr. Dilaj said that the 8 to 9-month construction process should start about 7/1/03, with planned spring, 2004 occupancy. Another species is to be substituted for pin oaks. Gardner MOVED, Kochenburger seconded to authorize the PZC officers to approve revised plans for the current Natchaug Hospital project, as identified in the PZC's 1/21/03 approval and as discussed at the 4/21/03 PZC meeting. MOTION PASSED unanimously.

Verbal Updates (Town Planner)

- A. Plan of Conservation & Development committee – The next meeting is scheduled for 4/24/03. The committee must decide what to bring to Public Hearing, and give some opportunity for citizen input before summer. Members were asked to read the Committee Minutes being provided to them regularly and to participate when possible in this planning process.
- B. Lands of Unique Value project – A presentation is planned during the 5/4/03 PZC meeting.
- C. UConn landfill – Information was provided in members' packets.
- D. ATT proposed telecommunications tower between Baxter & Cedar Swamp Rds. – A State Siting Council Public Hearing is scheduled for 6/17/03 in the Council Chambers.
- E. UConn Master Plan Update – Information regarding the Master Plan was provided in packets, and PZC officers were authorized by consensus to meet with UConn consultants at the end of May.

New Business (con't.)

Ferrigno letter re land of Glasser, Ellise Rd. – Mr. Ferrigno's 4/11/03 letter and comments from the Town Planner (4/16/03) and Town Attorney O'Brien were noted. After discussion, it was agreed by consensus to refer this matter to the Regulatory Review Committee for careful review.

2003-04 Capital Improvements Budget, 8-24 referral – As noted in the Town Planner's 4/16/03 memo, primary funding is proposed for modular classrooms at Goodwin and Vinton Schools and for the maintenance of existing facilities. Barberet MOVED, Mutch seconded that the PZC preliminarily approve the listing in the proposed 2003-2004 Capital Improvement Budget. Noting that several items are land use-regulated and may require PZC or IWA approvals before implementation, the PZC respectfully requests that the departments involved with land use projects be notified and that the PZC/IWA be given adequate time to thoroughly review and act upon final plans. MOTION PASSED unanimously.

Communications and Bills – As noted on the Agenda.

The meeting was adjourned at 10:38 p.m.

Respectfully submitted,

R. Favretti, Secretary *pro tem*.

MINUTES

MANSFIELD INLAND WETLAND AGENCY Special Meeting, Monday, April 21, 2003 Council Chambers, Audrey P. Beck Municipal Building

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

The meeting was called to order at 7:05 p.m. Alternate Mutch was appointed to act as a voting member, and Mr. Favretti was asked to act as secretary. This special meeting was convened for the purpose of conducting a Public Hearing on the proposed Chatham Hill, Sec. II 14-lot subdivision of Chatham Hill, LLC on Fern Rd. The Hearing was called to order at 7:06. Members and Alternates present were Barberet, Favretti, Gardner, Hall, Kochenburger, Zimmer and Mutch. The legal notice was read and the Wetlands Agent's 4/16/03 comments, 4/15/03 Open Space Preservation Committee comments and 4/14/03 field trip Minutes, when the site was visited, were all noted.

Engineer/applicant M. Dilaj, a managing member of Chatham Hill II, LLC, submitted neighborhood notification receipts and displayed subdivision site plans. Noting that development of the 17 lot Sec. I received Inland Wetland Agency approval in 1998, Mr. Dilaj explained the proposed layout of the present second phase, including septic systems and drainage for the 41.06-acre parcel. There would be two new interior roads, Sheffield and Scottron Drives, with 2 activities within wetlands: a 35-ft.-wide wetlands crossing with footpath which, he said, can be constructed without disturbing the existing path. and some septic work.

He said that the land is basically flat, so only minimal grading should be necessary; and much of the existing vegetation, including trees, will be preserved. He displayed the proposed construction narrative, which notes minimal impact on wetlands.

Mr. Dilaj said that the lot 27 driveway would be moved farther east, thus moving construction work farther from the wetlands. He also agreed to place an 18" culvert parallel to a 68-ft. pipe shown on the plans, to limit changes to the upstream wetland next to the road crossing and to maintain flows as close as reasonable to their present range. Public comment was then invited.

P. Rich, 42 Fern Rd., (downhill from the site), expressed concern that water-sheeting would increase on his property. He displayed photos of water presently running through his yard into the basement and garage.

J. Webster, 54 Fern Rd., questioned the effect of water being channeled onto his property and expressed concern for flooding.

D. Clauson, 48 Fern Rd., described what she termed a drastic difference in water flow in the area since construction of the first section of the subdivision, and expressed concern about even greater water outfall on her property as a result of this phase.

The wetlands were delineated by soils scientist J. Ianni within the last 8 months, and he reported no appreciable difference between the first phase and the present time.

Mr. Dilaj further discussed drainage, saying this phase had been designed so that present drainage conditions and downstream problems would not be worsened, adding that the Clausons' pool was installed within wetlands and the Rich driveway drainage pipe was undersized originally.

E. Soltesz, 106 Fern Rd., asked about possible effects on existing wells from the proposed wells.

Mr. Dilaj submitted a letter requesting a 35-day extension for plan revisions and submission of further details. At 8:10 p.m., it was moved, seconded and unanimously approved to recess this Public Hearing until May 19th. The meeting was then adjourned.

Respectfully submitted,

R. Favretti, Secretary *pro tem*.

THIS PAGE LEFT
BLANK
INTENTIONALLY

MINUTES

MANSFIELD INLAND WETLAND AGENCY

Regular Meeting, Tuesday, April 8, 2003

Conference Room C, Audrey P. Beck Municipal Building

Members present: R. Favretti (Acting Chairman), B. Gardner, J. Goodwin, R. Hall, K. Holt, P. Kochenburger, P. Plante, G. Zimmer
Members absent: A. Barberet
Alternates present: B. Ryan (arr. 7:10 p.m.)
Alternates absent: E. Mann, B. Mutch
Staff present: G. Meitzler (Wetlands Agent)

Acting Chairman Favretti called the meeting to order at 7:04 p.m., appointing Alternate Ryan, upon her expected arrival, to act as a voting member.

Minutes – 3/3/03 – Mr. Favretti and Mr. Kochenburger noted they had heard the tapes of the meeting and felt qualified to vote. Zimmer MOVED, Plante seconded to approve the Minutes as submitted; MOTION PASSED unanimously.

3/10/03 field trip – Holt MOVED, Favretti seconded to approve the Minutes as submitted; MOTION CARRIED, Holt and Favretti in favor, all else disqualified.

Communications – Draft 3/19/03 Conservation Commission Minutes re W1204 (Mt. Hope Rd. culvert repair) and W1205 (Chatham Hill subdivision); Wetlands Agent's 4/3/03 Monthly Business memo.

Old Business

W1203. Sabrina Pools/Provatas, Storrs Rd. – Mr. Meitzler's 4/1/03 comments were noted. At the meeting he added that no comments had been received from the Town of Windham. Holt MOVED, Plante seconded to grant an Inland Wetland license under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Sabrina Pools/Anthony Provatas (file W1203) for installation of a 19-ft. x 35-ft. inground pool on property owned by Anthony Provatas located at 278 Storrs Road, as shown on a map dated 1/30/03 and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized;
2. A silt fence shall be erected between the construction area and the top of the slope that borders the Reservoir;
3. All pool discharge shall be directed towards Route 195 in the event the pool is drained;
4. No material (neither solid nor liquid) shall enter the Reservoir, as it is a public drinking-water source.
5. This approval is valid for a period of five years (until 4/8/08), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment.

MOTION PASSED unanimously

W1204. Town of Mansfield, Mt. Hope Rd. box culvert – Mr. Meitzler's 4/2/03 comments were noted, along with those of the Conservation Commission (319/03) and the Windham Water Works (3/11/03). Holt MOVED, Kochenburger seconded to grant an Inland Wetland license under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to the Town's Dep't. of Public Works (file W1204) for replacement of a large culvert on Mt. Hope Road, on property owned by the Town and abutters Hempel and Hirakis, located at Mt. Hope Rd. east of the Mt. Hope bridge, as shown on a map dated 2/24/03, and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized;

2. No work shall begin until written permissions have been obtained from the abutting property-owners (Hempel and Hirakis);
3. This approval is valid for a period of five years (until 4/8/08), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment.

MOTION PASSED unanimously.

New Business – The Wetlands Agent's 4/2/03 memo describes all of the applications below.

W1206. Patera, house addition, Warrenville Rd. – Goodwin MOVED, Holt seconded to receive the application submitted by Leonard Patera (file W1206) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for 16-ft. x 25-ft. single-storey addition with bath at 772 Warrenville Rd., on property owned by Barbara and David Vaughn, as shown on a map dated 3/11/03, and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

W1207. Sabrina Pools/Jordan, S. Eagleville Rd. – Goodwin MOVED, Holt seconded to receive the application submitted by Sabrina Pools (file W1207) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for installation of a 21-ft. above-ground pool at 293 S. Eagleville Rd., on property owned by Ann and William Jordan, as shown on a map dated 1/15/03 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

W1208. Kendall Builders, Inc./R. Kendall/Rosa, driveway/septic construction on Mulberry Rd. - Goodwin MOVED, Holt seconded to receive the application submitted by Kendall Builders, Inc. and Richard Kendall (file W1208) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to construct gravel driveway within 150 feet and septic system within 135 feet of wetlands on Mulberry Road, on property owned by Michael and Susan Rosa, as shown on a map dated 3/6/03, revised through 3/18/03 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

W1209. Cox, garage/residential construction at Lynwood Rd. – Goodwin MOVED, Holt seconded to receive the application submitted by Lee and Nancy Cox (file W1209) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for the construction of an attached 2-car garage with second-floor living space on property owned by the applicants at 16 Lynwood Road, as shown on a map dated 9/98, revised through 4/2/03, and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

Field trip – Scheduled for Monday, April 14th, at 1:30 p.m.

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

Respectfully submitted,

Katherine K. Holt, Secretary

WINDHAM REGION COUNCIL OF GOVERNMENTS

MINUTES

April 4, 2003

A meeting of WINCOG was held on April 4, 2003 at the Windham Town Hall, 979 Main Street, Willimantic, CT. Chairman Michael Paulhus called the meeting to order at 8:31 a.m.

Voting COG Members Present: John Zulick, Ashford; Gene Boomer, Chaplin; Adel Urban, Columbia; John Elsesser, Coventry (alt.); Margaret Haraghey, Hampton; Dan McGuire, Lebanon; Martin Berliner, Mansfield (alt.); Liz Wilson, Scotland; and Michael Paulhus, Windham.

Staff Present: Barbara Buddington and Suzanne Gustafson.

Others Present: Virginia Sampietro, Workforce One; Gail Mariano, NE CT Economic Alliance; Michelle Bourgeois, NE CT Visitors District.

PUBLIC COMMENT: none

MINUTES MOVED by Mr. Zulick, **SECONDED** by Ms. Wilson, to approve the minutes of the 3/14/03 meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**

ELECTION OF OFFICERS

MOVED by Mr. Zulick, **SECONDED** by Mr. Elsesser, to elect the following slate of officers as submitted by the nominating committee:

Chairman: Michael Paulhus, Windham

Vice Chairman: Elizabeth Wilson, Scotland

Secretary: Eugene Boomer, Chaplin

Treasurer: Margaret Haraghey, Hampton

Member-at-Large: Martin Berliner, Mansfield

MOTION CARRIED UNANIMOUSLY.

Ms. Buddington requested an addition to the agenda to re-adopt the contract authorizations approved in February with Elizabeth Wilson's name replacing Adel Urban's as Vice Chairman. **MOVED** by Mr. Berliner, **SECONDED** by Mr. Zulick, to add to the agenda contract reauthorizations. **MOTION CARRIED UNANIMOUSLY.**

MOVED by Mr. Elsesser, **SECONDED** by Mr. McGuire, to accept the contract reauthorizations. **MOTION CARRIED UNANIMOUSLY.**

WORKFORCE INVESTMENT AREA CONSOLIDATION

Ms. Sampietro gave a brief update to the Council. There will be a merger meeting April 11th, and authorization signatures are still being collected from towns.

TOURISM

Michelle Bourgeois spoke about the pending merger of the state tourism districts. The Northeast Connecticut Visitors District, which represents 22 towns, including all of the WINCOG towns, is being urged to join with the Greater Hartford district, but the preferred alliance is with the Mystic district. Ms. Bourgeois is working with area legislators to protect the best interests of the region. Ms. Bourgeois asked that a letter of support be sent by the Council favoring consolidation with the Southeastern region rather than the Capitol Region. Mr. Elsesser suggested mentioning some of the other entities that have been merged, and the advantage of consistency in regional boundaries. **MOVED** by Mr. McGuire, **SECONDED** by Ms. Wilson to send a letter of support to legislators, the Governor, and the Commissioner of DECD.

TRANSPORTATION

STIP amendments (if any) - NONE

Transportation Strategy Board Report – No action taken. Ms. Buddington distributed copies of Bill 6641, which relates to land use recommendations of the TSB.

Proposals for the Rural Minor Collector Roads need to be submitted to WINCOG by April 18, to be prioritized at the May 2 WINCOG meeting.

LEGISLATIVE ISSUES

Unclaimed bottle deposits – Mr. Elsesser reported that a one year study is being planned to address this issue. Ideas include (1) eliminating the bottle deposit refund and just instituting a trash tax and (2) expanding the deposit program to include non-carbonated beverages.

Telecommunications Equipment - Mr. Elsesser also reported that there are bills being worked on in the Connecticut Legislature about the rate of taxation for telecommunications equipment. He will provide bill numbers to WINCOG. MOVED by Mr. Elsesser, SECONDED by Mr. Berliner, that WINCOG support legislation that would include telecommunication towers as real property, and that would leave a residual of 25% on the depreciated value of other telecommunications equipment categorized as personal property. MOTION CARRIED UNANIMOUSLY.

Gaffney proposal on ECS - Mr. Elsesser reported on a proposed bill to fully fund ECS including raising the foundation to \$6000 and the elimination of the cap by lowering the municipal property tax credit to \$253.

ADMINISTRATION

There will be a second round of Pre-Disaster Hazard Mitigation Planning Grants available through FEMA. Ms. Buddington supports the region applying. The plan would identify areas in each town where mitigation measures might reduce future costs in case of natural disasters. It would also help access funds if a state of emergency is declared. All natural disasters are covered. MOVED by Mr. Elsesser, SECONDED by Mr. Zulick to authorize WINCOG to apply for the grant. MOTION CARRIED UNANIMOUSLY.

The WRTD Transit Administrator, Karen Graber, will be leaving WRTD May 16. There will be a Transit Board member at the final interview and Ms. Buddington will notify personnel committee members of the interview schedule in case they wish to participate.

Mr. Berliner asked about the FEMA grants for Emergency Operation Plans. Ms. Buddington will be attending a two day workshop on this subject and the contracts should be going out to the state RPOs soon.

MEMBERS FORUM

NONE

DIRECTOR'S REPORT & RPC REPORT

A written Director's Report was distributed and Ms. Buddington called attention to grant deadlines, the upcoming Drinking Water Conference, and recent CEDS committee work.

NEW BUSINESS

Ms. Buddington asked about current budget situations in member towns.

ITEMS FOR May 2, 2003 MEETING:

Michelle Bourgeois, Northeast Connecticut Visitors District update; Rural Minor Collector Prioritization.

There being no further business, the meeting adjourned at 9:45 A.M.

Respectfully submitted by, Suzanne Gustafson, for Eugene Boomer, Secretary.

**EASTERN HIGHLANDS HEALTH DISTRICT
BOARD OF DIRECTORS – SPECIAL MEETING
Wednesday – April 23, 2003
COVENTRY TOWN HALL – Conference ROOM B**

Board Members Present: W Kennedy, R Knight, M Kurland, E Paterson, J Patton, J Stille,
Board Members Absent: D Smith, M Berliner, J Elsesser, P Schur, J Devereaux
Staff Present: R. Miller, J Smith, Dr. Dardick

Chairperson Paterson called meeting to order at 4:49pm.

A MOTION was made by J. Stille, seconded by W. Kennedy, to approve the minutes of the board meeting on January 23, 2003 as presented. THE MOTION PASSED unanimously.

No public present.

OLD BUSINESS – none

NEW BUSINESS

J Smith recommended to the board the reappointment of Koskin, Ruffkus & Company as the EHHD auditors. A MOTION was made by R Knight, seconded by J Stille, to reappoint Koskin, Ruffkus & Company to perform the 2002-2003 audit for a total fee of \$2,300. THE MOTION PASSED unanimously.

Dr Dardick joins the meeting at 4:57.

Based on the success of the existing skin cancer prevention program, R Miller recommended funding for fiscal year 2003-2004. A MOTION was made by J Stille, seconded by W Kennedy, to continue to fund the skin cancer prevention program with the preventive health block grant for FY 2003-2004. THE MOTION PASSED unanimously.

A MOTION was made by R Knight, seconded by J Stille, to adopt the resolution authorizing the Director of Health to sign contracts with the Connecticut Department of Public Health for fiscal year 2003-2004. THE MOTION PASSED unanimously. Copy of resolution attached.

R Miller outlined the current status of the smallpox preparedness program and presented a draft memorandum of understanding that, if ratified, would commit member towns and Uconn to the smallpox preparedness planning process. A MOTION was made by R Knight, seconded by J Patton, to authorize the Director of Health to negotiate the terms of the MOU Regarding Planning and Implementation of Emergency Smallpox Countermeasures with the member towns and the University of Connecticut and further authorize the Director of Health to sign the MOU subject to ratification by the Board at a later date. THE MOTION PASSED unanimously.

TOWN REPORTS

WILLINGTON

South Willington Water Supply issue discussed.

BOLTON

Center School water project discussed.

TOLLAND

Tolland water supply is an enterprise fund. Sewer facilities plan rejected by the DEP and revisions are being developed. Grants are being delayed by the State as a result. Planned age-restricted housing project to be connected to the sewers.

COVENTRY

Lake sewer project construction on going.

MANSFIELD

Uconn's Spring Weekend is this weekend.

DIRECTORS REPORT

By consensus, SARS agenda item moved to beginning of Directors Report.

Dr. Dardick updated the Board on the status of the local suspected SARS case and current SARS issues related to transmission, precautions and surveillance.

R Miller presented the Board with information regarding the Governor's proposed per capita grant reduction to health districts and possible scenarios to cover the deficit. The proposed reduction to EHHD would result in a \$36,000 deficit to the adopted FY 2003-2004 operating budget, 7.2%. By consensus, it was agreed that a letter, supporting full statutory funding, be drafted and sent to each local legislator. Said letter shall be signed by the Director and the head town elected official relative to the local state legislator to whom the letter is sent.

Meeting adjourned at 6: 24 pm.

Respectfully Submitted

A handwritten signature in cursive script that reads "R Miller by M. Adams". The signature is written in black ink and includes a long, sweeping horizontal flourish at the end.

Robert L Miller, Secretary

ADMINISTRATION

- **Staff changes:** Transit Administrator Karen Graber will be leaving the WINCOG staff on May 16 to take a job as the general manager for the Endless Mountains Transportation Authority in northern Pennsylvania. We have sincerely appreciated the energy and commitment that she brought to WRTD, and wish her the best of luck in this new position. Her position will be filled by Melinda (Mindy) Perkins, who is currently an administrator with the Southeast Area Transit (SEAT) in Norwich. Today is also Suzanne Gustafson’s last day with us as planning assistant, a temporary position made possible through the TSB/TIA supplemental funds in FY 03.
- **Municipal Officials Liability Insurance:** Faced with a dramatic increase in the premium for the renewal of this insurance, staff have been researching alternatives to our current coverage. As this is being written, we are awaiting a revised quote from our current agent, and an additional quote from an alternative agent.
- **UPWP Quarterly Report:** Staff prepared and submitted the third quarterly report for our Unified Planning Work Program under contract with ConnDOT. This report is sent to ConnDOT, FHWA, and FTA.
- **Press Release:** Staff wrote and distributed a press release following the last meeting announcing the newly elected officers and describing some of the work that WINCOG has been doing over the past year. Both the Willimantic *Chronicle* and WILI made good use of this release.
- **Technical Assistance Current Contracts Update:**

Contract #	Description	Date started	Status
Scotland '03-2	Mapping for POCD	4/16/03	in progress.
Scotland '03-3	POCD preparation	9/9/02	draft to be presented to PZC 5/12

UPCOMING DATES OF INTEREST

- May 3-4 **Columbia Bicentennial Walking Weekend**
- May 7 **WRTD Board meeting 5:00 p.m.**
 CT Public Transportation Commission Public Hearing, Mansfield Town Hall, 7:30 p.m.
 Regional Planning Commission meeting, 7:30 p.m.
- May 8 **SE WUUC meeting 1:00 p.m. at SECCOG.**
- May 15 **DEP Pre-Disaster Hazard Mitigation Planning Grants deadline.**
- May 20-22 **ODP terrorism/weapons of mass destruction planning/response course in Storrs.**
- May 29 **Willimantic Greenway forum, Tolland.**
- June 6 **Next WINCOG Meeting**

ECONOMIC DEVELOPMENT

- **CEDS:** Staff prepared and mailed out a survey form to gather information for an update of the CEDS. This was sent to town officials, planners, economic development directors, contacts for the priority projects included in the plan, and members of the Northeastern Connecticut Economic Partnership.

TRANSPORTATION

- **Rural Minor Collectors:** Three projects have been submitted to WINCOG for prioritization under this program - two from Coventry and one from Mansfield. WINCOG’s annual rural minor collector allocation has been reduced from \$121,548 to \$117,621, effective FY 04. Each of the three projects submitted would use at least two years worth of this allocation. Prioritization of these projects is on the agenda for today’s meeting.

TRANSIT (*See attached Transit Administrator’s Activities Report*)

- **CPTC Public Hearing:** The Connecticut Public Transportation Commission’s public hearings in the Windham Region are noted for being among the best-attended. This is a good opportunity to get your needs for improved public transportation (fixed route service and paratransit) on the record. The hearing will be held on May 7, 7:30 p.m., in the Mansfield Town Council Chambers.

PLANNING

- **Regional Planning Commission:** The Regional Planning Commission has not met since April 4, the date of the last director’s report.
- **Scotland Plan of Conservation and Development:** On April 14, staff participated in a final POCD committee meeting to revise the draft document. On May 12, the draft document will be presented to the PZC for their review and comment. Staff have started on the mapping for the plan under separate contract, and this is expected to be completed by the end of June.

FEMA - EOP updates

- **Emergency Operations Plans:** We, along with the other RPO’s are still working with the Office of Emergency Management to finalize the contracts for EOP updates and the Community Emergency Response Team grants. This region is fortunate in that Storrs is one of two locations in the state chosen to host a course on “Planning and Responding to Terrorism/Weapons of Mass Destruction”, funded by the Department of Justice/Office of Domestic Preparedness, and offered through a partnership between the Technology Transfer Center and the Connecticut Highway Street Supervisors Association. Eligible to attend are those who have five or more years of experience in public works and/or emergency response. Each of our member towns is urged to send at least one representative to this course. It’s a good way to jump-start our planning process for the EOP updates.
- **Bioterrorism:** As chairman of the Regional Planning Organizations of CT (RPOC), and at the request of the Office of Emergency Management, your director has met with the Department of Public Health’s “Focus Area A” subcommittee, to discuss how best to integrate the two planning processes that are funded separately and proceeding on parallel courses (EOP updates and bioterrorism).

CENSUS AFFILIATE ACTIVITIES

- **Data Requests:** Staff responded to requests from: 1 student and 1 town staff, 1 newspaper reporter.

LOCAL ASSISTANCE

- Ashford* - Wrote letter of support for QSHC Partnership grant application.
- Researched portable speed awareness signs for first selectman.
- Coventry* - Participated in GIS planning meeting.
- Hampton* - Provided information on WRTD and Route 97 improvements to town planner.
- Lebanon* - Provided information on CEDS process and project applications to commission member.
- Mansfield* - Wrote letter of support for application for QSHC Partnership grant application.
- Scotland* - Worked on Town POCD under contract.
- Windham* - Continued to participate on Windham Ad Hoc Economic Development Committee.
- Provided detailed census data to recreation director for grant application.
- Provided aquifer mapping to town planner.
- All Towns* - Processed statutory referrals from or affecting various member towns (see Planning, above).

OTHER ASSISTANCE

- Coordinated with OEM, CRCOG and the town of Stafford regarding Stafford’s affiliation with a COG for the purposes of the FEMA grant projects.
- Coordinated with OEM, DPH, and RPOC regarding integration of planning processes for the

bioterrorism (DOJ grant to DPH and health districts).

MEETINGS

- April 4 - WINCOG meeting (BB, SG)
8-9- FEMA training, terrorism planning / Hartford (BB)
10 - WTS meeting / Rocky Hill (BB)*
- With Coventry staff re GIS project / Coventry (JB)
11 - Transit administrator interviews (5)
14 - Scotland POCD committee /Scotland (JB, SG)
15 - With ConnDOT staff, Coventry staff re: rural minor collector projects / Coventry (BB)
- Windham Ad Hoc Economic Development Committee (BB)
16 - Transit administrator interview (1)
17 - Planners Breakfast (JB)
- ConnDOT technical coordination meeting /Newington (BB)
- UConn Master Plan Advisory Committee / Storrs (BB)
18 - With successful transit administrator applicant (BB)
22 - With transit subcontractor re: vehicle issues (BB, KG)
23 - Windham Open Space Commission meeting (JB)
25 - Access to Jobs meeting - Eastern Region Transit Collaborative) / Norwich (BB, KG)
28 - With Department of Health, Focus Area A subcommittee / Wallingford (BB)
29 - Drinking Water conference / Rocky Hill (BB)
- May 1 - With auditor, re WRTD accounting (BB, JL)

* Time not charged to WINCOG

dirreport05-2-03 #51

THIS PAGE LEFT
BLANK
INTENTIONALLY

ARTS ADVISORY COMMITTEE
Meeting of Tuesday, 1 April 2003
Beck Municipal Building, Conference C

MINUTES

1. The meeting was **called to order** by Chair Jay Ames at 7:35p. Members present: Jay Ames, Scott Lehmann, Derri Owen, Carol Pellegrine, Steve Pringle. Members absent: Tim Quinn. Others present: Jay O'Keefe (staff).

2. **Minutes** of the 4 March 2003 meeting were approved as written.

3. **Arts 300 Festival.**

a. Scott drafted a letter and **needs form**, which was sent to those who had submitted proposals. Derri read a draft of her **letter to exhibitors** laying out the ground rules for exhibits. 22 Quiet Corner artists and 19 others that have committed so far.

b. Holiday Hill has a **modest sound system** for music. We should make clear to performers that high decibel performances are not appropriate. 12 performing groups have indicated interest, though some have yet to return the needs form. Perhaps one group can be setting up at one end of the barn while another group performs at the other. Even so, it may be difficult to fit them all into the 10a-5p time frame. A subcommittee consisting of Steve and Jay A. will devise a **schedule for performers**.

c. The Lions Club is not available for **refreshments**. Jay A. will see if Holiday Hill is interested. We also need to plan for **set-up, clean-up and parking**. Perhaps we should pay Holiday Hill for a parking attendant, since they will know the procedure; Jay A. will ascertain the cost. We can probably handle set-up and clean-up with volunteers.

d. We need a **publicity flier** and poster. Carol will do the **flier** for which Jay A. will supply a logo. This should be ready by 11 April, the deadline for the Parks and Rec summer newsletter. Holiday Hill will enclose our flier in a mailing to 700 customers, if we have it ready in time. They would appreciate receiving copies of any other publicity on this event. The **poster** can probably wait until early May. Derri will do a **press release** to be sent out 2 weeks ahead; it would be good to accompany it with a photo of some participants in front of the barn. **Radio announcements** should be made shortly before the festival date. The Town has some **sandwich boards**, plus a **message board** outside the Municipal Building, which could be used to advertise the event.

e. The Committee took a short break to watch the last 2 minutes of the **UConn-Purdue** women's basketball game.

e. Carol asked if we were open to letting groups like the **Historical Society** sell 300th anniversary material at a table. This may be OK if they have art to display.

4. **Adjourned** at 9:20p.

Scott Lehmann, Acting Secretary

THIS PAGE LEFT

BLANK

INTENTIONALLY



Mansfield Downtown Partnership

1244 Storrs Road
PO Box 513
Storrs, CT 06268
(860) 429-2740
Fax: (860) 429-2719

May 6, 2003

Board of Directors
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

Dear Board members:

Attached please find the minutes for the Board meeting held on April 1, 2003.

The following motion would be in order:

Move, to approve the minutes of April 1, 2003.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia van Zelm". The signature is written in black ink and is positioned above the printed name and title.

Cynthia van Zelm
Executive Director

Attach: (1)

MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Offices
Tuesday, April 1, 2003

MINUTES

Present: Steve Bacon, Phil Barry, Martin Berliner, Tom Callahan, Dale Dreyfuss, Mike Gergler, Al Hawkins, Philip Lodewick, Steve Rogers, Phil Spak, Frank Vasington

Staff: C. van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:03 p.m.

2. Opportunity for Public to Comment

Dwight Damon mentioned that his daughter had worked with Frank Ricks of Looney Ricks Kiss Architects, Inc., in their Memphis office.

3. Approval of Minutes

Mike Gergler made a motion to approve the March 4, 2003 minutes. Dale Dreyfuss seconded. The minutes were approved unanimously.

4. Update on Municipal Development Plan

Phil Barry said the contract between Looney Ricks Kiss (LRK) and the Town of Mansfield has been signed. The Finance and Administration Committee has reviewed a list of potential developers to receive the Request for Qualifications for the work on Storrs Center. LRK will lead meetings in mid-April with the business and property owners in Storrs Center, and UConn students.

Mr. Barry also announced that the Annual Meeting will be held June 12 at 6 PM at the Eagleville Firehall (*since changed to the Greek Center*).

Cynthia van Zelm asked the Board whether meetings early in the week of April 21st with LRK are preferable especially as it precedes Spring Weekend. The Board agreed that dates earlier in that week would be preferable.

5. Update on Hiring Partnership Attorney

Steve Bacon said the ad hoc committee is meeting with two candidates to serve as the Partnership attorney this Thursday (April 3) at 3 PM and 4 PM. He expects that a recommendation will be made shortly after the interviews are held.

6. Appointment of Committee Members

Dale Dreyfuss made a motion to appoint Sol Kerensky and Sue Esposito to the Business Development and Retention Committee. Tom Callahan seconded. The motion was approved unanimously.

7. Quinebaug-Shetucket Heritage Corridor, Inc., Partnership Program 2003 Grant Program

Ms. van Zelm presented the Board with a summary of a grant application to the Quinebaug-Shetucket Heritage Corridor, Inc., Partnership Program 2003 Grant Program to develop a Mansfield brochure that highlights historic sites, recreational opportunities, annual events, and the businesses in town. The project also includes an informational kiosk in the downtown that would be a first step in highlighting the physical changes to take place downtown. The application requests \$2,750 for the project with an equal match from the Partnership. Mr. Gergler made a motion to approve the grant request. Mr. Dreyfuss seconded. The motion was approved unanimously.

8. Report from Committees

Advertising and Promotion - In Mr. Woods' absence, Ms. van Zelm updated the Board on the work of the Advertising and Promotion Committee. Ms. van Zelm said the Committee had discussed holding an event downtown in the fall with music, games, art, etc. It was suggested that Ms. van Zelm work with the band program at UConn and Carole Henry in the UConn Office of Residential Life. Ms. van Zelm also reported that the first Partnership newsletter would be published in mid-April. It will go out to all Chronicle subscribers in Mansfield and the surrounding towns, through the Hometown shopper to Mansfield residents with a mailbox, and to all Partnership members, etc.

Mr. Lodewick reported that the architect candidates for the new Fine Arts building had given presentations the prior week. The candidates will be narrowed down to three and they will be available to meet with the Partnership Board on April 17 or 18 to discuss how the Fine Arts building project and the plans for downtown can be integrated. Ms. van Zelm will work with Mr. Woods to coordinate a meeting with the Board on one of those days. Mr. Lodewick thought it would be useful for Looney Ricks Kiss to meet with the three finalists or the finalist as well. He said a decision is expected in June on which architect will be chosen to design the new Fine Arts building. Construction is expected to begin in 2006/2007.

Business Development and Retention – Mr. Gergler said that the Committee had put together a survey of the Storrs Center businesses to receive feedback on the interest in a downtown merchants group, and on a new town center. He hopes that this information can be shared with Looney Ricks Kiss before they meet with the businesses in mid-April. The Committee will meet again on April 30. Mr. Gergler said the Committee wants to keep the businesses community educated about the plans.

Membership Development – Ms. van Zelm reported for Betsy Treiber. Phase one of the mailing to the UConn Advocates who live in Mansfield has gone out. Ms. van Zelm will meet with the Mansfield PTA at its April 7 meeting.

Nominating Committee – Mr. Lodewick said that the Nominating Committee had identified candidates that could fill the one open Board position and will approach them shortly. A new Finance and Administration Committee chair also will need to be elected when Phil Barry goes off the Board.

There is currently only one proposed change to the Bylaws for the Annual Meeting – add a membership rate for seniors of \$10.

9. Other

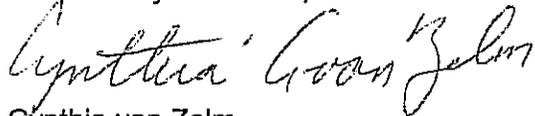
Ms. van Zelm said there would be a Mansfield Downtown Partnership table at the UConn Open House on April 12 from 11:30 AM to 2 PM at Gampel Pavilion.

Ms. van Zelm also said that there will be a Partnership table at some of the UConn Orientation sessions this summer. She passed around a sign-up sheet to staff the table.

10. Adjourn

Mr. Gergler made a motion to adjourn. Mr. Callahan seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:30 PM. The next meeting is set for May 6 at 4 PM.

Respectfully submitted,



Cynthia van Zelm
Executive Director, Mansfield Downtown Partnership, Inc.

Open Space Preservation Committee
Regular Meeting Minutes of the
March 18, 2003 Meeting

Members present: Jim Morrow, Chairman
Vicky Wetherell
Ken Feathers
Dave Silsbee
Steve Lowrey

Morrow called the meeting to order at 7:45 PM

MOTION: Wetherell/Lowrey, to accept the minutes of the February 18, 2003 meeting as submitted. The motion passed unanimously.

Report From Town Staff:

Curt Vincente was unable to attend the meeting, Wetherell delivered the report in his absence.

1. The Natural Resources Conservation Service sent around a description of the services it was offering to Towns.
2. The NRCS and the Tolland Agricultural Center will be sponsoring a series of talks on Environmental Lawn Care.
3. Friends of Parks is setting up stewardship opportunities on Town-owned land. They also want to set a program to survey these properties for biodiversity and invasive species. This program may be run in conjunction with the Audubon Society.
4. The recently acquired Coney Rock preserve is scheduled to be dedicated on May 18th.

Morrow reported that he had placed a small piece in the Historic Commission newsletter concerning the OSPC's wish to have a historian on the Committee. He received a response from Holly Izard.

There was a discussion about the need to make some of the boundary line along the Vernon and Prignano properties off of Crane Hill Road so that the Nipmuck Trail could be re-routed. Some members of the Committee will plan on doing this project the last weekend in March.

Wetherell announced another round of the Quinnebaug/Shetucket Heritage Corridor grant program to fund land use and natural resource projects. The Committee felt that the Town had a

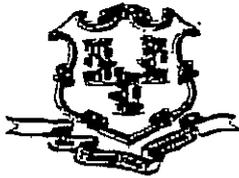
number of potential projects that would qualify.

The Committee reviewed the recently submitted Chatham Hill II Subdivision plan and discussed a number of issues that they had with the plan. Wetherell made a list of recommendations to the Planning & Zoning Commission that she was going to pass on to Greg Padick.

MOTION: Wetherell/Lowrey, to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 9:35 PM

Respectfully submitted,

Stephen Lowrey



STATE OF CONNECTICUT RECEIVED
OFFICE OF POLICY AND MANAGEMENT
OFFICE OF THE SECRETARY

Item #10

MAY - 1 2003

Architectural &
 Engineering Services
 University of Connecticut

TO: Larry Schilling, Executive Director
 Architectural & Engineering Services-UConn

FROM: Marc S. Ryan, Secretary
 Office of Policy and Management

DATE: April 28, 2003

SUBJECT: Environmental Impact Evaluation for Graduate Student
 Apartments & Downtown Mansfield Master Plan Projects

Based on a review of the subject environmental impact evaluation and related documentation conducted pursuant to C.G.S. 22a-1e, I am herewith advising you of my finding that this evaluation satisfies the requirements of the Connecticut Environmental Policy Act, with the following contingencies.

It is the policy of the *Conservation and Development Policies Plan for Connecticut* that, within water supply watersheds, agencies should "not create an intentional or unintentional point or non-point source of contamination without adequate man-made interception and control safeguards, as approved by the Departments of Public Health and Environment Protection." We therefore make this finding contingent on the review and approval by those agencies of the project's stormwater design plans.

The ROD indicates that it is UCONN's intention that a Municipal Development Plan (MDP) be performed for this project. This agency applauds that effort, and sees an MDP as an essential element in developing land use controls that insure protection of the water supply watershed. We therefore make the creation of an MDP a requirement of our approval of this project.

cc: John Bacewicz, OPM
 Dave Fox, DEP
 Paul Ritsick, DPH

THIS PAGE LEFT

BLANK

INTENTIONALLY

REGIONAL DISTRICT #19 BOARD OF EDUCATION REFERENDUM

May 6, 2003

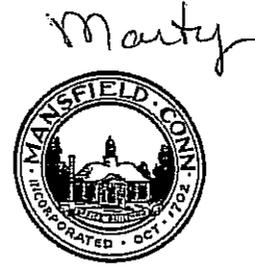
Results:

	Yes	No
Mansfield	290	134
Ashford	107	139
Willington	155	131
Total:	552	404

Moderator in Mansfield Edwin Passmore
Town Clerk Joan E. Gerdson

Registrars in Mansfield
Mary Stanton
Beverly Miela

THIS PAGE LEFT
BLANK
INTENTIONALLY



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

April 30, 2003

Mr. Jie Xu
1 Northwood Road, #102
Mansfield, CT 06268

Dear Mr. Xu:

Thank you for expressing your willingness to continue serving as a member of the Library Advisory Board. This letter certifies your appointment to a term which ends November 1, 2005.

Sincerely,

Martin H. Berliner

Martin H. Berliner
Town Manager

MHB:imp

cc: Town Council
Town Clerk
Louise Bailey

THIS PAGE LEFT
BLANK
INTENTIONALLY

TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

Item #13

GREGORY J. PADICK, TOWN PLANNER

Memo to: Planning & Zoning Commission
From: Gregory J. Padick, Town Planner
Date: 5/1/03
Re: Plan of Conservation and Development Update



At its May 1, 2003 meeting, the PZC Plan of Development Committee agreed to recommend to the full PZC that a Public Hearing be scheduled for June 16, 2003 to hear comments on a preliminary listing of proposed revisions and recommendations for incorporation into the 2003 Plan of Conservation and Development update. June 16th is a regularly-scheduled PZC meeting and the Committee concurred with me that holding the Hearing on this date was appropriate based on current application schedules. It has been our goal to have a Public Hearing prior to the summer school vacation period.

At scheduled May 8th and 14th meetings, the Committee intends to finalize a listing of proposed Plan revisions and recommendations for PZC review at the Commission's May 19th meeting. Acceptance by the PZC at this meeting will allow appropriate public notice and distribution of the listing prior to the June 16th Hearing. Assuming PZC approval on May 19th, I intend to brief the Town Council on the recommendations at its May 28th meeting. It is emphasized that the listing is intended to present for public comment preliminary findings and recommendations and that no final recommendations or decisions on the Plan update will be made until additional opportunities for public comment this fall. We have attempted to prepare detailed Committee Minutes to keep the PZC, Town Council and other interested persons fully informed of the Committee's deliberations. These Minutes are available at the Town's web page, www.mansfieldct.org under Planning and Zoning.

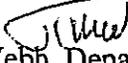
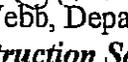
THIS PAGE LEFT

BLANK

INTENTIONALLY

MEMORANDUM

4/23/03

TO: Martin H. Berliner, Town Manager 
 FROM: Lon R. Hultgren and Timothy M. Webb, Department of Public Works 
 RE: Crew Work Schedule – 2003 Construction Season

As in past years we have attempted to schedule the work for the Town crew through the construction season. A detailed project by project spreadsheet has been e-mailed to you. Highlights of the schedule are given below by month for the major roads and grounds efforts.

This year was more difficult to schedule than recent years. The late and heavy winter put our spring road sweeping well behind that of normal years - - this year we don't expect to complete it until the end of May (approximately four weeks late). In addition, the loss of our seasonal laborers represents a 33% loss in available manpower through the summer season.

As a result, several projects were not able to be scheduled in a timely fashion. We will work them in if scheduled projects are delayed.

Finally, we may have to supplement the landfill closing effort with road and grounds crew members – depending on the progress that is made by the regular landfill crew. This could impact our ability to complete projects that have been scheduled later in the construction season.

<u>APRIL</u>	<u>ROADS DIVISION</u>	<u>GROUNDS DIVISION</u>
	Repair plow damage	Prep EOS & Town baseball fields
	Spring road sweeping	Prep Town soccer fields
	Clean catch basins with Vac-all	Fertilize, aerate & overseed turf areas
	Service requests & misc. route maint.	
	Clean & wash bridges	Begin regular turf mowing
	Grade dirt roads	Extend Southeast composter wall
	Hillside Green	Spring building clean-up
		Fence repairs
		50 Foot parking area
<u>MAY</u>	Service requests & route maint.	Town/EOS baseball fields
	Continue road sweeping	Town soccer fields
	Roadside mowing	Turf mowing
	Grade dirt roads	Open Bicentennial Pond
		Trash removal – parks & Town lands
		MMS soccer field edge work
<u>JUNE</u>	Service requests & route maint.	Town/EOS baseball fields
	Ditch cleaning	Town soccer fields
	Leveling & chipseal preparation	Turf mowing
	Traffic control for chipseal	Trash removal
	Roadside mowing	Mow meadows
	Sewer flushing	Crack seal tennis courts
	Fire pond maintenance	Maintain trail parking areas
	Grade dirt roads	
	Final drainage – Mans. Ctr. streetscape	
	Dunham Pond Dry Hydrant	

JULY**ROADS DIVISION**

Sweep chip sealed roads
 Routine service requests
 Curbs/berms & lips
 Roadside mowing
 Catch basin & headwall repairs
 Restart Maple Rd. drainage project
 Lions field 4 grading

GROUNDS DIVISION

Town soccer fields
 Turf mowing
 Trash removal
 Place playscape surfacing
 Pond & dam maintenance
 Begin Southeast parking lot (phase 2)

AUGUST

Clean catch basins with Vac-all
 Roadside mowing
 Grade dirt roads
 Maple Road drainage
 Hunting Lodge/Birch Roundabout

Town/EOS soccer fields
 EOS football fields
 Aerate, overseed, fertilize turf areas
 Turf mowing
 Close Bicentennial Pond
 Trash removal
 Finish Southeast parking lot

SEPTEMBER

Clean catch basins with Vac-all
 Routine service requests
 Roadside mowing
 Maple Road drainage
 Site work – Community Center
 Lions field grading

Town/EOS soccer fields
 EOS football fields
 Turf mowing
 Trash removal

OCTOBER

Routine service requests
 Final roadside mowing/trimming
 Screen sand for winter
 Sewer flushing
 Fire pond maintenance
 Grade dirt roads
 Finish Maple Road drainage
 Goodwin School walkway
 Lions field construction

Town/EOS soccer fields
 EOS football fields
 Turf mowing
 Trash removal
 Mow meadows
 Leaf pick-up
 Town park projects

NOVEMBER

Clean catch basins with Vac-all
 Screen winter sand
 Minor bridge maintenance
 Roadside guidepost maintenance
 Sidewalk maintenance and winter prep
 Rt. 32 Dry Hydrant
 Routine service requests

Leaf pick-up
 Sandbox construction & placement
 Bus stop maintenance
 Town park projects
 Final soccer/football field work
 Aerate turf areas

cc: Scott Bacon, Road Foreman
 Glenn Mooney, Grounds Crew Leader
 Jerry Mailhot, Lead Mechanic
 2003 work file

Martin H. Berliner

From: Jennifer S. Kaufman
Sent: Tuesday, May 06, 2003 11:36 AM
To: Jennifer S. Kaufman; Conservation Comm; Open Space Comm; Parks Adv Comm; 'Amanda Saul (E-mail)'; 'Bob Jeannette (E-mail)'; 'Cathy White (E-mail)'; 'Chris Butler (E-mail)'; 'Chris Wetzel (E-mail)'; 'Christine Hare (E-mail)'; 'John Morey (E-mail)'; 'Kelly Wells (E-mail)'; 'Steven Laume (E-mail)'; 'Susanna Thomas (E-mail)'; 'Tricia Reid (E-mail)'
Subject: RE: Upcoming Fun Family Educational Events Sponsored by Friends of Mansfield Parks

Date Correction for Shakespeare in the Park: This event will be held Friday, June 27 from 6:30 to 8:30 pm and the rain date will be Saturday, June 28 from 4:30 to 6:30 pm.

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

From: Jennifer S. Kaufman
Sent: Tuesday, May 06, 2003 11:01 AM
To: Conservation Comm; Open Space Comm; Parks Adv Comm; Amanda Saul (E-mail); Bob Jeannette (E-mail); Cathy White (E-mail); Chris Butler (E-mail); Chris Wetzel (E-mail); Christine Hare (E-mail); John Morey (E-mail); Kelly Wells (E-mail); Steven Laume (E-mail); Susanna Thomas (E-mail); Tricia Reid (E-mail)
Subject: Upcoming Fun Family Educational Events Sponsored by Friends of Mansfield Parks

Friends of Mansfield Parks (FOMP) will be sponsoring fun family educational events this spring and summer. Please call Mansfield Parks and Recreation (860-429-3321) for more information.

Alien Invasive Species Walk Saturday May 17, 2003 10am-12pm Eagleville Preserve

Walk with Les Mehrhoff (Botanical Expert and UConn Professor) in Eagleville Preserve. Begin at the Eagleville Dam parking lot (off Route 275). Dr. Mehrhoff will introduce us to the alarming non-native plant invasion battles quietly raging in our town's natural areas. Enjoy a walk along the Willimantic River at Eagleville Preserve while learning how to recognize these invasives and what you can do to curtail their spread. Please register online at www.mansfieldct.org or call Mansfield Parks and Recreation Department 429-3321. *Members: \$3 per person, \$10 max per family. Non-members: \$5 per person, max \$15 per family.*

CT Trails Day Saturday, June 7, 2003 10am-12pm Dunhamtown Forest

To Celebrate CT Trails Day, join Mansfield's Park Advisory Committee for a 2 hour hike through moderate terrain through a mature forest (managed as a demonstration forest) in one of Mansfield's largest preserves. Meet at 10:00 am at White Oak Rd Parking Area. From Rte 32 go East on Mansfield City Rd for approximately 1.5 miles. White Oak Rd is on left. Parking area is on left after White Oak Condos. Look for signs. Please register online at www.mansfieldct.org or call Mansfield Parks and Recreation Department 429-3321. *Free.*

Shakespeare in the Park Friday, June 28, 2003 6:30-8:30pm Merrow Meadow Park

O, [much] is the powerful grace that lies / In plants, herbs, stones, and their true qualities." So remarked Shakespeare in one of the many passages in which he describes plants and their mysterious powers over the human will and imagination. Come join Pat Bresnahan (UConn Dept. of Natural Resource Mngmt. and Engineering) and Greg Semenza (UConn Dept. of English) as they lead a Shakespeare nature walk in Merrow Meadow Park (Take Rte 32 to Merrow Rd Park is on left). The event will feature the botanical expertise of Professor Bresnahan, Shakespeare commentary by Professor Semenza, and theatrical performances by the E.O. Smith Drama Association, which is co-sponsoring the event. (Rain Date: June 29: 4:30-6:30 pm). *Members: \$3 per person, \$10 max per family. Non-members: \$5 per person, max \$15 per family.*

Become a Member of Friends of Mansfield Parks

Mission-Friends of Mansfield Parks (FOMP) is established to empower and educate individuals and organizations to preserve, restore, and protect native plant and animal communities of Mansfield; to promote quality stewardship, and to inspire people to act with conservation values and environmental ethics.

What is FOMP? - We are individuals, couples, and families who enjoy the Town of Mansfield's parks. The Parks Advisory Committee (PAC), together with Parks and Recreation Department staff, have established FOMP as a forum for educating the public about our parks: how to enjoy them responsibly, and encourage volunteers to participate in their stewardship.

FOMP Membership Supports:

- **Fun Educational Events** - FOMP offers family-oriented events with a focus on enjoying and learning about parks.
- **Natural Areas Volunteers** - Supervised by PAC and our Parks and Recreation Department. Our volunteer corps is growing and now includes stewards, co-stewards, workday volunteers, and wildlife monitors. Volunteers play an important role in restoring and maintaining Mansfield's parks. To learn more about volunteering, see our workday schedule.

How to become a Member - Your FOMP membership is renewed annually. It includes discount registration fees on FOMP events, and up-to-date information about Mansfield Parks. Please send your contribution to: Mansfield Parks and Recreation Department, 4 South Eagleville Rd., Storrs/Mansfield, CT 06268 or become a member online at www.mansfieldct.org (click on community center logo) Thanks for becoming a Friend!

Fee:	\$10 individual	(60397)
	\$15 couple or family	(60398)
	Donation	(60399)

April 28, 2003

Item #16

TO: The University Community**FROM:** Philip E. Austin

Since my last letter to the University community, I have taken a number of opportunities to provide brief updates on the budget situation and other critical concerns. Now that the Spring semester is drawing to a close, I want to provide a more detailed report on a number of important challenges and opportunities. As always, I invite your response.

Let me begin by reiterating a point that I have made frequently in writing and in meetings with faculty, students, staff, elected officials and others: In a difficult economy and despite an exceptionally demanding budget situation, the University of Connecticut continues to thrive in every important respect. The key trend lines point upward, our national reputation grows stronger, and we are on target in meeting our key institutional objectives. This is not to diminish the negative impact of a tightly constrained operating budget or to ignore the substantial contributions members of our community have made in meeting the resulting challenges. It is, however, to emphasize the fact that the progress of the past several years positions us well to respond to fiscal difficulties without jeopardizing the underlying integrity of our teaching, research and service programs. The 2002-03 academic year has, in fact, registered several extraordinary achievements.

A few measures of success:

- The applicant pool for the Fall 2003 Storrs freshman class is up 28% over last year, with more than 17,000 applications for 3,200 places. This builds on significant growth in each of the past five years, and the increase in size is accompanied by an increase in academic strength. We expect that the average SAT for Storrs freshmen will be 15-20 points higher this fall than last year, continuing another multi-year trend. Diversity continues to grow as well; applications to Storrs from minority students are up 16.5%. The number of "first-choice" applications to the regional campuses is up 20%, from 696 to 838, reflecting success in our effort to spread the word about the strong quality at these five sites.
- Research awards, which were just over \$96 million University-wide at the start of UCONN 2000, exceeded \$180 million this fiscal year-in large measure due to the new facilities made possible at Storrs by UCONN 2000 and at the Health Center by the Academic Research Building that opened in 1999. Our reputation for excellence, the relevance of our research program to the State's and the nation's needs, and the staunch advocacy of members of Connecticut's Congressional delegation combined to attain nearly \$20 million in earmarked federal funds for eleven University programs, including, among others, research relating to vaccine development, fuel cell technology, bone and muscle changes in senior citizens, gifted and talented education, marine biology, and Connecticut River Basin pollution.
- Our professional schools continue to excel. Two examples: the School of Dental Medicine's students' performance on Part II of the National Dental Board Examinations ranked first in the nation for the second time in three years, and the School of Law's *U.S. News and World Report* ranking among public law schools moved up three spots, to number 17 in the nation.

- In February the University added the Connecticut Chapter of the American Institute of Architects' 2003 "Qualification-Based Selection Award" to a long list of honors for architecture, construction, and energy conservation.
- Our Athletics program continues to win accolades as well as championships. As the entire State of Connecticut and much of the rest of the world knows, our women again won the NCAA basketball championship, their third in the last four years. This adds one more UConn national championship to the five accumulated by our student-athletes since 1990. Our athletes continue to succeed in the classroom as well as on the playing field—a point illustrated this semester when men's basketball center Emeka Okafor was named a Verizon First-Team Academic All American and 2002-03 Big East Men's Basketball Scholar-Athlete of the Year.

Budget Update

The operating budget remains a cause of serious concern. The cuts of the past year accelerated a long-term trend line that brought the State's share of the Storrs-based program's operating budget from about 50% in 1991 to barely 40% this year. Over the past several years, careful planning and aggressive pursuit of research and other funding helped us maintain and even enhance the quality of the academic program in the face of that decline. The severe limitations on State support this fiscal year, however, presented a more acute challenge.

Public universities are particularly sensitive to downturns in the national or regional economy. The lion's share of any state's budget is devoted to expenditures that are extremely difficult to control, and very few state activities have independent revenue streams attached to them. Universities charge tuition and generate funding for research and other activities, and the ability to raise these revenues makes higher education a target of opportunity for hard-pressed budget officials. We understand this, and we made clear from the outset that the University is willing to bear our fair share of Connecticut's fiscal burden. But we also argued vigorously that it makes no sense—fiscal or otherwise—to cut UConn's budget so precipitously that it becomes impossible for us to realize the promise of UCONN 2000 or 21st Century UConn, or to enhance our contribution to the State's long-term economic development and quality of life.

Anticipating a difficult set of years, last summer I reluctantly recommended and the Board of Trustees adopted a \$329 tuition and student fee increase to take effect this semester (in addition to the 3.9% increase for the year previously set), followed by tuition and fee increases of 7.91% and 6.85% in the next two years. Sufficient financial aid has been allocated to protect academically-qualified students in financial need; no student will be forced to leave the University for financial reasons. Almost without exception, students and their families accepted the increases as essential to the maintenance of quality. We also imposed a wage freeze on members of the managerial staff and implemented several administrative measures to reduce expenditures.

Through the fall and winter, as the State administration and the General Assembly worked to craft a revised State budget for FY '03 to address the growing revenue shortfall, it became apparent that aggregate reductions would be very serious indeed. In November I communicated to the University the news that we were directed by the State Office of Policy and Management to produce major personnel cost reductions at Storrs and the Health Center and that additional cuts were likely. In the end, the original FY '03 budget was reduced by a total of \$11.4 million for the Storrs-based programs (\$15.4 million including fringe benefit cuts), and \$2.5 million for the Health Center (\$3.6 million with fringe benefits).

The Governor presented his budget proposal for Fiscal Years 2004 and 2005 in March. The key piece of news for UConn was that the recommendation contemplates funding that will cover only about one-third of the increase in the State share of our current services needs (that is, the increases we would need to cover built-in cost increases required to maintain operations at current levels). The proposal does allocate more dollars to the University-\$5.3 million at the Storrs-based programs and \$1.3 million more at the Health Center. But if we continue operations at current levels in FY '04 we will be about \$10.1 million short of where we need to be at Storrs and \$2.5 million at the Health Center; adding estimated fringe benefit impact, the numbers rise to \$13.6 million and \$3.6 million respectively. The numbers for FY '05 are even worse: we will be \$16.6 million short of needs at Storrs (\$22.4 million including fringe benefits) and \$4.5 million (\$5.9 million including fringe benefits) at the Health Center.

While these are large numbers, some might contend that, at a University whose total annual budget from all sources is in excess of \$1 billion, reductions of this magnitude are sustainable. And the University certainly will survive. But the fact is that we have long since made almost all of the "easy" cuts in operations and we have gone far toward realizing potential efficiencies. If we are to avoid reductions in program scope or quality, we will have to make exceptionally difficult choices and undertake significant sacrifice.

In February and again this month I was able to report to the University community that the two major professional employee associations at the Storrs-based program, the UConn chapter of the American Association of University Professors and, subsequently, the University of Connecticut Professional Employees Association, stepped forward to contribute to our shared commitment to excellence. The membership of both associations voted overwhelmingly to support an amendment to their existing contracts that provides for a wage freeze, contract extensions, and an agreement by the University administration that there will be no budget-induced layoffs for these employee groups, though the University retains the ability to make programmatic reductions. Concurrently, the wage freeze for senior administrators that was imposed last July and adjusted for the fourth quarter of the current fiscal year will be continued in FY '04. (In effect, this means that faculty and professional staff will experience a one-year wage freeze, and administrators will experience a nine-month freeze in FY '03 and a wage freeze for the entirety of FY '04.) The savings generated by these sacrifices, coupled with other cost savings measures and the tuition and fee increases approved last summer, will help keep our challenges to a level that, with prudence and some luck, we can manage.

This will not, however, solve all of our problems. We do not yet know if the State's early retirement incentive program will have negative consequences for next year's budget; moreover, additional rescissions remain possible if the economic climate does not improve. This year's winter weather gave us no help in terms of energy or snow removal costs and we need to be prepared for a recurrence in 2004. We will continue monitoring expenditures with extraordinary care and focus whatever new investments and new appointments we make on the fulfillment of our core mission.

The Physical Transformation Proceeds

On December 18, 2002, following a lengthy and intensive study, the Connecticut General Assembly's Legislative Program Review and Investigations Committee published its final report on UCONN 2000 Construction Management. To our gratification but not our surprise, the 27-page report concluded that the program has been well run and has, overall, produced quality facilities on time and on budget. The Committee offered a few recommendations, which are already being implemented, but its essential finding is that "(t)he University process for managing the UCONN 2000 construction program incorporates industry best practices for controlling costs, schedule and quality." In addition to the professional awards cited earlier, this represents a clear stamp of approval for UConn's administration of

a phenomenally successful initiative. All of us owe a debt of gratitude to the many dedicated University staff members who contribute to this effort.

The ongoing construction at the core of the Storrs campus is clear evidence that UCONN 2000 continues to move at a dramatic pace as we approach the conclusion of this phase of our transformation in 2005. Within the next few months we will open or dedicate several UCONN 2000 and other building projects in Storrs: the Advanced Technology Laboratory adjoining the Agricultural Biotechnology Laboratory; the Information Technology Building; the Biology-Physics Building; the Towers Central Dining Hall; and the new Waterbury campus. Approximately 1,300 new beds will be available for students this September to help accommodate enrollment growth, including apartment and suite-style housing and the new Husky Village fraternity and sorority housing. Work proceeds on the Student Union, the Gentry Building addition, the Benton Museum addition, the Pharmacy Building, and the Center for Undergraduate Education.

This October we will officially open the new downtown Waterbury campus, an exceptionally attractive facility that illustrates the potential strength of our regional campuses and helps implement our role in the economic development of Connecticut's communities. Five years ago we took a major step in our commitment to regional campus enhancement with the completion of the downtown Stamford campus, which, with growing enrollment and strong community support, more than met our early expectations. I expect that we will witness similar progress in Waterbury, where we build on a strong foundation of quality and access.

The demonstrated success of UCONN 2000 and other construction efforts created the climate in which 21st Century UConn won support across the State. The Governor's leadership and the bipartisan endorsement by the General Assembly gives us the opportunity and the resources to move closer to our often-proclaimed ultimate goal of creating a statewide campus that is a point of pride for our students, our faculty, and, indeed, every citizen of Connecticut.

UCONN 2000 came at a time when the need was so deep and so obviously compelling that we could have started virtually anywhere and addressed one or another urgent problem. A Master Plan guided our efforts, but to a great extent the sequencing decisions were relatively clear-cut. As we begin planning for 21st Century UConn, we face a different situation for two reasons. First, the Health Center is now included-and rightly so, since apart from the Academic Research Building, capital investment in research and teaching facilities at the Health Center has been minimal for the last several years. Second, we have responded to most (but not all) of the urgent needs at Storrs and the regional campuses. We will complete projects that were on the initial UCONN 2000 list but had to be deferred due to compelling requirements elsewhere. But as we move beyond that stage we will proceed in a manner driven by the needs and aspirations of our teaching, research, and service programs. The academic planning process now underway at Storrs and the analogous processes at the Health Center will be critical to every major facilities decision through the lifespan of 21st Century UConn. I expect widespread participation in that planning effort.

Strengthening the Research Infrastructure

In my November report to the community I wrote at some length about the progress of the University's research program. As I indicated then, the relationship between the improvement of our physical facilities and the capacity of our faculty to attract research funding is as close as it is clear at Storrs, the Health Center, Avery Point and elsewhere across the University. But the key determinant of excellence continues to be the quality of our faculty. Two weeks ago the University bestowed the title of Board of Trustees Distinguished Professor on five faculty members, Professors Gary English (Dramatic Arts),

Deborah Fein (Psychology), Deborah Kendall (Molecular and Cell Biology), Philip Marcus (Molecular and Cell Biology), and Robert Weiss (Chemical Engineering). They join fifteen colleagues who have received this honor since 1998, and in hearing about their work we were reminded yet again of the breadth and quality of scholarship at this institution. Later that day a presentation at the annual Trustee-Faculty dinner, focused on the Health Center, reinforced the point.

External funding is often cited as a measure of progress both because it is important for its own sake in enhancing our resource base and because it offers a strong measure of external assessment of our strength as a research university. The \$182 million in research awards this year is impressive in itself. Another point worthy of note is that 22 individual faculty members across the University each received more than \$1 million in federal funding in FY '02; we expect that when our final numbers are in there will be an equal or greater number of individuals in that category in FY '03. We are proud of this level of performance, and we are equally proud of the scholarship of outstanding faculty in other disciplines, such as the humanities, where funding may not be the best criterion of success but external recognition comes in other forms.

Continuation of the facilities program will certainly help continue our progress in securing research funding, but the enhancement of our operational structure is of at least equal importance. UConn is making significant strides on multiple fronts. For example, in March of this year the U.S. Department of Agriculture Office of Laboratory Animal Welfare wrote to thank us for our efforts in "bringing the program of animal care and use at the University of Connecticut into full compliance with provisions of the Public Health Service Policy on Humane Care and Use of Laboratory Animals," a clear recognition of the significant operational changes and capital investment the University has made in this area in recent years. As indicated in prior communications, we are working to strengthen our capacity to support faculty in the development of proposals and the administration of funded projects. And, as I mentioned above, we continue to work closely with our Congressional delegation and others to secure federal earmarks for specific programs.

Above all, we are committed to assuring the highest standards of accountability and integrity in all aspects of our research program. I know that our faculty and staff share this commitment, and in an institution of this size and complexity this common sense of purpose is itself the most important guarantee of integrity. Beyond this, however, it is essential that we continually upgrade procedures to guarantee compliance and identify areas of concern. The problems at the Environmental Research Institute demonstrate the importance of this effort and present an opportunity to strengthen further our oversight and administrative mechanisms. We are working with dedicated staff to create and maintain an environment in which faculty can work productively on their important research and where full compliance with University and external regulations averts costly distraction.

Substance Abuse Task Force

Early in April I received the final report of the President's Task Force on Substance Abuse. I appointed this 24-member Task Force last fall to look closely at a problem that UConn shares with colleges and universities across the nation. Under the able leadership of Professor John DeWolf of the School of Engineering, the faculty, students, staff, parents and community members on the Task Force presented a thoughtful, pragmatic document that offers 51 specific recommendations for action. I accept the proposals as important goals and have initiated a process to determine how the objectives they outline can be met most effectively.

My charge to the Task Force asked for a definition of the problem as it relates to our institution; an examination of causes, with specific reference to things the University administration, faculty, staff and

students can affect; identification of replicable, effective models at other colleges and universities; and a special focus on issues regarding students at severe risk. The Task Force responded with four months of intensive study, review of the national literature, consultation with internal and external experts, and multiple meetings with students. Recommendations fall into three categories:

- Strategies focused on individual student behavior (e.g., implementing a process to notify parents of students found to be engaged in substance abuse; strengthening the judicial process; assuring strong support for programs aimed at students at high risk).
- Strategies focused on the student population as a whole (e.g., increasing the number of Friday classes to cut down on the "three-day weekend" phenomenon; enhancing non-alcohol recreational activities and space for activities or simply for students to gather informally in a non-alcohol environment).
- Strategies focused on the off-campus environment (e.g., promoting strict enforcement of existing State regulations concerning alcohol sale and availability; encouraging improved training for bar owners, managers and staff concerning enforcement; additional road checks to limit drunk driving; work with local apartment house owners and managers toward better control over large gatherings).

A final recommendation, which I will implement over the summer, is the designation of a "Substance Abuse Prevention Specialist" who will be responsible for implementing, coordinating, and evaluating our policies. He or she will work closely with faculty, students, staff, and law enforcement agencies and the community on an ongoing basis.

Expanding Private Support

Expansion of philanthropic support remains a key University goal. Our success in this area over the past decade has been critical to UConn's progress and our continuing ability to attract private investment reflects a strong and valid perception that funds contributed to the University yield major returns in the enhancement of quality and opportunity. I am pleased to report that *Campaign UConn* is running ahead of schedule for attainment of its \$300 million fundraising goal by June 2004. Thus far the campaign has raised \$240 million from more than 75,000 donors.

Private support is vital at the University of Connecticut. It has made possible sixty-five endowed chairs and \$5.6 million annually in student scholarship aid, along with many targeted programs and facilities enhancements. This would be good news at any time. In a period of extreme economic uncertainty, it is an extraordinary testament to the widespread sense that the University is a worthy target of external investment.

The University of Connecticut Foundation plays the central role in our development program and its efforts expanded dramatically during the tenure of Edward Allenby, who served as President of the Foundation from 1993 until his departure last year to join the Chesapeake Bay Foundation. I am delighted that an extensive national search has brought John Martin to the Foundation as its new president, effective this July. John is currently Vice Chancellor for Advancement at the University System of Maryland and President and Chief Executive Officer of the University of Maryland Foundation. At Maryland, he has spearheaded two capital campaigns, most recently one that significantly exceeded its \$700 million goal and more than doubled the university's endowment. A Connecticut native, he has more than 30 years experience in management and investment oversight, development, communications, and external relations. He is a nationally recognized leader in his field and is superbly qualified to build on the Foundation's exceptional record of achievement.

Diversity and Affirmative Action

Many of us have followed with deep concern the national debate over affirmative action, and especially the Supreme Court cases involving the University of Michigan's admissions programs. Over the course of many years in higher education, I have consistently held to the view that diversity is an essential goal and that rational programs of affirmative action are an indispensable means of attaining diversity objectives. The University of Connecticut benefits greatly from the presence of a student body whose composition moves closer and closer to reflecting the State as a whole. Diversity enriches the educational experience of all students and it helps us fulfill our mission of service to the people of the State. The rising strength of our student body, as measured by SAT scores and other, less quantitative measures, demonstrates that diversity and quality can go hand in hand.

It will be extremely unfortunate if the Supreme Court's decision in the Michigan cases limits the ability of colleges and universities to pursue appropriate affirmative action programs. However the Supreme Court rules, the University of Connecticut will do everything possible consistent with the law to continue to enhance access by students from all racial and cultural backgrounds, and to build on our efforts to enhance the diversity of our faculty and staff.

These efforts are continuing with special vigor this year. Diversity training is proceeding under the direction of the Office of Diversity and Equity, which has also acted as a catalyst in broadening searches for positions being filled at the University. Development of a formal mentoring program for junior faculty is well underway; the number of minority students in the Honors Program has doubled; outreach to Native American students is now occurring for the first time; and efforts to support minority students in science, mathematics and engineering have expanded dramatically in the past year.

The University at a Time of National Crisis

For the past several months, issues of international concern have occupied the thoughts of most of us at the University, as they have for many Americans. I know that the members of the UConn community share a sense of profound relief that the war in Iraq is coming to an end, but I also know that there are sharply divergent views on campus about the war itself and other aspects of international policy.

When the war began I encouraged academic departments and student groups to engage in multiple discussions, panel presentations, and other activities related to this issue. More than twenty events took place, engaging dozens of faculty and a large number of students. (I am grateful to a faculty-staff-student committee chaired by Professors Mohamed Hussein of the Department of Accounting and Mark Boyer of the Department of Political Science that played a key coordinating and planning role for many of these activities.) Students held a candlelight vigil in support of our troops (though not in support of or opposition to the war itself); an ongoing Benton exhibit focused on issues of rupture and healing. In addition, student groups exercised their right to state their views through non-violent, non-disruptive demonstrations across campus, including a "tent city" across from East Campus.

All this is wholly appropriate to a university dedicated to the free expression of ideas and tolerance of dissent. Our role, as I said in the message I sent at the outset of the UConn activities related to the war, is not to tell students what to think, but to provide the information they need to develop their own opinions based on a strong foundation of knowledge. I continue to be gratified by the civility of debate on campus and by the seriousness displayed by thousands of our students. It speaks well for our University and it suggests that this generation is indeed preparing well for its role in a democratic society.

Concluding Thoughts

Spring is always a time for optimism, particularly after a harsh winter. This year is no exception. UConn still faces serious challenges, but the achievements over the past year and, indeed, for many years prior to this one, demonstrate our ability to meet high expectations. Students who arrive on campus for the first time this August will be part of a University community that is fulfilling every aspect of its instructional, research and service mission with an exceptional degree of distinction, and is accelerating its progress to the front ranks of American public higher education.

We are about to enter a period of especially significant change at UConn, as several faculty and staff depart to take advantage of the State's early retirement incentive program or for other reasons. All will be missed, though, happily, many will remain in the area and will stay active in the life of the institution. I speak for the entire University community in wishing them the best in the years ahead.

These men and women helped sustain UConn over the course of decades, and often helped overcome challenges far greater than those we face today. In so doing they created a strong foundation on which we all have the privilege to build. We can best recognize their contributions, and best serve our students and people of our State, as we redouble our efforts to assure that the University of Connecticut aspires to the highest level of excellence in every aspect of our performance.

c: Board of Trustees



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

Item #17

May 1, 2003

REC'D MAY 05 2003

Dear Chief Executive Officers and Assessors:

Pursuant to Section 10-261a(c) of the Connecticut General Statutes, we hereby notify you that the 2001 Equalized Net Grand List (ENGL) for your municipality has been computed and a copy is enclosed. We want to thank you and your staff for your cooperation during our preparation of the 2001 Sales/Assessment Ratio Study and Equalized Net Grand List.

As you know, the Equalized Net Grand List is an estimate of the one hundred percent (100%) value of all taxable property in a municipality. The sales/assessment ratios used to equalize your 2001 net real property grand list was calculated from all fair market sales of real property occurring between October 1, 2001 and September 30, 2002. The median ratio was used to produce the sales/assessment ratio for each property use class with three or more sales during the applicable period. In a use class with less than three sales, the median sales/assessment ratio for all property classes was used to compute the equalized net assessment.

Within fifteen (15) days following receipt of this notification, a town may make appeal to the Secretary of the Office of Policy and Management for a hearing. Pursuant to Section 10-261a(c), the appeal must be in writing and include a statement as to the reason(s) for the appeal.

If you have any questions, please call the Sales Ratio Unit at (860) 418-6345.

Sincerely,

A handwritten signature in black ink, appearing to read "Frederick M. Chmura".

Frederick M. Chmura, CCMA II
Director of Grants and Data Collection

Enclosures



2001 PRELIMINARY EQUALIZED NET GRAND LIST

Mansfield

Town Code: 78

CLASSIFICATION	NET ASSESSMENT	RATIO	EQUALIZED
Net Residential	401,169,950	57.3	700,122,077
Apartments:	23,764,600	57.4	41,401,742
Total Comm/Industrial/Utilities:	42,372,130	45.8	92,515,568
Vacant:	3,370,640	64.1	5,258,409
Land Use:	910,000	70	1,300,000
10 Mills:	0	100	0
Total Real Property:	471,587,320		840,597,795
Total Personal Property:	85,220,934	70	121,744,191
TOTAL GRAND LIST	556,808,254		962,341,987



CONNECTICUT CONFERENCE OF MUNICIPALITIES

700 Chapel St., 9th Floor, New Haven, CT 06510-2807 • Phone (203) 498-3000 • FAX (203) 562-6314

Item #18

April 22, 2003 (Revised)*

TO: CCM- and CIRMA-member Mayors, First Selectmen, Town/City Managers
and
City/Town Attorneys

FROM: Joel Cogen, Executive Director and General Counsel

RE: Amicus Curiae: CT Supreme Court decision in *Spears v. Garcia*

REC'D MAY 05 2003

Overturing a long-standing rule, the CT Supreme Court in *Spears v. Garcia* upheld the Appellate Court's decision that *municipalities may be directly sued for negligent acts or omissions of their employees.*

The Supreme Court held that CGS §52-557n "clearly and expressly abrogates the traditional common-law doctrine in this state that municipalities are immune from suits for torts committed by their employees and agents." [263 Conn. 22, 818 A.2d 37 (2003)]

As *amicus curiae*, CCM had supported the City of Bridgeport's appeal of the Appellate Court decision.

Implications of the decision:

The decision changes the long-standing common-law rule that municipalities are generally immune from liability for negligence, but, under the indemnification statutes, they cannot be required to *indemnify* (reimburse) an employee for legal fees and damages unless a negligence suit is brought against an identified employee and the prescribed notice is given to the municipality.

After this decision, municipalities now can be held liable for negligence *even though* no employee is sued and the notice requirements of the indemnification statutes are not followed. (Those notice requirements alert a municipality to a potential lawsuit within six months of the alleged injury, with details as to the time when and place where the damages were sustained.)

As a result, defense by the municipality will be more difficult and costly, since the responsible employee need not be identified¹ and the municipality might not know of a potential lawsuit until it is filed, which could be as long as two years after the injury allegedly occurred. (Depending on the nature of the claim, the statute of limitations for bringing suit may even be longer than the two-year limitation imposed by §7-465. It certainly is longer than the one-year statute of limitations imposed by §7-308 for indemnification in suits against firemen.)

* The revision clarifies the first paragraph in the "Implications" section.

¹ In a footnote, the Supreme Court asserts, as a fact, that failure to identify the allegedly negligent employee in the complaint would make it more difficult for the plaintiff to establish negligence.

This bulletin has been sent to CCM-member mayors, first selectmen, and city/town managers, finance directors, risk managers and city/town attorneys. It is informational only and is not intended as legal advice.

Subsection (2)(B) of §52-557n does provide that a political subdivision “shall not be liable for damages to person or property caused by . . . negligent acts or omissions which require the exercise of judgment or discretion as an official function of the authority expressly or impliedly granted by law,”² but it is unclear how courts will interpret this phrase. It also is unclear whether the exception to the qualified immunity for government employees that has developed in the common law -- for acts or omissions that would be likely to subject an identifiable person or class of persons to imminent harm -- would be applied to this grant [by Subsec. (2)(B) of §52-557n] of immunity to political subdivisions.

The Court stated that the common-law qualified immunity from liability protects *the employee*, and not the municipality. And the Court acknowledged “that there *may* be circumstances under which a municipality is held liable under §52-557n where it would have been able to avoid liability had suit been brought jointly against the employee and the municipality under §7-465 [the principal indemnification statute].”

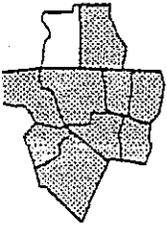
The opinion ignored a prior Supreme Court decision stating that § 52-557n was intended “to codify and to limit municipal liability.”

If a number of municipal attorneys believe it would be useful, CCM will convene a meeting for them to discuss strategies on how to proceed in light of this major departure from Connecticut’s municipal tort law.

If you think that would be helpful, please let us know by e-mail to tpiltz@ccm-ct.org or telephone Troy Piltz at (203) 498-3054.

M:\ADMIN\LITIGATI\spearsvsgarciafinaldecision.doc

² Subsection (2)(A) also states that a political subdivision “shall not be liable for damages to person or property caused by: (A) Acts or omissions of any employee, officer or agent which constitute criminal conduct, fraud, actual malice or willful misconduct . . .”



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

Item #19

May 2, 2003

REC'D MAY 05 2003

Mario Marrero, Project Concept Unit
Bureau of Engineering and Highway Operations
Connecticut Department of Transportation
PO Box 317546
Newington, CT 06131-7546

SUBJECT: Rural Minor Collector
program - WINCOG priorities

Marrero
Dear Mr. Marrero,

At its meeting on 5/3/03, WINCOG prioritized three additional projects for funding under the Rural Minor Collectors program. They are as follows:

Priority #1	Mansfield	Clover Mill Road - Reclamation
Priority #2	Coventry	South Street from the Hop River to 1,700 feet easterly Adjust horizontal geometrics, reconstruct pavement, drainage improvements, etc.
Priority #3	Coventry	South Street from Swamp Rd. to 200 feet easterly of Swamp Rd. Ext. Adjust horizontal and vertical geometrics; reconstruct pavement; drainage, etc.

I have attached the applications forms (without maps).

Thank you for your consideration.

Sincerely,

Barbara Buddington
Executive Director

cc: *Martin Berliner, Mansfield Town Manager* ✓
Lon Hultgren, Mansfield Public Works Director
John Elsesser, Coventry Town Manager
Walter Veselka, Coventry Town Engineer

RURAL MINOR COLLECTORS

History of use of WINCOG's annual allocation (\$121,548 per year):

FY 1998 (first year of program)	Region-wide	Sign replacement, pavement marking (Coventry was lead town)
FY 1999	Windham	New Brooklyn Turnpike improvements
FY 2000 and FY 2001	Mansfield	Maple Road drainage improvements
FY 2002 and FY 2003	Coventry	South St. at Seagraves Rd. and Carson Dr. improvements

The following project was in line to be funded with WINCOG's allocations for FY 2004 and 2005, but this project is no longer eligible because of the recent change in urbanized area boundaries:

FY 2004 and 2005	Coventry	South St. / Skinner Hill Road improvements
------------------	----------	--

Projects Proposed for Prioritization for future WINCOG annual allocations (\$117,621):

Project	Town	Brief description	Town Priority	Total Cost	# years of allocation resquested
South Street from the Hop River to 1,700 feet easterly.	Coventry	adjust horizontal geometrics, reconstruct pavement; drainage improvements, including 13 new catch basins, 1,450' of storm sewer and 580' of underdrain. ADT approx 950 (1996)	#1	\$360,800	2
South Street from Swamp Rd. to 200 ft. easterly of Swamp Rd. Ext.	Coventry	adjust horizontal and vertical geometrics; reconstruct pavement; drainage, including 8 new catch basins, 1 new storm sewer manhole, 550 feet of storm sewer and 575 feet of underdrain. ADT approx. 950 (1996)	#2	\$318,800	2
Clover Mill Rd.	Mansfield	reclamation (pulverizing existing roadway into new base and overlaying the new base with new bituminous to same lines and grades); replace 1 undersized culvert. ADT approx. 1,100 (2003)	#1	\$298,949	2

Item #20



QUINEBAUG-SHETUCKET
HERITAGE CORRIDOR, INC.
Preserving the Last Green Valley

FOR IMMEDIATE RELEASE

REC'D APR 23 2003

DATE: April 21, 2003

CONTACT: Andrea Ader
Director of Programming and Communications
Quinebaug-Shetucket Heritage Corridor, Inc.
PHONE: (860) 963-7226 FAX: (860) 928-2189

DISCOVER THE "LITTLE KNOWN TREASURES" OF THE LAST GREEN VALLEY

The Quinebaug-Shetucket National Heritage Corridor has just updated a brochure that highlights some of the lesser-known historical and cultural assets in towns throughout the region. "Little Known Treasures in The Last Green Valley: A Wanderer's Guide to Summer Surprises in the Scenic Quinebaug-Shetucket National Heritage Corridor" includes some great ideas for day-trips to small but interesting sites that are often over-looked. To accommodate visitors, each has agreed to be open for at least four hours every weekend from Memorial Day through Columbus Day.

The nine participating facilities, which are operated by volunteers, include the Brooklyn Historical Society Museum and Daniel Putnam Law Office (Brooklyn, CT), the Killingly Historical Center Museum and Library (Killingly, CT), the Gov. Jonathan Trumbull War Office and the First Congregational Meeting House (Lebanon, CT), the John Bishop House Museum

(more)

(Lisbon, CT), the Gurleyville Gristmill (Mansfield, CT), the Leffingwell Inn Museum (Norwich, CT), the Ballard Institute and Museum of Puppetry Gallery (University of CT - Storrs, CT), and the Connecticut Eastern Railroad Museum (Willimantic, CT).

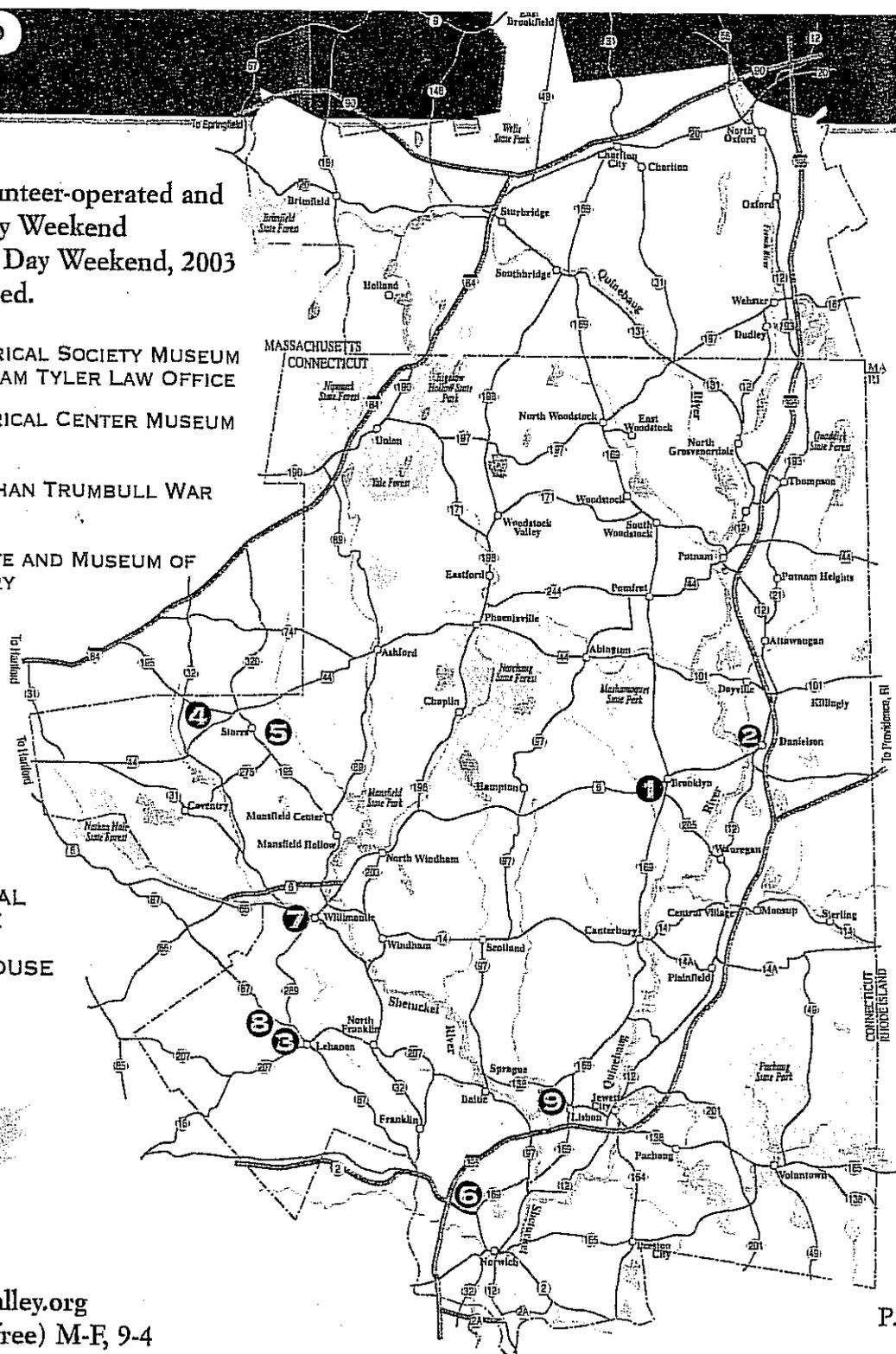
The brochure is available at town halls, libraries and information centers and from the Quinebaug-Shetucket National Heritage Corridor (website:www.thelastgreenvalley.org; toll-free phone: 866-363-7226). Plan to spend this year rediscovering America in your own backyard and introducing its proud heritage to yet another generation.

###

MAP

Sites listed are volunteer-operated and open Memorial Day Weekend through Columbus Day Weekend, 2003 at the times indicated.

- 1 BROOKLYN HISTORICAL SOCIETY MUSEUM AND DANIEL PUTNAM TYLER LAW OFFICE
- 2 KILLINGLY HISTORICAL CENTER MUSEUM AND LIBRARY
- 3 GOVERNOR JONATHAN TRUMBULL WAR OFFICE
- 4 BALLARD INSTITUTE AND MUSEUM OF PUPPETRY GALLERY
- 5 THE GURLEYVILLE GRISTMILL
- 6 LEFFINGWELL INN MUSEUM
- 7 CONNECTICUT EASTERN RAILROAD MUSEUM
- 8 FIRST CONGREGATIONAL MEETING HOUSE
- 9 JOHN BISHOP HOUSE MUSEUM



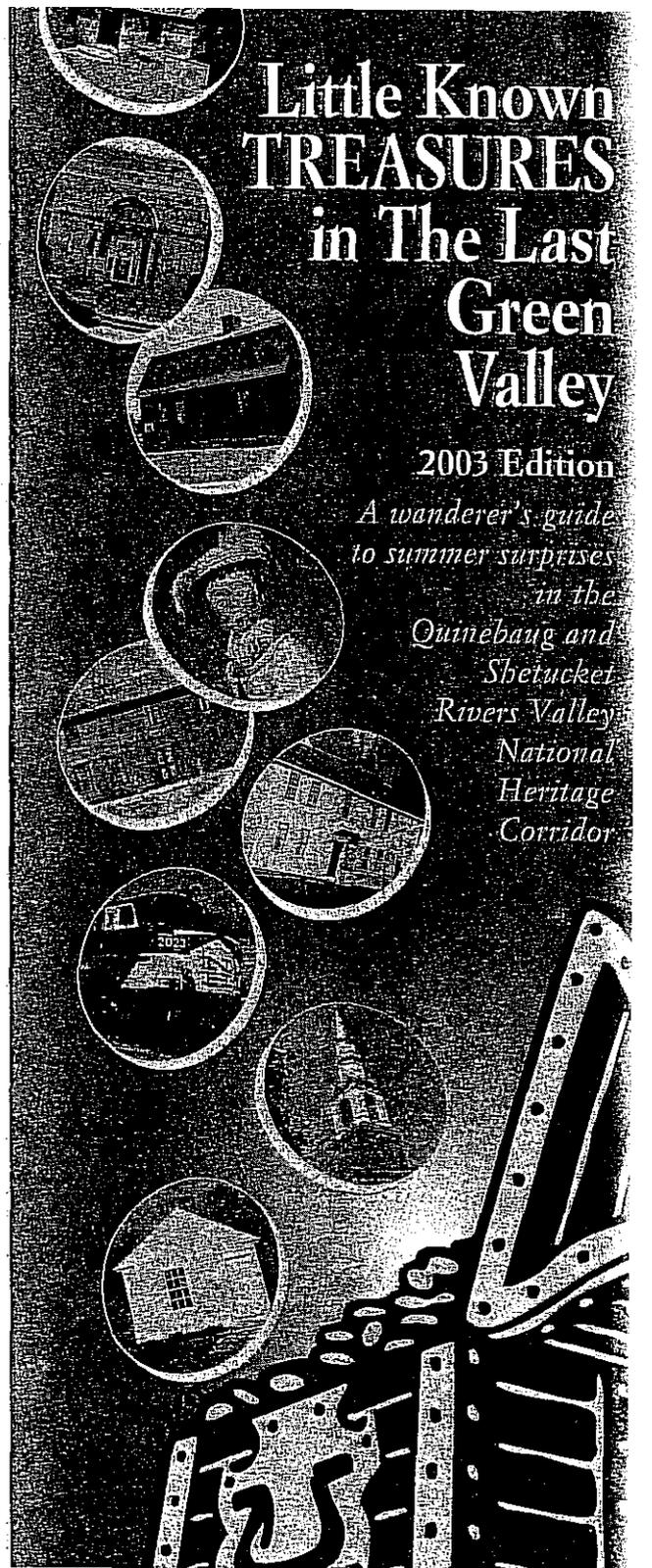
QUINEBAUG-SHETUCKET
HERITAGE CORRIDOR, INC.
107 Providence St.
Putnam, CT 06260



Little Known TREASURES in The Last Green Valley

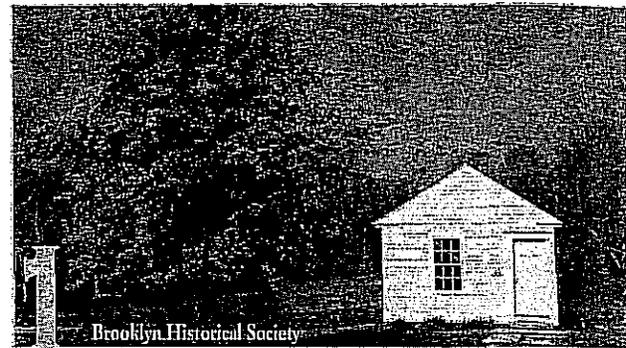
2003 Edition

*A wanderer's guide
to summer surprises
in the
Quinebaug and
Shetucket
Rivers Valley
National
Heritage
Corridor*

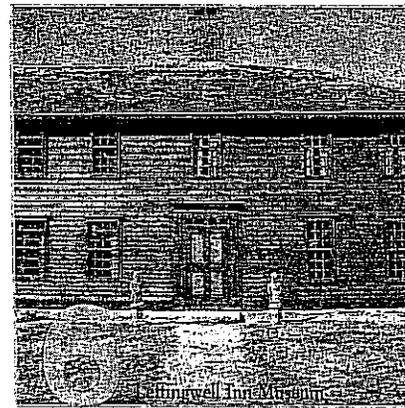
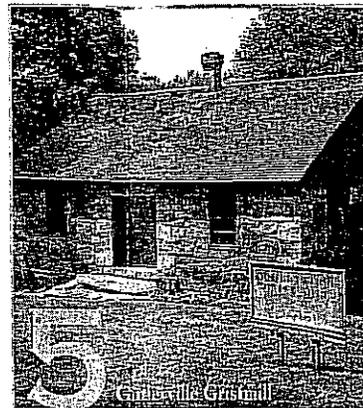


HEAR THE VOICES

Their people, past and present, can be heard telling the stories of the Quinebaug and Shetucket throughout the National Heritage Corridor. They are chronicled by an interpreter at an historic site, carved on a gravestone recording an individual's life, or heard in the whirr of mills and the bang of railroad cars. Everywhere in the National Heritage Corridor there are dedicated volunteer groups preserving and making accessible wonderful, although little known, treasures. This guide will direct the wanderer to some of these nuggets in the Last Green Valley.

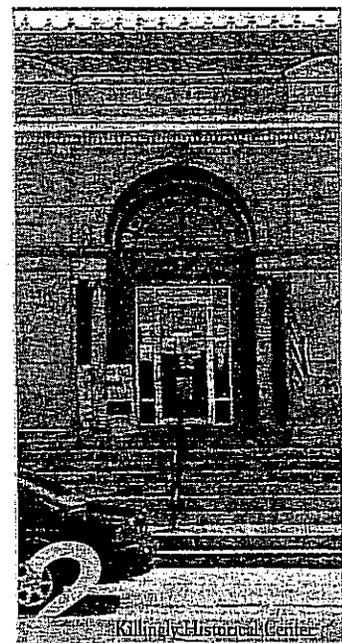


1 BROOKLYN HISTORICAL SOCIETY MUSEUM AND DANIEL PUTNAM TYLER LAW OFFICE
Brooklyn Historical Society, Wed., Sun. 1-5, 25 Canterbury Rd. (Route 169), Brooklyn, CT.
 Circa 1821 law office shows the building as it might have looked when Mr. Tyler practiced law in Windham County from 1822-1875. Museum houses permanent exhibit "Gen. Israel Putnam Remembered," and the special exhibit "Treasures from Brooklyn's Attic," highlighting many of the collection's diverse artifacts and the stories they tell. (1/8 m. south of Rtes. 6 and 169 intersection in Brooklyn.)



5 THE GURLEYVILLE GRISTMILL
Joshua's Trust, Sun. 1-5, Stone Mill Rd., Mansfield, CT
 Unique opportunity to observe rural 19th-century gristmill technology. Contains a complete system of preserved milling equipment. Built in 1835 and operated for some years by the family of Wilbur Cross, a governor of Connecticut. (From Rte. 195, turn east on Gurleyville Rd.; in village turn south, then abruptly west onto Stone Mill Rd.)

6 LEFFINGWELL INN MUSEUM
Society of the Founders of Norwich, Fri., Sat., Sun. 1-4, 348 Washington St., Norwich, CT
 Home of Revolutionary patriot, businessman, merchant, and entrepreneur Christopher Leffingwell, who supplied provisions for the Continental Army. Purportedly visited by George Washington, the house has been restored and furnished with period pieces. (I-395, exit 81 east to end of ramp; museum is on immediate left corner at traffic light.)

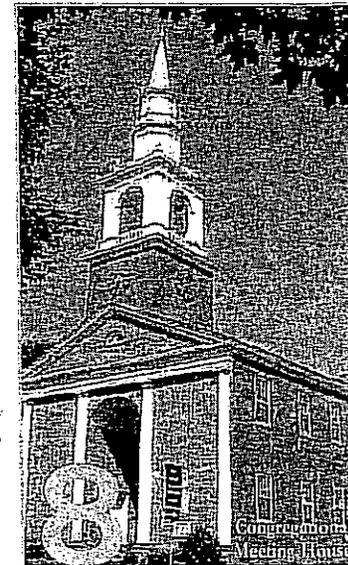
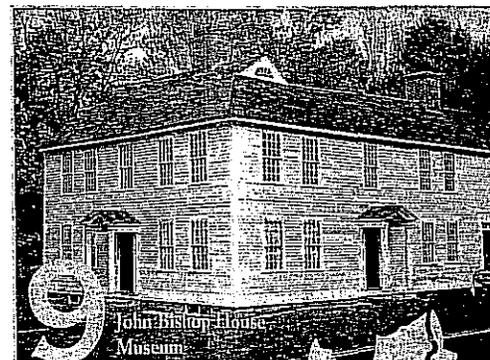


2 KILLINGLY HISTORICAL CENTER MUSEUM AND LIBRARY
Killingly Historical Society, Inc., Wed., Sat. 10-4, 196 Main St., Danielson, CT.
 Extraordinary genealogical research facility. Museum has changing exhibits of historical interest. (I-395, exit 92 to Danielson, left onto Main St; library on left after park.)



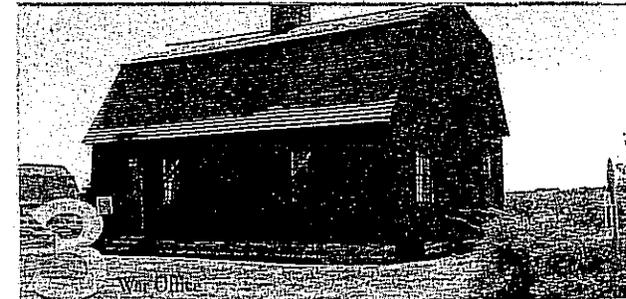
7 CONNECTICUT EASTERN RAILROAD MUSEUM
CT Eastern Chapter National Railway Historical Society, Sat., Sun. 10-4, 55 Bridge St., Willimantic, CT
 The Connecticut Eastern Railroad Museum is located on the grounds of the former New Haven Railroad freight and engine yard, once known as Columbia Junction. The focus here is on its structures, locomotives, and rolling stock of Eastern Connecticut and New England. (From Rte. 66, turn west on Bridge St., then immediately right into museum.)

3 WAR OFFICE
CT Society of the Sons of the American Revolution, Sat.-Sun. 11-4, 149 West Town St., Lebanon Town Green, Lebanon, CT.
 During the Revolutionary War, Gov. Jonathan Trumbull met with the Council of Safety to supply provisions for the soldiers in the Continental Army. He was the only man to be a governor under King George as well as after the Revolution. (Rte. 2, exit 25 in Norwich, north on Rte. 32 to Franklin, north on Rte. 87 to Lebanon Town Green.)



8 FIRST CONGREGATIONAL MEETING HOUSE
First Congregational Church, UCC, Sat. 1-4; Sun. 11:30-12:30
 Built in 1804-07, this is the only surviving architectural work designed by Revolutionary War era painter, Jonathan Trumbull. The steeple was meticulously restored after it toppled in the 1938 hurricane. (Rte. 207 on Lebanon Town Green near the Rte. 87 intersection.)

4 BALLARD INSTITUTE AND MUSEUM OF PUPPETRY GALLERY
Fri, Sat., Sun. noon-5, UConn Depot Campus, 6 Bourn Place, Storrs, CT.
 Preserves and displays puppets created by the world-renowned Puppet Arts Program at the University of Connecticut. Holdings include the McPharlin Collection, puppets designed by Rufus and Margo Rose, Jim Henson, and hundreds of others from many periods world-wide. (Rte. 44 to Weaver Rd.; follow to cluster of cottages. Murals and banners m&P. 156 entrance.)



9 JOHN BISHOP HOUSE MUSEUM
Lisbon Historical Society, Sat. 9-1, Lisbon, CT
 Entirely original, 11-room, federal period house (1810) with inside access to well, wooden inside blinds, hearth cooking demonstrations. (Intersection of Rtes. 169 and 138 in Lisbon.)