



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
TUESDAY, October 14, 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	
PUBLIC HEARING	
1. Fee Waiver Ordinance (7:30 P.M.)	7
OLD BUSINESS	
2. Fee Waiver Ordinance (Item #1, 09-22-03 Agenda).....	9
3. Bowhunting on Town-owned Land (Item #2, 09-08-03 Agenda).....	15
4. Issues Regarding the UConn Landfill including the UConn Consent Order, Public Participation Relative to Relative to the Consent Order and Well Testing (Item #1, 09-08-03 Meeting).....	17
5. Open Space Acquisition – Vernon Property (Item #5, 12-11-01 Meeting)	65
6. Department of Parks and Recreation Program Fee Structure (Item #5b, 09-22-03 Agenda).....	69
7. Underage Drinking, University Spring Weekend and President Austin’s Task Force on Substance Abuse (Item #3, 09-22-03 Agenda) (no attachment).....	
NEW BUSINESS	
8. Reauthorization to Acquire Easements for Rt. 44 Bikeway/Walkway	79
9. Proclamation in Honor of Southeast School’s Receipt of Green Flag Award for Environmental Leadership	85
10. Proclamation Designating the Month of October as Breast Cancer Awareness Month in the Town of Mansfield.....	91
11. Proclamation Designating October 15, 2003 as White Cane Safety Day in the Town of Mansfield	95
12. Resolution in Support of Smoking Ban.....	99
13. Rural Minor Collector Grant – Clover Mill Loop.....	111
14. An Ordinance Regulating Possession of Alcohol by Persons Under 21 Years of Age	117

15. Fiscal Year 2003/04 Wage Adjustment for Nonunion Personnel	121
QUARTERLY REPORTS	125
DEPARTMENTAL REPORTS	221
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER'S REPORT	
FUTURE AGENDAS	
PETITIONS, REQUESTS AND COMMUNICATIONS	
16. Misc. Materials re Full-day Kindergarten and "No Child Left Behind" Legislation	269
17. Women's Center of Northeastern Connecticut re: Town of Mansfield's Financial Support	287
18. P. Davies re: Refuse Collection in Mansfield	289
19. R. Miller re: Stadium Road Detention Basin, Storm Water Sampling Report, 2 nd Quarter 2003	291
20. Department of Public Works – "Mount Hope Road Culvert Replacement to Begin"	333
21. Mansfield Natural Areas Volunteers – "Bittersweet Dispatch"	335
22. M. Berliner re: Fireworks Display at Mansfield Hollow State Park.....	337
23. M. Berliner re: Long-term Monitoring Plan for UConn Landfill	339
24. M. Berliner re: Environmental Research Institute	341
25. J. Gerdsen re: Vacancy on Board of Assessment Appeals.....	345
26. Mansfield Public Library Newsletter – October 2003	347
27. The Daily Campus – "Professor discusses working for NASA"	351
28. The Daily Campus – "Mansfield development on schedule"	353
29. Connecticut Siting Council re: Certificate of Environmental Compatibility and Public Need for Cogeneration Plant	355
30. C. van Zelm re: Update on Municipal Development Plan	361
31. Connecticut Siting Council re: Certificate of Environmental Compatibility and Public Need for Wireless Telecommunications Facility at 111 Middle Turnpike, Mansfield, Connecticut	365
32. Planning and Zoning Commission re: PZC approval of proposed telecommunications tower and related facilities adjacent to Town Garage.....	371
33. Connecticut Siting Council re: Request to Approve Tower Sharing for Proposed Telecommunications Facility at 230 Clover Mill Road.....	373
34. Connecticut Conference of Municipalities Legislative Update	379
35. B. Robinson re: Thank you letter	381
36. University of Connecticut re: Stadium Road Detention Basin	383
37. J. Jackman re: Naugatuck, Poquonnock Bridge, Thompson and Williamsville Fire Co. Receive Grant Awards	389
EXECUTIVE SESSION	

REGULAR MEETING-MANSFIELD TOWN COUNCIL-SEPTEMBER 22, 2003

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

I. ROLL CALL

Present: Bellm, Haddad, Hawkins, Holinko, Paterson, Clouette, Schaefer, Martin, Thorkelson

II. APPROVAL OF MINUTES

Mr. Hawkins moved and Mr. Martin seconded to approve the minutes of September 8, 2003 as corrected. Correction: add "Town of Mansfield" as place where dead crow which tested positive for West Nile Virus was found.

So passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Dr. Elizabeth Cowles, 50 Meadowoods, expressed concern over the data quality of the UConn landfill remediation project done by ERI. The recent indictment of the director calls into question the water samples. She requested that the Town put pressure on the University to hook up all houses with water in the suspect areas. Communications from the Town and University should be given to all neighbors.

Mr. Schaefer moved and Mr. Clouette seconded to place item 5A on the agenda; UConn landfill-water samples.

So passed unanimously.

Becky Lehman, Chairman of the Social Service Advisory Committee, spoke on the Fee Waiver Ordinance.

The committee does not want anyone to be left out. 90% is acceptable to the Social Services committee. However there still needs to be a safety net for those between the 90-100% need for funds. The Town would have to have start up funds, but hopefully private donations such as the special needs funds would make the 10% difference. The Social Services staff would administer these funds.

Alison Blair, Coventry Road, encouraged the Town Council to have the fee waiver ordinance go to Public Hearing

At 8:12 p.m. the opportunity for the public to address the council ended.

Mr. Bellm moved and Mr. Hawkins seconded to add 5B to the agenda: Parks and Recreation Fees.

So passed unanimously.

IV. OLD BUSINESS

1. Fee Waiver Ordinance

Mr. Schaefer moved and Mr. Martin seconded that effective September 22, 2003, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on October 14, 2003, to solicit public comment regarding the proposed amendment to the Mansfield Code of Ordinances, Chapter 122, Article III-Fee Waivers.

Mr. Thorkelson moved and Mr. Clouette seconded to drop Section B from what we have at the public hearing and make the appropriate changes in section A where it refers to Section B (it's the part that sets out the after school program)

Amendment so passed unanimously.

Mr. Clouette moved and Mr. Thorkelson seconded to further amend the motion by rearranging the draft that we are going to take to the public hearing to put the ambulance fees back to 100% and 50% as before.

Amendment so passed unanimously.

Vote on motion as amended was done by roll call:

Bellm Yes
Haddad Yes
Hawkins Yes
Holinko Yes
Paterson Yes
Clouette Yes
Schaefer Yes
Martin Yes
Thorkelson Yes

Amended motion so passed unanimously.

2. Connecticut Conference of Municipalities (CCM) 2004 State Legislative Program (item #5, 09-08-03 Agenda)

No action necessary.

3. Underage Drinking, University Spring Weekend and President Austin's Task Force on Substance Abuse(Item #4, 09-08-03 Agenda)

Staff is still working on possible ordinances.

V. NEW BUSINESS

4. Grant Application to Support Mansfield School Readiness Program

~~Mr. Martin moved and Mr. Haddad seconded that effective September 22, 2003 to authorize the Mayor to submit an application in the amount of 471,900 to the Connecticut Department of Education to fund Mansfield's School Readiness Program for fiscal year 2003/04.~~

So passed unanimously.

5. Successor Collective Bargaining Agreement with CSEA, Local 760-Professional and Technical Employees

Mr. Martin moved and Mr. Hawkins seconded to move effective September 22, 2003, to authorize the Town Manager to execute the proposed collective bargaining agreement between the Town of Mansfield and CSEA, Local 760-Professional and Technical Employees for the term beginning July 1, 2003 and ending June 30, 2006.

So passed unanimously.

5A. UConn landfill well-testing

Mr. Schaefer moved and Mr. Hawkins seconded that:

The Town Council of the Town of Mansfield urges

1. The University and DEP communicate clearly any and all problems with testing by ERI of the wells in the area impacted by the UConn landfill; and communicate the proposed solutions to these problems.
2. The University and independent agencies retest those wells whose ERI test results may be suspect.

So passed unanimously.

5B. Parks and Recreation fees

Mr. Bellm moved and Mr. Martin seconded that the issue of Parks and Recreation fees be placed on the next agenda, and until such time the Council visits that issue and makes a policy decision to refrain from implementing the rate structure that's in this (brochure) where the terms member and non-member be revised to be resident and non-resident

So passed unanimously.

VI. DEPARTMENTAL REPORTS

VII. REPORTS OF COUNCIL COMMITTEES

Mr. Greg Haddad made the following motion to accept the following appointments to the commissions and boards:

Mr. Martin H. Berliner and Mayor Elizabeth Paterson to the Eastern Health District.

Reappoint Patricia Bresnahan and David Silsbee to the Parks Advisory Committee.

Reappoint Sheldon Dyer to the Recreation Advisory Committee

Appoint to the Connecticut Office of Tourism-Ms. Ann Smith to replace Mr. Tony Holt

Nominations seconded by Mr. Thorkelson.

So passed unanimously.

VIII. REPORTS OF COUNCIL MEMBERS

Mr. Bellm mentioned the meeting held by the University on the potential development of East Campus-886acres.

Mayor Paterson welcomed the Connecticut Town Clerk's Conference held at the Rome Ballroom. This was the first time the Conference was held in Tolland County,

Mayor Paterson and Town Manager Martin Berliner attended the award ceremony to announce that Southeast Elementary School received the Green Flag award for Environmental Leadership by the Center for Health, Environment and Justice. The program was exceptional and Southeast has been distinguished by being named an exemplar school nationally for its recycling program.

IX. TOWN MANAGER'S REPORT

The Planning and Zoning Commission has approved the telecommunication tower on Clover Mill Road at the Town Garage site.

So far approximately 1150 memberships have been sold to the Community Center and 220 teens from the high school for the teen center and 12 middle School teens for the teen center.

Additional donations of \$40,000 have been given to the Community Center. This amount brings the total donations and pledges over \$300,000.

A number of years ago there was a request to participate in the ADA corridor. Staff is working with the Social Services department as to costs and possibility of doing it again.

X. FUTURE AGENGAS

XI. PETITIONS, REQUESTS AND COMMUNICATIONS

6. G. Schimel re: Mansfield Middle School and Adequate Yearly Progress
7. US Department of Agriculture re: Rural Business Opportunity Grant
8. M & W Marcotte re: Fee Waiver Program for Community Center Memberships
9. Planning and Zoning application referral re: Four lot subdivision in the Vicinity of North side of Browns Road about 1,500' West of Route 195
10. G. Padick re: Proposed Telecommunication Tower, Knowlton Hill Road, Ashford
11. Connecticut Conference of Municipalities-"Municipal Early Childhood Success Initiative:
12. Minutes of the UConn Master Plan Advisory Committee
13. University of Connecticut-Agenda for Campus Master Plan Update
14. R. Miller re: UConn Hazardous Waste Storage Site Study Advisory Committee
15. Southeast Elementary School re: Green Flag Award for Environmental Leadership

XII. EXECUTIVE SESSION

Not needed.

XIII. ADJOURNMENT

At 9:34 p.m. Mr. Martin moved and Mr. Bellm seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

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LEGAL NOTICE

PUBLIC HEARING-OCTOBER 14, 2003
PROPOSED AMENDMENT TO FEE WAIVERS
7:30 P.M. Council Chambers

Audrey P. Beck Municipal Building

The Mansfield Town Council will hold a public hearing on Tuesday, October 14, 2003 at 7:30 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building to solicit public comment regarding the proposed amendment to the Mansfield Code of Ordinances, Charter 122, Article III-Fee Waivers. At this time persons may address the council and written comments may be received.

Copies of the proposed amendment will be on file with the Town Clerk, 4 South Eagleville Road.

Joan E. Gerdson, Town Clerk

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING
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(860) 429-3336
Fax: (860) 429-6863

October 14, 2003

Town Council
Town of Mansfield

Re: Fee Waiver Ordinance

Dear Town Council:

As you know, we have discussed the fee waiver ordinance in considerable detail during recent Town Council meetings. While the Council has expressed support for some of the elements of staff's proposal, it has also raised concerns regarding other components of the recommendation.

At this point, we believe that the Council supports the addition of community center memberships and programs to the ordinance, and the substitution of a 90-percent waiver in lieu of a 100-percent waiver for most of the programs and services covered by the ordinance. The notable exception would be for ambulance fees, which the Council has directed us to maintain at the present 100-percent level. Therefore, we have presented the Council with a proposed amendment that incorporates these changes. From our perspective, the amendment would accomplish two primary goals: 1) add community center memberships and programs as additional services for which a resident may apply for a fee waiver under the ordinance; and 2) by eliminating the 100-percent waiver for most covered services, require applicants to make a financial commitment to each acquired service, thus discouraging excessive use and/or non-commitment. If the Town Council wishes to adopt the amendment, it may do so following the public hearing on Tuesday night.

In addition to presenting the Council with an amendment that reflects those changes where we believe the Council has expressed some consensus, staff would also like to discuss the following issues that the Council and others have raised for consideration:

- The new after-school program offered by the Department of Parks and Recreation
- The concept of a "safety net" for the most needy applicants
- The exclusion of bus trips as a covered service under the existing ordinance
- The administration of the fee waiver program

We will address each of these items in turn.

New after-school program offered by the Department of Parks and Recreation

At your last meeting, we presented you with a proposal to set specific eligibility criteria for the new after-school program. The new program began this fall for Mansfield students in grades 1 through 5, and is presently located at the high school. Upon the completion of construction, the program will move to the community center. Program activities include homework time, sports, creative games, arts and crafts, and special events. The program cost is \$1,700 per child per year. Because of the relative expense and our expectation that the program will prove highly popular, staff recommended that for this program alone we move to a fee waiver structure in which applicants who would normally qualify for a 90-percent fee waiver would receive a 45-percent reduction and applicants who would normally qualify for a 50-percent fee waiver would be entitled to a 25-percent fee reduction.

The Town Council expressed some concern with respect to this proposal and questioned whether the 45-percent and 25-percent structure was adequate. To address your concern, we would like to provide you with an estimated cost to fund the after-school program under the 90-percent and 50-percent waiver structure, in case you decide to choose that route. Under the initial proposal, funding waivers on a 45-percent and 25-percent basis would cost approximately \$4,500 per year. Under the 90-percent and 50-percent waiver structure, the cost estimate easily doubles to \$10,000 per year, and may greatly exceed that number (our estimated figure of six fee waiver participants may be low). As we have discussed previously, the after-school program is new and will probably attract great interest. With respect to a funding mechanism, because our recreation program fund is not designed to finance the fee waiver program, we have a general fund fee waiver subsidy in place. Therefore, in order to include the after-school program as a covered service at the 90-percent and 50-percent waiver level we would need an additional appropriation to the general fund fee waiver subsidy.

Safety net for most needy applicants

In tandem with the Recreation Advisory Committee (RAC), the Social Services Advisory Committee (SSAC) has been instrumental in our efforts to amend the ordinance to include community center programs and services. Like the committee, staff also supports the concept of creating a scholarship fund to provide scholarships to those applicants who may or may not be able to afford to participate in town programs at a 90-percent or 50-percent waiver level. However, the SSAC would like to see the town make a contribution from the general fund to provide start-up monies for the scholarship fund. For its part, staff strongly supports the creation of a privately funded scholarship program, and would provide support by way of personnel and infrastructure to administer the fund.

The exclusion of bus trips as a covered service under the existing ordinance

The ordinance as it is currently written excludes Parks and Recreation Department bus trips from the fee waiver program, and the Council has inquired about the reasoning behind the exclusion. Bus trips and indeed many of the programs sponsored by Parks and Recreation are designed for full cost recovery. In other words, we try to fund the full cost of the bus trip, including personnel expenditures, coach, supplies and other overhead expenses, through the fee charged to participants. Obviously, fee waiver participants do not pay the full program fee. In the situation where we have fee waiver participants enrolled in a particular program that is designed for full

cost recovery, we are able to make up the lost revenue by adding participants who are able to pay the full fee. However, with a bus trip you have a limited number of seats available and it becomes more difficult to make up the lost revenue without a subsidy or by passing the cost off to other participants. Consequently, as a policy matter the Council and staff thought it best to exclude bus trips from the fee waiver program. The present Council clearly has the authority to modify or remove the exclusion and to add bus trips as a covered service, but again, this change would have an associated cost.

The administration of the fee waiver program

Also during the course of our discussions, the Town Council has expressed concerns about the administration of the fee waiver program. In particular, the Council wants to ensure that fee waiver applicant information is maintained in a confidential manner. We can assure you that our staff is careful to protect confidential information, but we do think that we could implement some improvements. For example, we are contemplating a change in which we would have one generic fee waiver application form that would be recognized by all town departments. This change would eliminate the need for an applicant to file a separate application for each service or program, and would reduce the number of times that an applicant has to provide confidential information. The change would also serve to make applicants aware of all of the programs and services covered by the fee waiver. In addition, we are thinking of transitioning to a consolidated budget for the entire fee waiver program, which would help us to more accurately manage and project costs. And, lastly, we will query our departments to determine if other town programs and services should be covered under the fee waiver ordinance. The goal of these improvements would be to streamline the fee waiver application process and to make it more customer-friendly. We will keep the Council informed of our progress with these enhancements to the administration of the fee waiver program.

Summary

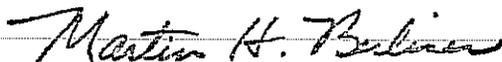
Staff recommends that after the public hearing the Town Council consider adopting the proposed amendment to add community center membership and programs to the fee waivers ordinance, and to substitute a 90-percent waiver in lieu of a 100-percent waiver for most of the programs and services covered by the ordinance. Furthermore, we request your guidance and preference as to how you wish staff to address the other issues outlined above.

As a closing statement, I wish to emphasize that it has long been the town's policy not to exclude residents from programs because they are unable to pay. This principle is now under review because of budgetary concerns. While in the short term we may need to ration subsidies, in the long term I believe we need to remain true to our guiding principle.

If the Town Council supports the proposed amendment to Mansfield's fee waivers ordinance, the following motion is in order:

Move, to adopt the amendment to the Fee Waivers Ordinance - Chapter 122, Article III of Mansfield Code of Ordinances as proposed by staff in its draft dated October 14, 2003, and which amendment will become effective 21 days after publication in a newspaper having circulation in the Town of Mansfield

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(1)

Town of Mansfield
Amendment to Mansfield Code of Ordinances Chapter 122, Article III – Fee Waivers

October 14, 2003 Draft

Amendment to Section 122-5 – Eligibility Criteria

- A. **[This subsection shall apply to all of the services subject to this ordinance and set forth in Section 122-10, with the exception of the ambulance fees listed in section 122-10(B) below.]** Applicable fees not reimbursed by a third party will be reduced **[by 90%] 100%** for **[residents of the Town of Mansfield who present sufficient] persons** presenting evidence that they **[are enrolled in the] have been determined to be currently eligible** for Medicaid (Title XIX) **[program, or]** that their current adjusted gross family or household income does not exceed 130% of the federally determined level of poverty. Fifty percent of fees will be waived for **[residents] persons** whose current adjusted gross family or household income does not exceed 185% of the federally determined level of poverty. **[Unreimbursed]** medical expenses exceeding 3% of adjusted gross income will be deducted in determining gross income for the purpose of this program. **[The] These** eligibility criteria **[set forth in this subsection]** may be changed by resolution of the Town Council.
- B. **[For the ambulance fees listed in section 122-10(B) below only, applicants who qualify for a 90% fee reduction per the immediately preceding subsection of this Article shall instead receive a 100% fee reduction. The fee reduction rates set forth in this subsection may be changed by resolution of the Town Council.]**

Amendment to Section 122-10 – Applicability

The following services are subject to this ordinance:

- A. Recreation Programs, excluding bus trips and more than two summer camp sessions per child.
- B. Planning and Zoning fees
- C. Inland Wetland Fees
- D. Zoning Board of Appeals Fees
- E. Subsurface Sewage Disposal & Water Supply Wells
- F. Junk Car Disposal
- G. Solid Water Disposal
- H. Recycling Fees
- I. Ambulance Fees
- J. **[Community Center Memberships and Programs]**

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October 14, 2003

Town Council
Town of Mansfield

Re: Bowhunting on Town-owned Land (Item #2, 09-08-03 Agenda)

Dear Town Council:

Attached please find correspondence from the Open Space Preservation Committee prepared in response to the Council's request that the Committee further examine the feasibility of establishing a referral service to connect trained bowhunters with landowners. Staff has not yet had the opportunity to review the concept of a referral service or the idea of a task force in any great detail. If the town were indeed able develop a program or task force, we would welcome volunteer assistance and input.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)

Date: September 17, 2003

To: Mansfield Town Council

From: Mansfield Open Space Preservation Committee

Re: Bow Hunting on Town Land

At its September 16, 2003 meeting, the Open Space Preservation Committee recommended that the Town Council form a task force with representatives from appropriate groups to investigate and advise the Council about the feasibility of bow hunting on Town land. This task force should include individuals knowledgeable about bow hunter safety, Town lands, and public use patterns of those lands.

Item #4

TOWN OF MANSFIELD
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October 14, 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 (Item #1, 09-08-03 Meeting)

Dear Town Council:

Attached please find new correspondence concerning the UConn Landfill. The Town Council is not required to take any action on this item at this time.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(3)

September 17, 2003
Loureiro Engineering Associates, Inc.
Technical Review Comments
August 2003 Closure Plan
UCONN Landfill and Former Chemical Pits
and July 2003 Technical Memorandum
Supplemental Remedial Alternatives Analysis
University of Connecticut Storrs, Connecticut

Loureiro Engineering Associates, Inc. has received and reviewed a copy of the August 2003 report entitled *Closure Plan UCONN Landfill and Former Chemical Pits University of Connecticut Storrs, Connecticut* and the July 2003 report entitled *Technical Memorandum Supplemental Remedial Alternatives Analysis University of Connecticut Storrs, Connecticut* prepared by Haley & Aldrich, Inc., Environmental Research Institute, Epona Associates, L.L.C, F.P. Haeni, L.L.C., and Regina Villa Associates, Inc. The following represent the technical comments resulting from our review of the above referenced reports.

CLOSURE PLAN - SPECIFIC TECHNICAL REVIEW COMMENTS

Page 1-11, Section 1.4 contains a reference that an Environmental Land Use Restriction will be recorded for the UCONN Landfill because it is permitted under the solid waste management regulations. This statement should be revised, the regulatory program under which ELUR's are recorded are the Remediation Standard Regulations. In the case of the landfill, there is a regulatory requirement in the Solid Waste Management Regulations to record the limits of the landfill on the land records. However, this does not obviate the need to record and ELUR in accordance with the RSRs.

Page 3-1, Section 3.1 contains a statement that waste consolidation south of the landfill will be performed assuming landowner permission is granted. This statement should be supported by a description of the efforts put forth to secure permission as the current statement could leave a reader with the impression that in the event landowner permission is not secured, no waste consolidation will be performed in this area.

Page 3-1, Section 3.2 is a description of the sediment remediation activities to be performed. Has consideration been given to the potential that the proposed remedial solution of the Landfill will preclude further degradation of the wetlands and that natural biological processes will result in restoration to ecological benchmarks? We are unaware that such an evaluation had been presented in the past. The reason for the comment is the disruptive nature of the proposed remedy (i.e. excavation) may have a greater detrimental impact on the wetland.

Page 4-3, Section 4.3.2 includes a statement that an active gas collection system is not required because the landfill does not contain equal to or in excess of 27.5 million tons. Based on the landfill footprint, size of the landfill, it is expected that the UCONN landfill is significantly smaller than 27.5 million tons and providing the reader that perspective would be beneficial.

September 17, 2003
Loureiro Engineering Associates, Inc.
Technical Review Comments
August 2003 Closure Plan
UCONN Landfill and Former Chemical Pits
and July 2003 Technical Memorandum
Supplemental Remedial Alternatives Analysis
University of Connecticut Storrs, Connecticut

Page 6-1, Section 6.1.1 should be revised to refer to a Stormwater Pollution Control Plan required by the General Permit for Stormwater and Dewatering Wastewater Associated with Construction Activities rather than a Stormwater Pollution Prevention Plan.

Page 6-2, Section 6.1.1 final paragraph should be revised to reference Connecticut Department of Public Health guidelines for well abandonment.

Page 7-1, Section 7.1 indicates that UCONN has already applied for specific project required permits. It was our understanding that all documents required for compliance with the Consent Order were to be subject to the public participation process. If this is correct, in the future, copies of permit applications should be submitted to the Technical Review Committee for review and comment prior to submission.

Page 9-5, Section 9.2.4 indicates that LIT operation will be optimized during the first full year of operation and such optimization will include the evaluation of water levels in wells and piezometers. Specifically which piezometers? Section 6.1.1. indicates that during mobilization, 71 existing groundwater monitoring wells will be abandoned and that only five shallow groundwater monitoring wells will remain. If additional wells or piezometers are proposed to evaluate LIT operation and maintenance, these should be clearly identified within the Closure Plan.

The issue of monitoring water levels also raises the question as to timing of the abandonment of the wells. Although many wells will be destroyed during construction of the landfill cap and LITs, it might be beneficial to keep several surrounding monitoring wells in operation, in addition to the five shallow wells that are proposed for the Long Term Monitoring Plan, until an appropriate evaluation of the hydrologic effectiveness of the cap and the LITs has been performed. In fact, it would seem that measurements of water levels in several existing wells for at least a year after the remedy has been operating would be necessary to evaluate the hydrologic effect of the cap and LITs compared to what was anticipated in the design.

Table 1 does not indicate the submission of the permit application for a 401 Water Quality Certification nor does the table indicate if consideration has been given to the likely requirement that the project will require Flood Management Certification. The permit application number cited, DEP-IWRP-APP-100 should be revised to DEP-IWRD-APP-100 and this form will be applicable for State Wetlands, Flood Hazard Certification (if required) and the 401 Water Quality Certification.

September 17, 2003
Loureiro Engineering Associates, Inc.
Technical Review Comments
August 2003 Closure Plan
UCONN Landfill and Former Chemical Pits
and July 2003 Technical Memorandum
Supplemental Remedial Alternatives Analysis
University of Connecticut Storrs, Connecticut

CLOSURE PLAN - TECHNICAL SPECIFICATIONS

A general review of the technical specification was performed as part of the review of the Closure Plan. In general, this review did not result in the identification of any issues that would affect the implementation of the remedy. The following are comments that were noted during the general review.

Section 02322, page 3 contains references to methods for analysis of soil and groundwater samples. As an example, an EPA method other than 418.1 or the CT approved ETPH method is mentioned for TPH analysis. A review of specifications should be performed to ensure they are project specific and that method references are applicable to approved methods for use in Connecticut for projects subject to the Remediation Standard Regulations.

Section 02322 references the performance of dewatering. No mention of obtaining a Groundwater Remediation Wastewater General permit or Emergency Authorization for construction dewatering wastewater is mentioned within the Closure Plan. The only mention identified was associated with the operation of the LITs.

Section 02322, page 17 references dewatering is to be performed in accordance with Section 02200 – Earthwork. Section 02200 contains no reference to dewatering.

CLOSURE PLAN - LONG-TERM MONITORING PLAN

Page C-1, last paragraph and Page C-5, last paragraph indicate that UCONN will perform quarterly groundwater monitoring for two years and will, based on the results of the **initial** year of sampling, may request reduction of monitoring frequency. The RSRs actually require that 3 years of post-remediation monitoring (consisting of consecutive quarterly sampling events with all results in compliance with the RSRs) be performed in GA Groundwater Classification areas, unless a variance from that requirement is approved by the Department. We are of the opinion that the petition for a reduction in that period of monitoring should not be made until at least two years of monitoring data are obtained to ensure positive compound identification and assess the presence or absence of any observable trends.

We further believe that some program of long-term groundwater monitoring is necessary, and will likely be required pursuant to the State of Connecticut Solid Waste Management Regulations, in excess of the two to three years noted above, to ensure that the landfill cap and interceptor trenches continue to function as anticipated throughout the entire period of their operation. This monitoring network should include, but not be limited to,

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Supplemental Remedial Alternatives Analysis
University of Connecticut Storrs, Connecticut

wells in which concentrations of one or more constituents have been indicative of discharge of leachate from the landfill to the groundwater.

With this concept in mind, the network of shallow wells to be monitored under the Long-Term Monitoring Plan described in Appendix C of the Closure Plan should be designed to ensure that those locations where one or more constituents have been detected at concentrations that are indicative of discharge of leachate from the landfill to the groundwater are included in the Plan. Since new wells are to be installed at three locations, it is not clear whether this criterion would be met. Therefore, existing wells where evidence of contamination from the landfill has been identified and that do not need to be destroyed during construction activities should continue to be monitored for at least the period of two to three years required under the RSRs for post-remediation monitoring.

Page C-4, Section 2.7 should contain a complete list of all VOCs and metals for which analysis will be performed or should reference the lists provided in the appendix.

TECHNICAL MEMORANDUM –
SUPPLEMENTAL REMEDIAL ALTERNATIVES ANALYSIS

General Comment:

Although we have several concerns with respect to the modeling effort that was used to demonstrate that the interception of groundwater entering the landfill from the east would not eliminate a sufficient volume of groundwater from being in contact with waste material beneath the footprint of the landfill, we are of the opinion that the selected remedy represents an appropriate remedy for the landfill.

The primary aspects of the remedy that would be affected should the modeling prove to be inaccurate would be the volume of leachate generated and the length of time that the LITs would need to remain in operation to meet the goals of the consent order (i.e. to eliminate a discharge of leachate). As there is an inherent uncertainty regarding the actual leachate generation rate that can not be answered until the LITs are installed and operational, we are of the opinion that a significant monitoring effort will be necessary to determine the effectiveness of the system. The current submissions do not spell out in adequate detail the efforts that will be put forth to make such a determination.

The specific concerns with respect to the groundwater model used are based on several factors, including the error associated with each of the input parameters, the single

September 17, 2003
Loureiro Engineering Associates, Inc.
Technical Review Comments
August 2003 Closure Plan
UCONN Landfill and Former Chemical Pits
and July 2003 Technical Memorandum
Supplemental Remedial Alternatives Analysis
University of Connecticut Storrs, Connecticut

calibration used, and particularly the fact that the equations on which the model was based were developed for porous media such as unconsolidated sand and gravel or till deposits, not fractured bedrock such as that observed in the study area, which does not seem to meet the requisite characteristics for the mathematics inherent to the model to apply. Although there are situations where it is recognized that such a model could be applied to a bedrock aquifer, the bedrock underlying the landfill and vicinity appears to be anything but homogenous and isotropic, and flow in that aquifer has not been presented as equivalent to that in porous media at any time during the entire hydrogeologic investigation.

Based on the fact that a groundwater model was used as means to assess remedial alternatives and we have underlying concerns regarding the groundwater model, we are not in a position to agree that upgradient groundwater interception is infeasible based on the data provided. However, the level of effort that would be required to address each of the concerns we have with respect to the modeling effort in a scientifically defensible manner at the expense of the Town of Mansfield is not justifiable given that we concur that the installation and operation of LITs would be required for a period of time regardless of the effectiveness of upgradient groundwater interception. The combination of capping and LITs, coupled with a to be provided more detailed evaluation of the effectiveness of and the remedy is, in our opinion, an appropriate remedy for the landfill.



University of Connecticut
Division of Business and Administration

Architectural and
Engineering Services

Larry G. Schilling
Executive Director

REC'D OCT 01 2003

September 30, 2003

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

**RE: CONSENT ORDER #SRD 101, STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION (CTDEP)
QUARTERLY PROGRESS REPORT – JULY, AUGUST AND SEPTEMBER 2003
UNIVERSITY OF CONNECTICUT LANDFILL, STORRS, CT
PROJECT # 900748**

Dear Mr. Frigon:

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

- UConn Landfill Closure
- UConn F-Lot Landfill Closure
- UConn Landfill Interim Monitoring Program
- Remedial Action Plan Implementation, Landfill and Former Chemical Pits
- Hydrogeologic Investigation – UConn Landfill Project
- Long-Term Monitoring Plan
- Technical Review Sessions
- Technical Review Session Information
- UConn's Technical Consultants - Hydrogeologic Team
- Discussions of Activities Completed in July 2003
- Discussions of Activities Completed in August 2003
- Discussions of Activities Completed in September 2003
- Schedule for Compliance (Revision No. 3)
- Listing of Project Contacts
- Certification
- Photographs and Drawing

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CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

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

UConn Landfill Closure

Project Status Background

The Comprehensive Hydrogeologic Report and Remedial Action Plan have been submitted to CTDEP. UConn released the Draft Final Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan for the UConn Landfill for public view on January 20, 2003. Copies of the eight-volume report, comments from reviewers (CTDEP, United States Environmental Protection Agency - USEPA, and the Town of Mansfield) and a summary fact sheet are available in the research section of the Mansfield Public Library, in the Town Manager's Office, at University Communications and at the CTDEP in Hartford.

Permit Applications

ACOE NE: As part of the U.S. Army Corps of Engineers New England District (ACOE NE) Individual Permit Application for the Closure Plan for the UConn Landfill and Former Chemical Pits, a vernal pool survey was completed within a 600-foot radius of the UConn Landfill in Storrs, CT. Vernal pools are considered "special wetlands" under ACOE NE Programmatic Permit for Connecticut. On July 15, 2003 the ACOE NE published a Public Notice regarding UConn's request for a permit under Section 404 of the Clean Water Act.

CTDEP: On September 12, 2003, Permit Application Transmittal Forms for the UConn Landfill Project #900748 were submitted to CTDEP for Water Discharge to Sanitary Sewer, Inland Wetlands and Watercourses, Inland 401 Water Quality Certification, and Flood Management Certification permits.

Conditional Approval Letter Received

A Conditional Approval letter dated June 5, 2003 regarding the Comprehensive Hydrogeologic Report and Remedial Action Plan was issued by CTDEP to UConn.

Comprehensive Hydrogeologic Report

Haley & Aldrich on behalf of UConn requested the elimination of the installation of one new deep monitoring well B402R (MW) from the Long-Term Monitoring Plan.

Closure Plan

On August 4, 2003 the Closure Plan report was submitted to CTDEP, Town of Mansfield, EHHD, and the USEPA. The plan describes how the Remedial Action Plan will be implemented to close the UConn landfill, former chemical pits and F-Lot disposal site. Elements of the closure plan include:

- Site preparation, limited waste relocation, compaction and subgrade preparation and capping

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Landfill cap construction, which includes a gas collection layer, low permeability layer and protective cover/drainage layer
- Construction and operation of a gas collection system to manage methane gas emissions from the landfill and prevent uncontrolled migration
- Collection of a leachate collection system
- Construction and operation of a storm water management system
- Development of a comprehensive post closure maintenance and monitoring program
- Development of the former chemical pits area as green space
- Use of the landfill and F-Lot site as parking lots

The closure plan sets aside areas for a number of activities to take place, including soil processing and stockpiling, room for storing materials and equipment, and soil and waste removal areas. UConn's construction management firm will have to comply with odor, noise, dust and other controls, including keeping any relocated waste covered. The contractor will also build a construction fence around the site for security. The first steps in closing the landfill will focus on removing sediments and consolidating waste.

Private Property Access

UConn had requested access to property described on Town of Mansfield, CT Assessor's Map 15, Block 23, Parcel #7. Request to property owner was made by UConn to remediate sediments, continue to collect samples, to install wells, and to purchase parcel. To date, a response from the landowner has not been received.

Update on Extension of Water Service - Meadowood and North Eagleville Road

CTDEP Conditional Approval

The CTDEP Conditional Approval required UConn to offer the following residences to be connected to UConn's water supply. UConn authorized Lenard Engineering, Inc. to conduct surveying, review existing property information, and to accomplish the design of the water main and services for these residences. UConn has notified all residences of CTDEP requirements and has requested approval to install a service connection and abandon the existing well at the property. The table that follows notes responses to date.

<u>Address</u>	<u>Offer to Connect</u>	<u>Well Abandonment</u>
10 Meadowood Road	Accepted	Accepted
11 Meadowood Road	Accepted	Accepted
21 Meadowood Road	Accepted	Accepted
22 Meadowood Road	Rejected	Rejected
28 Meadowood Road	Accepted	Accepted
213 North Eagleville Road	Accepted	Accepted
219 North Eagleville Road	Accepted	Accepted

Tentative Schedule for the Design, Approval, and Construction for Extension of Water Service

- Complete design plans; submit to CTDEP and Department of Public Health (CTDPH) for approvals - submittal on September 5, 2003.
- Allow six weeks for CTDEP and CTDPH review and approvals - October 15, 2003
- Allow six weeks to advertise and review bids - November 28, 2003
- Award contract - December 31, 2003

Since it will be late 2003 before UConn could award a contract, construction will be scheduled for spring 2004.

- Review of contractor's submittals - January to March 2004
- Start construction - April 1, 2004
- End construction - July 1, 2004

UConn F-Lot Landfill Closure

UConn F-Lot Landfill Closure work completed included pavement removal, filling and compacting to grade, electrical system installation, installation of geotextile and 40-mil liner materials, and three inches of asphalt paving.

UConn Landfill Interim Monitoring Program (IMP)

IMP sampling continued during this period. Thirty-one monitoring wells were identified and are being sampled in this current program, consisting of seven monitoring wells for shallow groundwater, five locations for surface water, and nineteen active residential water supply wells. Sampling, as part of the IMP, will continue until the Long-Term Monitoring Plan (LMP) is initiated in January 2004.

Remedial Action Plan Implementation, Landfill and Former Chemical Pits

UConn accepted Pre-Qualification Applications on March 31, 2003 from Construction Management firms for the following Project: Remedial Action Plan Implementation, Landfill And Former Chemical Pits, UConn Project Number 900748. UConn is evaluating the Construction Management firms' information.

Hydrogeologic Investigation – UConn Landfill Project

Data were qualified using standard procedures and noted on analytical result tables that accompanied reports. Haley & Aldrich and other members of the team are confident that the data from ERI is suitable for the purposes of this hydrogeologic investigation and for design of the proposed remediation.

To satisfy various citizen and regulatory concerns, all of the samples to be taken at the end of September from residential wells as part of the ongoing interim monitoring program will be analyzed by an independent, state-certified lab. ERI will continue to perform the surface water and monitoring well sampling. H&A will assess this data and will provide all of the information to homeowners, the Town of Mansfield, Eastern Highlands Health District, DEP and the U.S. Environmental Protection Agency (U.S.

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

EPA). Phoenix Environmental Laboratories, Inc. (Phoenix) is located in Manchester, CT and is an independent State-certified laboratory (<http://www.phoenixlabs.com/Profile.html>), and Phoenix analyses will be in addition to the ERI sampling analyses.

Long-Term Monitoring Plan (LTMP)

A multi-year plan will continue sampling of soil gas, surface water, shallow monitoring wells and bedrock wells in the study area and several adjacent private properties to monitor water quality and protect human health and the environment. The results will be reported to CTDEP and property owners and evaluated on a long-term basis. The CTDEP Conditional Approval letter call for the following Mansfield residences to be included in the LTMP:

- 38 Meadowood Road
- 41 Meadowood Road
- 65 Meadowood Road
- 202 Separatist Road
- 206 Separatist Road
- 211 Separatist Road

Technical Review Sessions

Public involvement principles are summarized as follows:

- Public involvement includes the promise that the public's contribution can influence decisions.
- The process must be periodically updated to ensure that it is effective in facilitating these principles.
- The process provides participants a way to define how they want to be involved and participate.
- The process supplies participants with information they need in order to participate in a meaningful way.
- The public involvement process seeks out and facilitates the involvement of all those potentially affected.

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

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

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

Technical Review Session Information

General

To summarize, the public involvement process is being utilized to provide public involvement in the CTDEP decision-making process regarding the investigation, environmental monitoring programs, and potential cleanup of the site. In addition, the following has occurred:

- Technical Review Session Information: Regina Villa Associates (RVA) distributed the 2003 UConn *Update* to mailing-list individuals.
- Haley & Aldrich distributed the minutes from Technical Review Committee (TRC) Meetings.

Public Availability Review Session

A public availability review session for the UConn landfill design took place at the Town of Mansfield council chambers at Audrey P Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT on Wednesday, September 3, 2003. There were copies of the design plans, a board showing the design details, and staff that can explain the central issues, including permitting, construction impacts on the wetlands and key issues of the design. Comment sheets were available and the CTDEP accepted comments on the plan until September 10, 2003.

UConn Project Web Site

UConn announced in Spring 2003 that a new web site will provide up-to-date information on the UConn Landfill Remediation Project. The web site was created in response to comments made by the public during public involvement review. The site's Internet address is <http://www.landfillproject.UConn.edu>. The web site includes a description of the project; timeline; project contacts and list of places to find documents; copies of recent notices, releases and publications that site visitors can download; a project map; and links to other sites, such as the CTDEP.

UConn's Technical Consultants - Hydrogeologic Team

Haley & Aldrich: Haley & Aldrich have completed fieldwork for the IMP and monitoring well samplings. Work also included the preparation and distribution of meeting notes, meeting attendance, and technical input. Work includes public meeting preparation. Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan. Consultant submitted Closure Plan to the CTDEP. Permit application submittals.

Mitretek Systems: Mitretek's work included meeting attendance and input, technical review of data, fieldwork and coordination with the hydrogeologic team. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan, as well as public meeting preparation. Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

United States Geologic Survey: The USGS work tasks included Final Supplemental Hydrogeologic Investigation Scope of Work contribution and reviews. The USGS interpreted surface geophysical survey data, conducting and interpreting borehole geophysical surveys and collecting bedrock ground-water level information. The USGS was also involved in hydrogeologic data assessment and evaluation. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan, as well as public meeting preparation.

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

Phoenix Environmental Laboratories, Inc.: Phoenix is conducting sample analyses as part of the UConn Landfill project and IMP.

Epona Associates, LLC: As subcontractor to Haley & Aldrich, Epona provided professional risk assessment services as well as meeting attendance and technical input. This consultant was involved in data assessment and data evaluation plus coordinating ecological sampling and risk assessment issues. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan.

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

Discussion on Activities Completed in July 2003

UConn:

- Evaluation of Construction Management firms for Remedial Action Plan Implementation
- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Submittal of water service connection schedule
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

Haley & Aldrich:

- Continued permitting and design work for landfill and former chemical pits remediation based on Draft Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan
- Evaluated "Flow from the East"
- Prepared Draft Technical Memorandum on "Flow from the East"
- Submitted Scope of Work for Controlling "Flow from the East"
- Initiated next round of Interim Monitoring Program (IMP)
- Revised LTMP

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Assessed Round 10 Groundwater Quality Data from Phoenix Laboratories and ERI

USGS:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

Mitretek:

- Reviewed responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan, Draft Technical Memorandum on “Flow from the East”, LTMP, and draft *UConn Update*.
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

ERI:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Conducted analyses of sampling from IMP

Phoenix

- Conducted analyses of sampling from IMP

Epona:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

RVA:

- Participated in drafting responses to comment letters
- Planned public involvement activities for design in conjunction with all parties
- Continued to communicate with public and respond to public queries
- Prepared draft Summer 2003 *UConn Update*, worked with parties to approve, print and circulate

Discussion on Activities Completed in August 2003

UConn:

- Evaluation of Construction Management firms for Remedial Action Plan Implementation
- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

Haley & Aldrich:

- Continued permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan
- Submitted Draft Technical Memorandum on “Flow from the East”

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Revised LTMP
- Assessed Round 10 Groundwater Quality Data from Phoenix Laboratories and Environmental Research Institute (ERI)
- Submittal of closure plan to the CTDEP

USGS:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

Mitretek:

- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan
- Reviewed responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan, Draft Technical Memorandum on “Flow from the East”, Landfill Closure Plan, and draft *UConn Update*.

ERI:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Conducted analyses of sampling from IMP

Phoenix

- Conducted analyses of sampling from IMP

Epona:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

RVA:

- Continued to communicate with public and respond to public queries
- Updated project web site
- Prepared post cards, ads, press releases and other outreach for the September Open House and work with parties on materials and presentation for event
- Prepared Fall 2003 *UConn Update*, worked with parties to approve, print and circulate materials

Discussion on Activities Completed in September 2003

UConn:

- Authorized Phoenix (independent, state-certified lab) to analyze all of the samples to be taken at the end of September 2003 from residential wells as part of the ongoing interim monitoring program
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan
- Evaluation of Construction Management firms for Remedial Action Plan Implementation
- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Review of submittal of Inland Wetlands and Watercourses Permit Application, 401 Water Quality Certificate Application, and Floodplain Management Certification
- Site Meeting with U.S. Army Corps of Engineers and CTDEP Inland Water Resources Division to discuss proposed work.
- Submittal of North Eagleville Road and Meadowood Road additional water main design to CTDEP and CTDPH for review and approval
- Attended public availability session held September 3, 2003
- Review of Permit Application Transmittal Forms for the UConn Landfill Project that were submitted to CTDEP for Water Discharge to Sanitary Sewer, Inland Wetlands and Watercourses, Inland 401 Water Quality Certification, and Flood Management Certification permits.

Haley & Aldrich:

- Assessed Round 11 Groundwater Quality Data from Phoenix Laboratories and Environmental Research Institute (ERI)
- Continued permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan
- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan
- Revised Long-Term Monitoring Plan (LTMP)
- Site Meeting with U.S. Army Corps of Engineers and CTDEP Inland Water Resources Division to discuss proposed work.
- Submitted Inland Wetlands and Watercourses Permit Application, 401 Water Quality Certificate Application, and Floodplain Management Certification to CTDEP.
- Submitted Remedial Design to CTDEP
- Attended public availability session held September 3, 2003
- Submittal of Permit Application Transmittal Forms for the UConn Landfill Project to CTDEP for Water Discharge to Sanitary Sewer, Inland Wetlands and Watercourses, Inland 401 Water Quality Certification, and Flood Management Certification permits.

USGS:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

Mitretek:

- Attended public availability session held September 3, 2003
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan

ERI:

- Attended public availability session held September 3, 2003
- Conducted analyses of sampling from IMP
- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

Phoenix

- Conducted analyses of sampling from IMP

Epona:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan

RVA:

- Attended public availability session held September 3, 2003
- Continued to communicate with public and respond to public queries
- Distributed Fall 2003 *UConn Update*, worked with parties to approve, print and circulate materials
- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan
- Updated project web site

CTDEP Consent Order
 Quarterly Report – July, August and September 2003
 September 30, 2003

Schedule for Compliance (Revision No. 3)

The submitted Plan for presentation, the June 2003 TRC Meeting Agenda Topics, and the Schedule for Compliance for Consent Order SRD-101 Hydrogeologic Investigation - University of Connecticut Landfill, F-Lot, and Chemical Pits, Storrs, CT, has been proposed for modification as follows (*completed items in italics*):

Schedule for Compliance (Revision No. 3) Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, Connecticut (<i>completed items in italics</i>):		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
<i>UConn Landfill and Former Chemical Pits — Ecological Assessment</i>	<i>Results of Ecological Assessment and Implications of the Assessment on Evaluation of Remedial Alternatives</i>	<i>January 9, 2002 (presentation completed); April 11, 2002 (interim report submitted*)</i>
<i>UConn Landfill and Former Chemical Pits — Conceptual Site Model (CSM), impact on bedrock groundwater quality</i>	<i>CSM details and supporting geophysical, hydrological, and chemical data</i>	<i>February 7, 2002 (presentation completed) April 8, 2002 (interim report submitted*)</i>
<i>Remedial alternatives for the UConn Landfill, former chemical pits, F-Lot, and contaminated ground water</i>	<i>Report will be included as the Remedial Action Plan in the Comprehensive Report</i>	<i>June 13, 2002 (presentation completed)</i>
<i>Comprehensive Hydrogeologic Report and Remedial Action Plan - integration of information in all interim reports and all previous reports</i>	<ul style="list-style-type: none"> ▪ <i>Results of Comprehensive Hydrogeologic Investigation</i> ▪ <i>Remedial Action Plan</i> ▪ <i>Long Term Monitoring Plan</i> ▪ <i>Schedule (to include public and agency review, permitting, design, and construction)</i> ▪ <i>Post-Closure</i> ▪ <i>Redevelopment Plan for the UConn Landfill and F-Lot</i> 	<i>August 29, 2002 (presentation**)</i> <i>October 31, 2002 (Comprehensive Report Submitted to CTDEP)</i>
<i>Comprehensive Final Remedial Action Plan Report</i>	<i>Release of Report and Plan for CTDEP and public review of remedial design</i>	<i>January 2003</i>

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

Schedule for Compliance (Revision No. 3) Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, Connecticut (<i>completed items in italics</i>):		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
<i>Remedial Action Design to include comprehensive interpretive design of the Landfill final cap</i>	<i>Detailed design drawings and specifications of the preferred remedial alternative(s)</i>	<i>A TRC Meeting was held Wednesday, June 25, 2003. Summer 2003 (Comprehensive Design Submittal) A public review session for the UConn landfill design took place at the Town of Mansfield council chambers at the Audrey P Beck Municipal Building, Mansfield, CT on Wednesday, September 3, 2003.</i>
Implement Remedial Action Plan for the UConn Landfill, former chemical pits, F-Lot and contaminated groundwater	Finalize detailed construction drawings, and specifications Develop bid packages based on approved Remedial Action Plan - Competitive Bidding Process - Select Contractor - Obtain Permits as detailed in the Remedial Action Plan Mobilization & Fieldwork	July 2003 through September 2003 (Contractor(s) selection)
Initiation of Construction of Approved Remedial Option	Selection of contractors and the beginning of construction of approved remedial options	Fall 2003 mobilize contractor(s) (Contingent on Construction Timetable ***)
Initiation of Long Term Monitoring Plan (LTMP)	IMP sampling continues quarterly to this point	January 2004
Completion of Remedial Construction	Comprehensive final as-built drawings and closure report for the UConn Landfill, former chemical pit area.	May 2004 (Winter - Spring 2004) - Anticipated completion of construction (Contingent on Construction Timetable ***)
Post-Closure Monitoring	Begin post-closure monitoring program of the Remedial Action upon approval from CTDEP	May 2004 (Contingent on Construction Timetable ***)

* Interim reports submittals are the data packages that support the presentation accompanied by interpretive text sufficient for review. Comments received at the presentation will be addressed in the interim reports.

** Results will not be complete until evaluation of data from MW 208R, if permission to drill from the property owner is received.

*** Contingent on CTDEP approvals, construction timetable based on bidding market, weather conditions, numerous permitting issues, along with State and local reviews and conditions.

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

Listing of Project Contacts

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CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

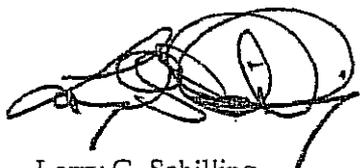
Certification

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry G. Schilling', with a stylized flourish extending to the left.

Larry G. Schilling
Executive Director
Architectural and Engineering Services

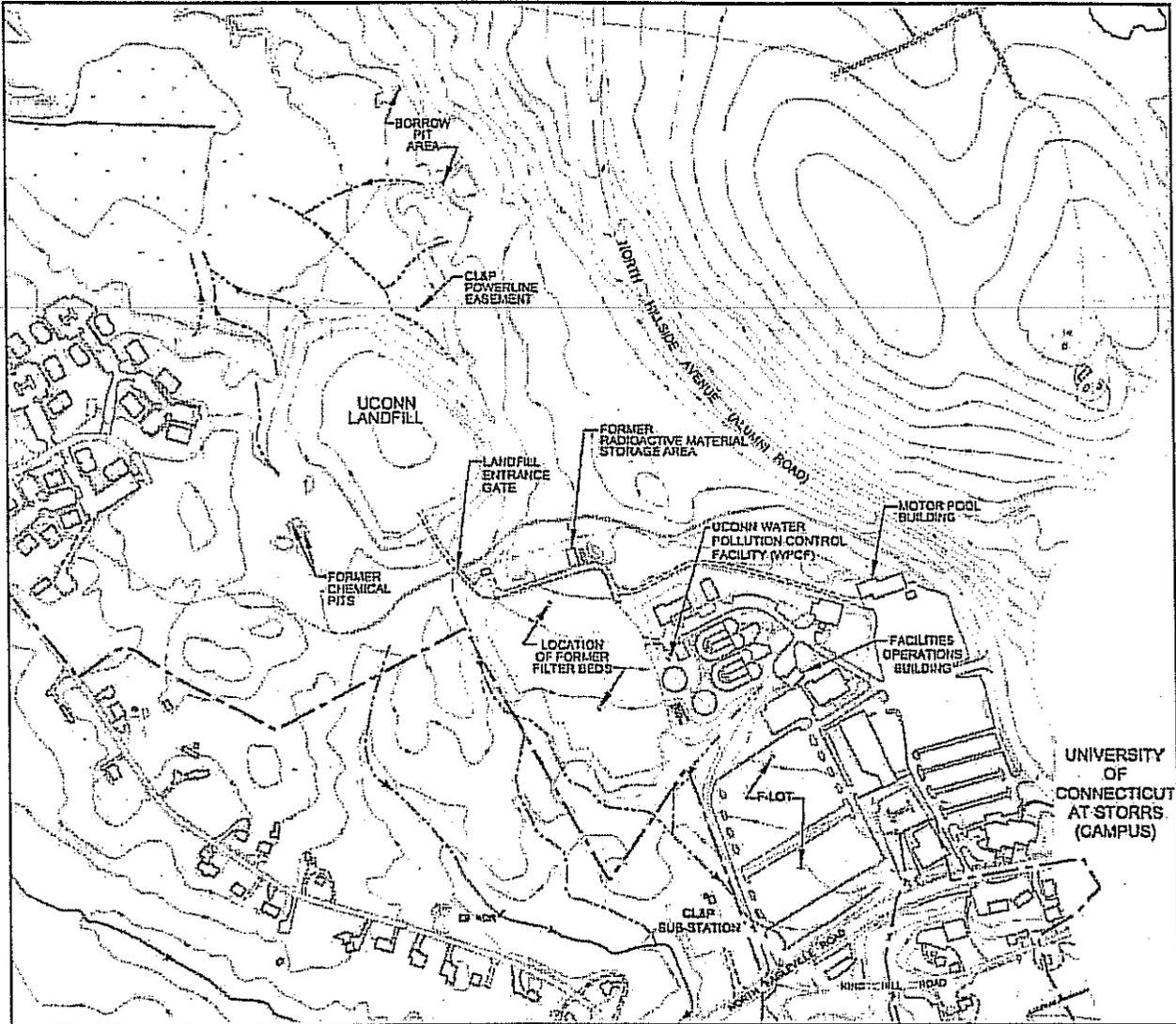
LGS/JMP

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

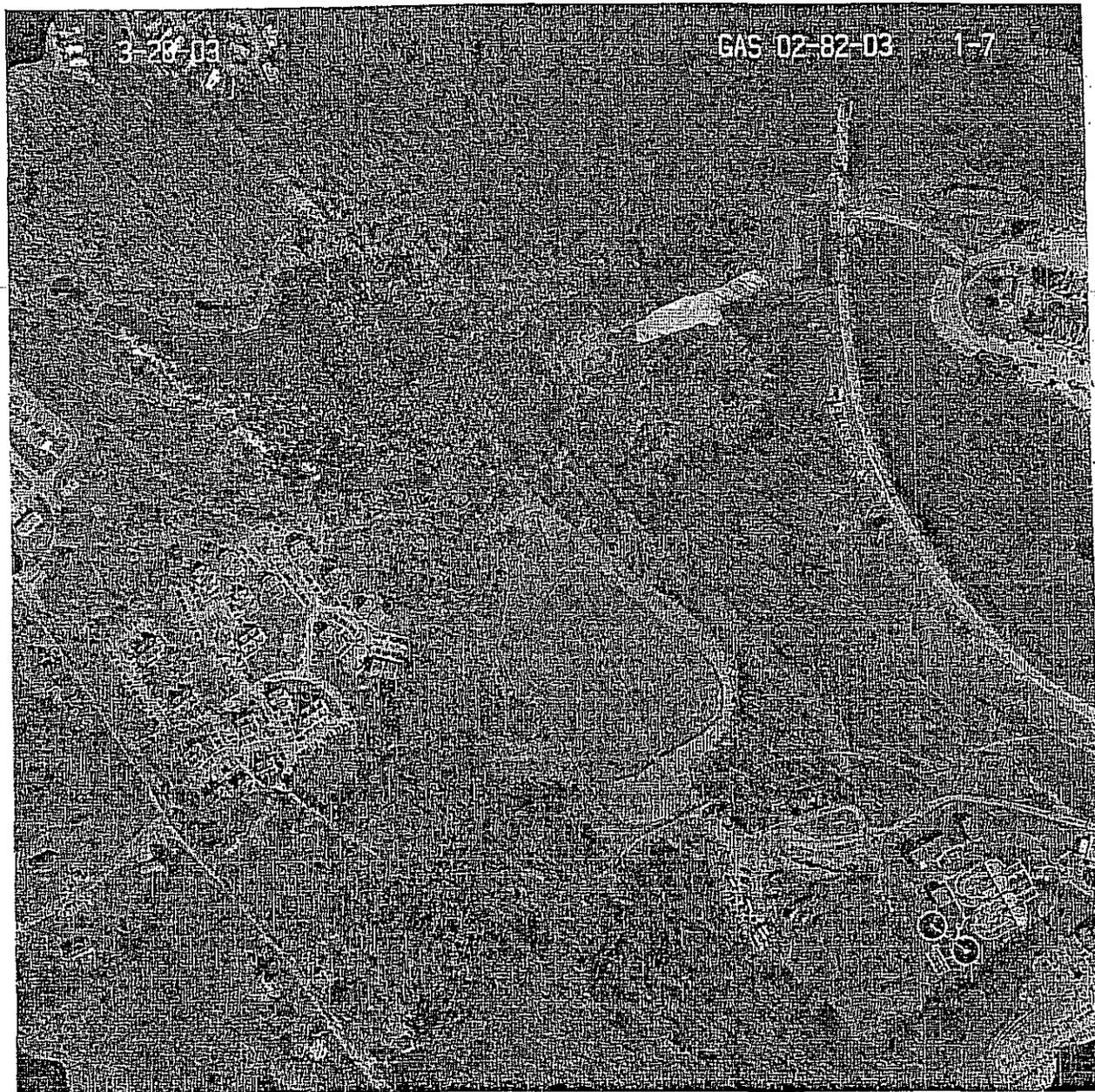
cc:

Gail Batchelder, HGC Environmental
Consultants
Martin Berliner, Town of Mansfield
Scott Brohinsky, UConn
Thomas Callahan, UConn
Marion Cox, Resource Associates
Brian Cutler, Loureiro
Amine Dahmani, ERI
Elida Danaher, Haley & Aldrich
Dale Dreyfuss, UConn
Nancy Farrell, RVA
Charles Franks, USEPA
Peter Haeni, F.P. Haeni, LLC
Allison Hilding, Mansfield Resident
Traci Iott, CTDEP
Carole Johnson, USGS
Ayla Kardestuncer, Mansfield Common Sense

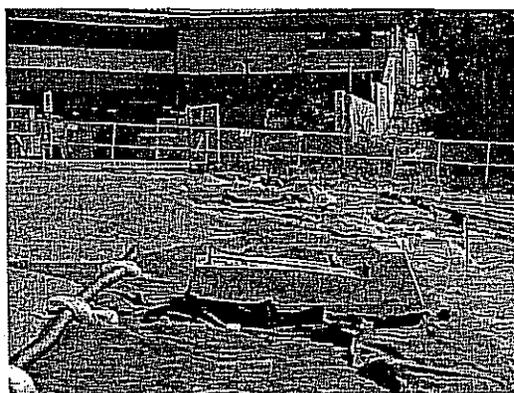
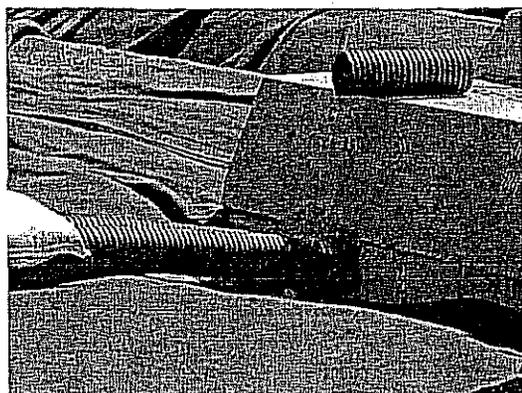
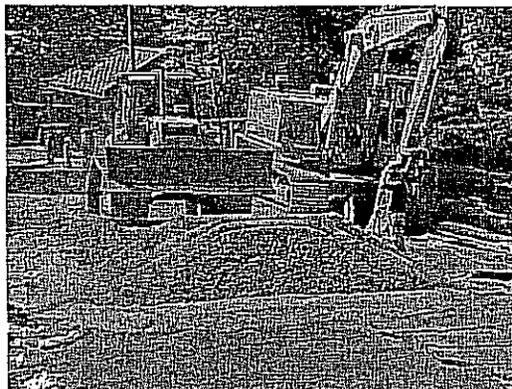
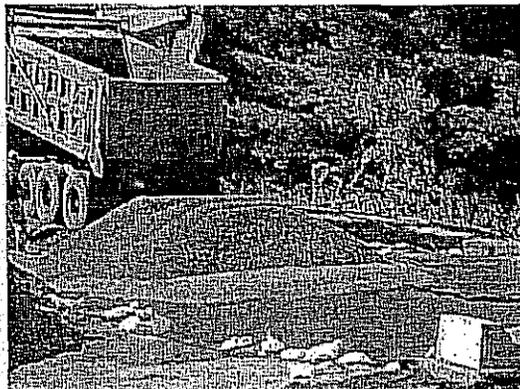
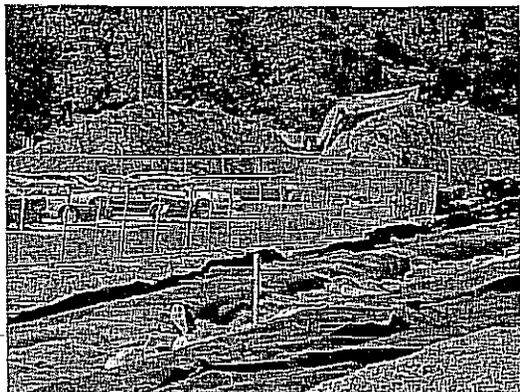
John Kastrinos, Haley & Aldrich
Alice Kaufman, USEPA
Jennifer Kertanis, CTDPH
Wendy Koch, Epona
Prof. George Korfiatis, Stevens Institute of
Technology
George Kraus, UConn
Peter McFadden, ERI
David McKeegan, CTDEP
Richard Miller, UConn
Robert Miller, Eastern Highlands Health District
Elsie Patton, CTDEP
Dr. John Petersen, UConn
James Pietrzak, UConn
Susan Soloyanis, Mitretek
Rick Standish, Haley & Aldrich
William Warzecha, CTDEP



Area Map

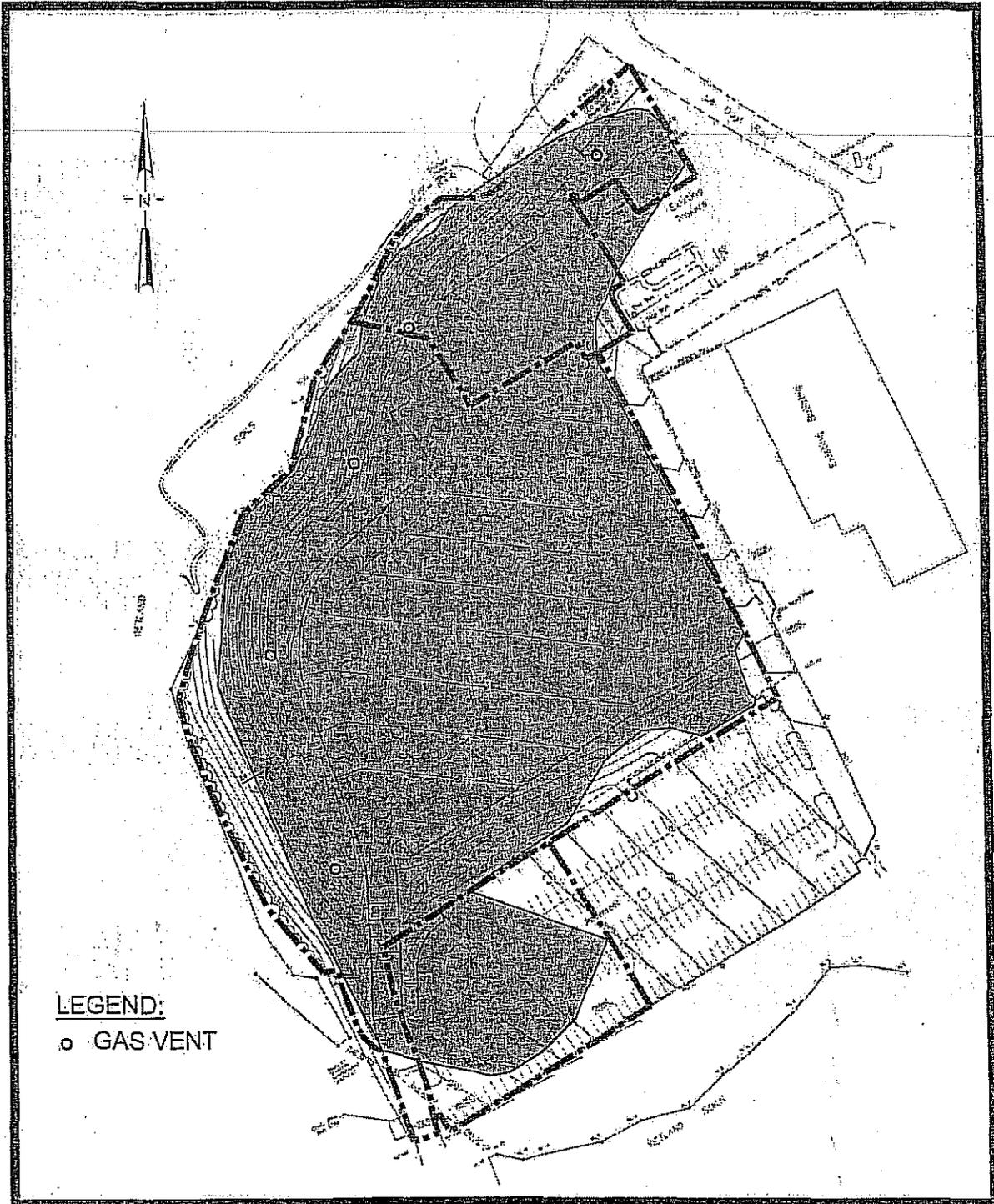


Aerial View of UConn Landfill Area



Liner Installation at F Lot, 09/99

F Lot Extent of Waste and Final Cover





University of Connecticut
Division of Business and Administration

Architectural and
Engineering Services

Larry G. Schilling
Executive Director

REC'D OCT 01 2003

September 30, 2003

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

**RE: CONSENT ORDER #SRD 101, STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION (CTDEP)
QUARTERLY PROGRESS REPORT – JULY, AUGUST AND SEPTEMBER 2003
UNIVERSITY OF CONNECTICUT LANDFILL, STORRS, CT
PROJECT # 900748**

Dear Mr. Frigon:

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

- UConn Landfill Closure
- UConn F-Lot Landfill Closure
- UConn Landfill Interim Monitoring Program
- Remedial Action Plan Implementation, Landfill and Former Chemical Pits
- Hydrogeologic Investigation – UConn Landfill Project
- Long-Term Monitoring Plan
- Technical Review Sessions
- Technical Review Session Information
- UConn's Technical Consultants - Hydrogeologic Team
- Discussions of Activities Completed in July 2003
- Discussions of Activities Completed in August 2003
- Discussions of Activities Completed in September 2003
- Schedule for Compliance (Revision No. 3)
- Listing of Project Contacts
- Certification
- Photographs and Drawing

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CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

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

UConn Landfill Closure

Project Status Background

The Comprehensive Hydrogeologic Report and Remedial Action Plan have been submitted to CTDEP. UConn released the Draft Final Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan for the UConn Landfill for public view on January 20, 2003. Copies of the eight-volume report, comments from reviewers (CTDEP, United States Environmental Protection Agency - USEPA, and the Town of Mansfield) and a summary fact sheet are available in the research section of the Mansfield Public Library, in the Town Manager's Office, at University Communications and at the CTDEP in Hartford.

Permit Applications

ACOE NE: As part of the U.S. Army Corps of Engineers New England District (ACOE NE) Individual Permit Application for the Closure Plan for the UConn Landfill and Former Chemical Pits, a vernal pool survey was completed within a 600-foot radius of the UConn Landfill in Storrs, CT. Vernal pools are considered "special wetlands" under ACOE NE Programmatic Permit for Connecticut. On July 15, 2003 the ACOE NE published a Public Notice regarding UConn's request for a permit under Section 404 of the Clean Water Act.

CTDEP: On September 12, 2003, Permit Application Transmittal Forms for the UConn Landfill Project #900748 were submitted to CTDEP for Water Discharge to Sanitary Sewer, Inland Wetlands and Watercourses, Inland 401 Water Quality Certification, and Flood Management Certification permits.

Conditional Approval Letter Received

A Conditional Approval letter dated June 5, 2003 regarding the Comprehensive Hydrogeologic Report and Remedial Action Plan was issued by CTDEP to UConn.

Comprehensive Hydrogeologic Report

Haley & Aldrich on behalf of UConn requested the elimination of the installation of one new deep monitoring well B402R (MW) from the Long-Term Monitoring Plan.

Closure Plan

On August 4, 2003 the Closure Plan report was submitted to CTDEP, Town of Mansfield, EHHD, and the USEPA. The plan describes how the Remedial Action Plan will be implemented to close the UConn landfill, former chemical pits and F-Lot disposal site. Elements of the closure plan include:

- Site preparation, limited waste relocation, compaction and subgrade preparation and capping

**CTDEP Consent Order
 Quarterly Report – July, August and September 2003
 September 30, 2003**

- Landfill cap construction, which includes a gas collection layer, low permeability layer and protective cover/drainage layer
- Construction and operation of a gas collection system to manage methane gas emissions from the landfill and prevent uncontrolled migration
- Collection of a leachate collection system
- Construction and operation of a storm water management system
- Development of a comprehensive post closure maintenance and monitoring program
- Development of the former chemical pits area as green space
- Use of the landfill and F-Lot site as parking lots

The closure plan sets aside areas for a number of activities to take place, including soil processing and stockpiling, room for storing materials and equipment, and soil and waste removal areas. UConn's construction management firm will have to comply with odor, noise, dust and other controls, including keeping any relocated waste covered. The contractor will also build a construction fence around the site for security. The first steps in closing the landfill will focus on removing sediments and consolidating waste.

Private Property Access

UConn had requested access to property described on Town of Mansfield, CT Assessor's Map 15, Block 23, Parcel #7. Request to property owner was made by UConn to remediate sediments, continue to collect samples, to install wells, and to purchase parcel. To date, a response from the landowner has not been received.

Update on Extension of Water Service - Meadowood and North Eagleville Road

CTDEP Conditional Approval

The CTDEP Conditional Approval required UConn to offer the following residences to be connected to UConn's water supply. UConn authorized Lenard Engineering, Inc. to conduct surveying, review existing property information, and to accomplish the design of the water main and services for these residences. UConn has notified all residences of CTDEP requirements and has requested approval to install a service connection and abandon the existing well at the property. The table that follows notes responses to date.

<u>Address</u>	<u>Offer to Connect</u>	<u>Well Abandonment</u>
10 Meadowood Road	Accepted	Accepted
11 Meadowood Road	Accepted	Accepted
21 Meadowood Road	Accepted	Accepted
22 Meadowood Road	Rejected	Rejected
28 Meadowood Road	Accepted	Accepted
213 North Eagleville Road	Accepted	Accepted
219 North Eagleville Road	Accepted	Accepted

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

Tentative Schedule for the Design, Approval, and Construction for Extension of Water Service

- Complete design plans; submit to CTDEP and Department of Public Health (CTDPH) for approvals - submittal on September 5, 2003.
- Allow six weeks for CTDEP and CTDPH review and approvals - October 15, 2003
- Allow six weeks to advertise and review bids - November 28, 2003
- Award contract - December 31, 2003

Since it will be late 2003 before UConn could award a contract, construction will be scheduled for spring 2004.

- Review of contractor's submittals - January to March 2004
- Start construction - April 1, 2004
- End construction - July 1, 2004

UConn F-Lot Landfill Closure

UConn F-Lot Landfill Closure work completed included pavement removal, filling and compacting to grade, electrical system installation, installation of geotextile and 40-mil liner materials, and three inches of asphalt paving.

UConn Landfill Interim Monitoring Program (IMP)

IMP sampling continued during this period. Thirty-one monitoring wells were identified and are being sampled in this current program, consisting of seven monitoring wells for shallow groundwater, five locations for surface water, and nineteen active residential water supply wells. Sampling, as part of the IMP, will continue until the Long-Term Monitoring Plan (LMP) is initiated in January 2004.

Remedial Action Plan Implementation, Landfill and Former Chemical Pits

UConn accepted Pre-Qualification Applications on March 31, 2003 from Construction Management firms for the following Project: Remedial Action Plan Implementation, Landfill And Former Chemical Pits, UConn Project Number 900748. UConn is evaluating the Construction Management firms' information.

Hydrogeologic Investigation – UConn Landfill Project

Data were qualified using standard procedures and noted on analytical result tables that accompanied reports. Haley & Aldrich and other members of the team are confident that the data from ERI is suitable for the purposes of this hydrogeologic investigation and for design of the proposed remediation.

To satisfy various citizen and regulatory concerns, all of the samples to be taken at the end of September from residential wells as part of the ongoing interim monitoring program will be analyzed by an independent, state-certified lab. ERI will continue to perform the surface water and monitoring well sampling. H&A will assess this data and will provide all of the information to homeowners, the Town of Mansfield, Eastern Highlands Health District, DEP and the U.S. Environmental Protection Agency (U.S.

**CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003**

EPA). Phoenix Environmental Laboratories, Inc. (Phoenix) is located in Manchester, CT and is an independent State-certified laboratory (<http://www.phoenixlabs.com/Profile.html>), and Phoenix analyses will be in addition to the ERI sampling analyses.

Long-Term Monitoring Plan (LTMP)

A multi-year plan will continue sampling of soil gas, surface water, shallow monitoring wells and bedrock wells in the study area and several adjacent private properties to monitor water quality and protect human health and the environment. The results will be reported to CTDEP and property owners and evaluated on a long-term basis. The CTDEP Conditional Approval letter call for the following Mansfield residences to be included in the LTMP:

- 38 Meadowood Road
- 41 Meadowood Road
- 65 Meadowood Road
- 202 Separatist Road
- 206 Separatist Road
- 211 Separatist Road

Technical Review Sessions

Public involvement principles are summarized as follows:

- Public involvement includes the promise that the public's contribution can influence decisions.
- The process must be periodically updated to ensure that it is effective in facilitating these principles.
- The process provides participants a way to define how they want to be involved and participate.
- The process supplies participants with information they need in order to participate in a meaningful way.
- The public involvement process seeks out and facilitates the involvement of all those potentially affected.

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

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

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

Technical Review Session Information

General

To summarize, the public involvement process is being utilized to provide public involvement in the CTDEP decision-making process regarding the investigation, environmental monitoring programs, and potential cleanup of the site. In addition, the following has occurred:

- Technical Review Session Information: Regina Villa Associates (RVA) distributed the 2003 UConn *Update* to mailing-list individuals.
- Haley & Aldrich distributed the minutes from Technical Review Committee (TRC) Meetings.

Public Availability Review Session

A public availability review session for the UConn landfill design took place at the Town of Mansfield council chambers at Audrey P Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT on Wednesday, September 3, 2003. There were copies of the design plans, a board showing the design details, and staff that can explain the central issues, including permitting, construction impacts on the wetlands and key issues of the design. Comment sheets were available and the CTDEP accepted comments on the plan until September 10, 2003.

UConn Project Web Site

UConn announced in Spring 2003 that a new web site will provide up-to-date information on the UConn Landfill Remediation Project. The web site was created in response to comments made by the public during public involvement review. The site's Internet address is <http://www.landfillproject.UConn.edu>. The web site includes a description of the project; timeline; project contacts and list of places to find documents; copies of recent notices, releases and publications that site visitors can download; a project map; and links to other sites, such as the CTDEP.

UConn's Technical Consultants - Hydrogeologic Team

Haley & Aldrich: Haley & Aldrich have completed fieldwork for the IMP and monitoring well samplings. Work also included the preparation and distribution of meeting notes, meeting attendance, and technical input. Work includes public meeting preparation. Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan. Consultant submitted Closure Plan to the CTDEP. Permit application submittals.

Mitretek Systems: Mitretek's work included meeting attendance and input, technical review of data, fieldwork and coordination with the hydrogeologic team. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan, as well as public meeting preparation. Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

United States Geologic Survey: The USGS work tasks included Final Supplemental Hydrogeologic Investigation Scope of Work contribution and reviews. The USGS interpreted surface geophysical survey data, conducting and interpreting borehole geophysical surveys and collecting bedrock ground-water level information. The USGS was also involved in hydrogeologic data assessment and evaluation. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan, as well as public meeting preparation.

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

Phoenix Environmental Laboratories, Inc.: Phoenix is conducting sample analyses as part of the UConn Landfill project and IMP.

Epona Associates, LLC: As subcontractor to Haley & Aldrich, Epona provided professional risk assessment services as well as meeting attendance and technical input. This consultant was involved in data assessment and data evaluation plus coordinating ecological sampling and risk assessment issues. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan.

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

Discussion on Activities Completed in July 2003

UConn:

- Evaluation of Construction Management firms for Remedial Action Plan Implementation
- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Submittal of water service connection schedule
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

Haley & Aldrich:

- Continued permitting and design work for landfill and former chemical pits remediation based on Draft Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan
- Evaluated "Flow from the East"
- Prepared Draft Technical Memorandum on "Flow from the East"
- Submitted Scope of Work for Controlling "Flow from the East"
- Initiated next round of Interim Monitoring Program (IMP)
- Revised LTMP

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Assessed Round 10 Groundwater Quality Data from Phoenix Laboratories and ERI

USGS:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

Mitretek:

- Reviewed responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan, Draft Technical Memorandum on "Flow from the East", LTMP, and draft *UConn Update*.
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

ERI:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Conducted analyses of sampling from IMP

Phoenix

- Conducted analyses of sampling from IMP

Epona:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

RVA:

- Participated in drafting responses to comment letters
- Planned public involvement activities for design in conjunction with all parties
- Continued to communicate with public and respond to public queries
- Prepared draft Summer 2003 *UConn Update*, worked with parties to approve, print and circulate

Discussion on Activities Completed in August 2003

UConn:

- Evaluation of Construction Management firms for Remedial Action Plan Implementation
- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

Haley & Aldrich:

- Continued permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan
- Submitted Draft Technical Memorandum on "Flow from the East"

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Revised LTMP
- Assessed Round 10 Groundwater Quality Data from Phoenix Laboratories and Environmental Research Institute (ERI)
- Submittal of closure plan to the CTDEP

USGS:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

Mitretek:

- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan
- Reviewed responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan, Draft Technical Memorandum on “Flow from the East”, Landfill Closure Plan, and draft *UConn Update*.

ERI:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Conducted analyses of sampling from IMP

Phoenix

- Conducted analyses of sampling from IMP

Epona:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

RVA:

- Continued to communicate with public and respond to public queries
- Updated project web site
- Prepared post cards, ads, press releases and other outreach for the September Open House and work with parties on materials and presentation for event
- Prepared Fall 2003 *UConn Update*, worked with parties to approve, print and circulate materials

Discussion on Activities Completed in September 2003

UConn:

- Authorized Phoenix (independent, state-certified lab) to analyze all of the samples to be taken at the end of September 2003 from residential wells as part of the ongoing interim monitoring program
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan
- Evaluation of Construction Management firms for Remedial Action Plan Implementation
- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Review of submittal of Inland Wetlands and Watercourses Permit Application, 401 Water Quality Certificate Application, and Floodplain Management Certification
- Site Meeting with U.S. Army Corps of Engineers and CTDEP Inland Water Resources Division to discuss proposed work.
- Submittal of North Eagleville Road and Meadowood Road additional water main design to CTDEP and CTDPH for review and approval
- Attended public availability session held September 3, 2003
- Review of Permit Application Transmittal Forms for the UConn Landfill Project that were submitted to CTDEP for Water Discharge to Sanitary Sewer, Inland Wetlands and Watercourses, Inland 401 Water Quality Certification, and Flood Management Certification permits.

Haley & Aldrich:

- Assessed Round 11 Groundwater Quality Data from Phoenix Laboratories and Environmental Research Institute (ERI)
- Continued permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan
- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on "Flow from the East"
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan
- Revised Long-Term Monitoring Plan (LTMP)
- Site Meeting with U.S. Army Corps of Engineers and CTDEP Inland Water Resources Division to discuss proposed work.
- Submitted Inland Wetlands and Watercourses Permit Application, 401 Water Quality Certificate Application, and Floodplain Management Certification to CTDEP.
- Submitted Remedial Design to CTDEP
- Attended public availability session held September 3, 2003
- Submittal of Permit Application Transmittal Forms for the UConn Landfill Project to CTDEP for Water Discharge to Sanitary Sewer, Inland Wetlands and Watercourses, Inland 401 Water Quality Certification, and Flood Management Certification permits.

USGS:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

Mitretek:

- Attended public availability session held September 3, 2003
- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan

ERI:

- Attended public availability session held September 3, 2003
- Conducted analyses of sampling from IMP
- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan
- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan

Phoenix

- Conducted analyses of sampling from IMP

Epona:

- Prepared responses to comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan

RVA:

- Attended public availability session held September 3, 2003
- Continued to communicate with public and respond to public queries
- Distributed Fall 2003 *UConn Update*, worked with parties to approve, print and circulate materials
- Met with DEP and EPA to discuss comments on the landfill closure plan and the Technical Memo on “Flow from the East”
- Met with Hydro Team to review written responses to comments on the Comprehensive Report and Remedial Action Plan
- Updated project web site

CTDEP Consent Order
 Quarterly Report – July, August and September 2003
 September 30, 2003

Schedule for Compliance (Revision No. 3)

The submitted Plan for presentation, the June 2003 TRC Meeting Agenda Topics, and the Schedule for Compliance for Consent Order SRD-101 Hydrogeologic Investigation - University of Connecticut Landfill, F-Lot, and Chemical Pits, Storrs, CT, has been proposed for modification as follows (*completed items in italics*):

Schedule for Compliance (Revision No. 3) Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, Connecticut (<i>completed items in italics</i>):		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
<i>UConn Landfill and Former Chemical Pits — Ecological Assessment</i>	<i>Results of Ecological Assessment and Implications of the Assessment on Evaluation of Remedial Alternatives</i>	<i>January 9, 2002 (presentation completed); April 11, 2002 (interim report submitted*)</i>
<i>UConn Landfill and Former Chemical Pits — Conceptual Site Model (CSM), impact on bedrock groundwater quality</i>	<i>CSM details and supporting geophysical, hydrological, and chemical data</i>	<i>February 7, 2002 (presentation completed) April 8, 2002 (interim report submitted*)</i>
<i>Remedial alternatives for the UConn Landfill, former chemical pits, F-Lot, and contaminated ground water</i>	<i>Report will be included as the Remedial Action Plan in the Comprehensive Report</i>	<i>June 13, 2002 (presentation completed)</i>
<i>Comprehensive Hydrogeologic Report and Remedial Action Plan - integration of information in all interim reports and all previous reports</i>	<ul style="list-style-type: none"> ▪ <i>Results of Comprehensive Hydrogeologic Investigation</i> ▪ <i>Remedial Action Plan</i> ▪ <i>Long Term Monitoring Plan</i> ▪ <i>Schedule (to include public and agency review, permitting, design, and construction)</i> ▪ <i>Post-Closure</i> ▪ <i>Redevelopment Plan for the UConn Landfill and F-Lot</i> 	<i>August 29, 2002 (presentation**)</i> <i>October 31, 2002 (Comprehensive Report Submitted to CTDEP)</i>
<i>Comprehensive Final Remedial Action Plan Report</i>	<i>Release of Report and Plan for CTDEP and public review of remedial design</i>	<i>January 2003</i>

CTDEP Consent Order
 Quarterly Report – July, August and September 2003
 September 30, 2003

Schedule for Compliance (Revision No. 3) Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, Connecticut (<i>completed items in italics</i>):		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
<i>Remedial Action Design to include comprehensive interpretive design of the Landfill final cap</i>	<i>Detailed design drawings and specifications of the preferred remedial alternative(s)</i>	<i>A TRC Meeting was held Wednesday, June 25, 2003. Summer 2003 (Comprehensive Design Submittal) A public review session for the UConn landfill design took place at the Town of Mansfield council chambers at the Audrey P Beck Municipal Building, Mansfield, CT on Wednesday, September 3, 2003.</i>
Implement Remedial Action Plan for the UConn Landfill, former chemical pits, F-Lot and contaminated groundwater	Finalize detailed construction drawings, and specifications Develop bid packages based on approved Remedial Action Plan - Competitive Bidding Process - Select Contractor - Obtain Permits as detailed in the Remedial Action Plan Mobilization & Fieldwork	July 2003 through September 2003 (Contractor(s) selection)
Initiation of Construction of Approved Remedial Option	Selection of contractors and the beginning of construction of approved remedial options	Fall 2003 mobilize contractor(s) (Contingent on Construction Timetable ***)
Initiation of Long Term Monitoring Plan (LTMP)	IMP sampling continues quarterly to this point	January 2004
Completion of Remedial Construction	Comprehensive final as-built drawings and closure report for the UConn Landfill, former chemical pit area.	May 2004 (Winter - Spring 2004) - Anticipated completion of construction (Contingent on Construction Timetable ***)
Post-Closure Monitoring	Begin post-closure monitoring program of the Remedial Action upon approval from CTDEP	May 2004 (Contingent on Construction Timetable ***)

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

Listing of Project Contacts

Town of Mansfield

Martin Berliner
Town of Mansfield
Audrey P. Beck Building
4 South Eagleville Rd.
Mansfield, CT 06268-2599
(860) 429-3336

CT Department of Environmental Protection

Raymond Frigon
Project Manager
CT Department of Environmental Protection
Water Management Bureau
79 Elm St.
Hartford, CT 06106-5127
(860) 424-3797

*U.S. Environmental
Protection Agency*

Chuck Franks
U.S. Environmental
Protection Agency
Northeast Region
1 Congress St. (CCT)
Boston, MA 02114-2023
(617) 918-1554

University of Connecticut

Scott Brohinsky, Director
University of Connecticut
University Communications
1266 Storrs Rd., Unit 4144
Storrs, CT 06269-4144
(860) 486-3530

Haley & Aldrich, Inc.

Rick Standish, L.E.P.
Haley & Aldrich, Inc.
800 Connecticut Blvd.
East Hartford, CT 06108-7303
(860) 282-9400

Richard Miller, Director, Environmental Policy
University of Connecticut
Gulley Hall, Unit 2086
Storrs, CT 06269-2086
860-486-8741

James Pietrzak, P.E., CHMM
Senior Project Manager
University of Connecticut
Architectural & Engineering Services
31 LeDoyt Rd., Unit 3038
Storrs, CT 06269-3038
(860) 486-5836
Jim.Pietrzak@uconn.edu

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

Certification

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Larry G. Schilling". The signature is stylized with loops and a horizontal line across the middle.

Larry G. Schilling
Executive Director
Architectural and Engineering Services

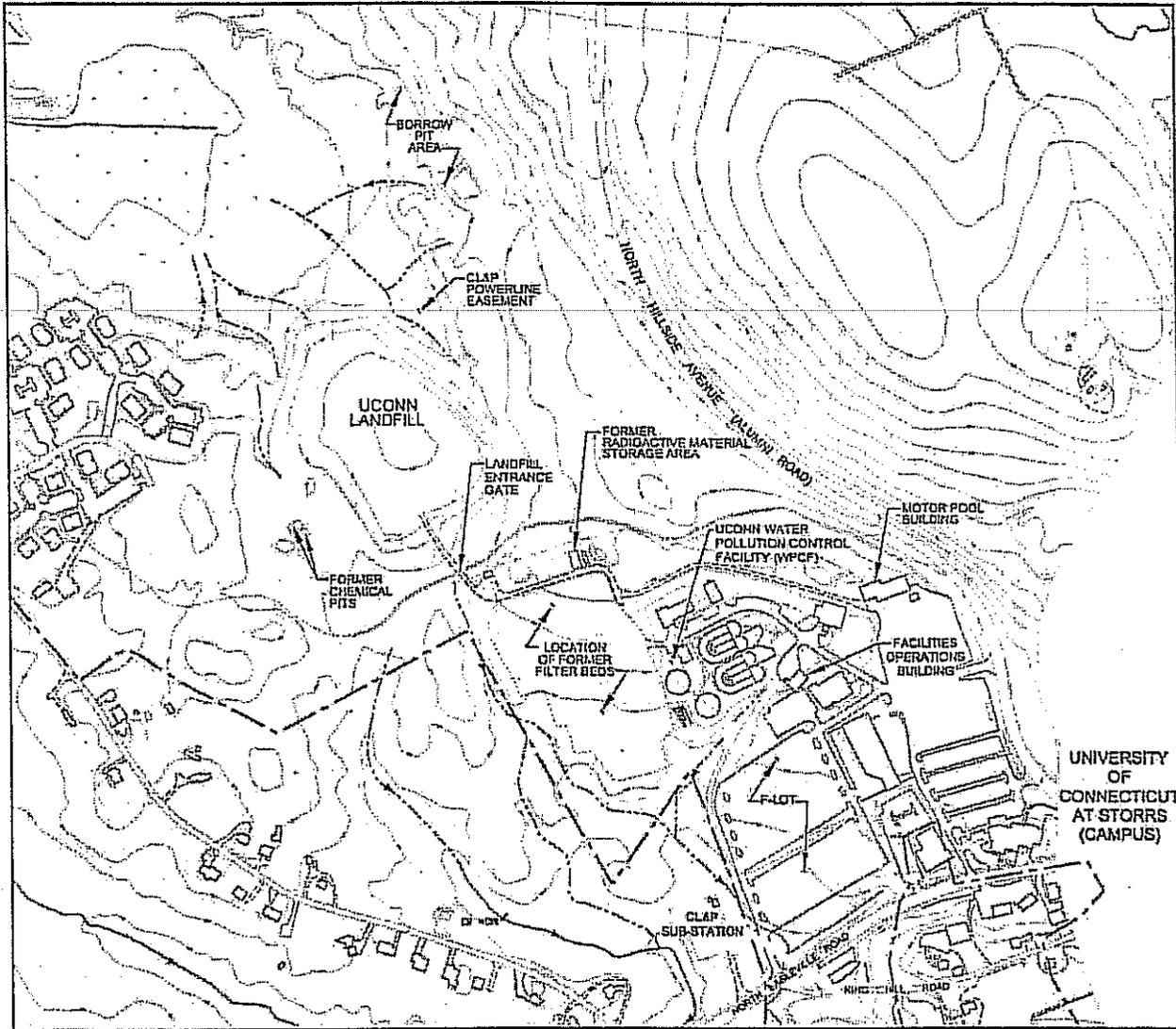
LGS/JMP

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003

cc:

Gail Batchelder, HGC Environmental
Consultants
Martin Berliner, Town of Mansfield
Scott Brohinsky, UConn
Thomas Callahan, UConn
~~Marion Cox, Resource Associates~~
Brian Cutler, Loureiro
Amine Dahmani, ERI
Elida Danaher, Haley & Aldrich
Dale Dreyfuss, UConn
Nancy Farrell, RVA
Charles Franks, USEPA
Peter Haeni, F.P. Haeni, LLC
Allison Hilding, Mansfield Resident
Traci Iott, CTDEP
Carole Johnson, USGS
Ayla Kardestuncer, Mansfield Common Sense

John Kastrinos, Haley & Aldrich
Alice Kaufman, USEPA
Jennifer Kertanis, CTDPH
Wendy Koch, Epona
Prof. George Korfiatis, Stevens Institute of
Technology
George Kraus, UConn
Peter McFadden, ERI
David McKeegan, CTDEP
Richard Miller, UConn
Robert Miller, Eastern Highlands Health District
Elsie Patton, CTDEP
Dr. John Petersen, UConn
James Pietrzak, UConn
Susan Soloyanis, Mitretek
Rick Standish, Haley & Aldrich
William Warzecha, CTDEP

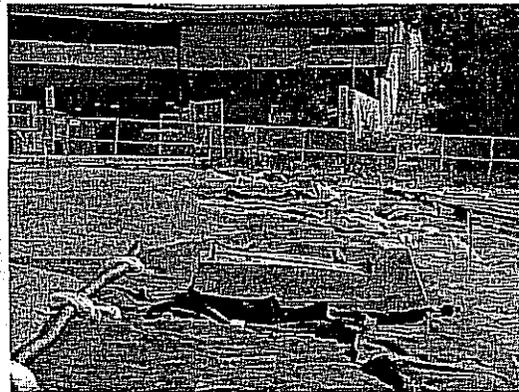
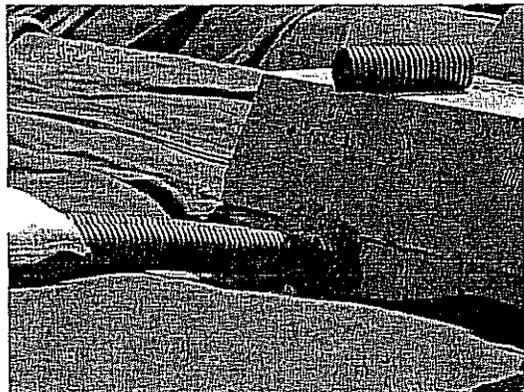
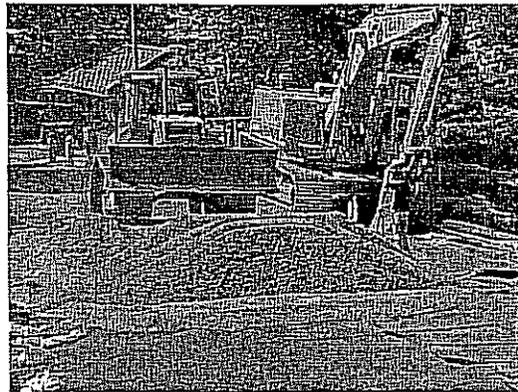
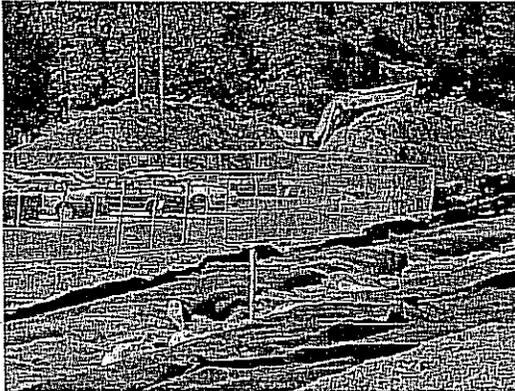


Area Map



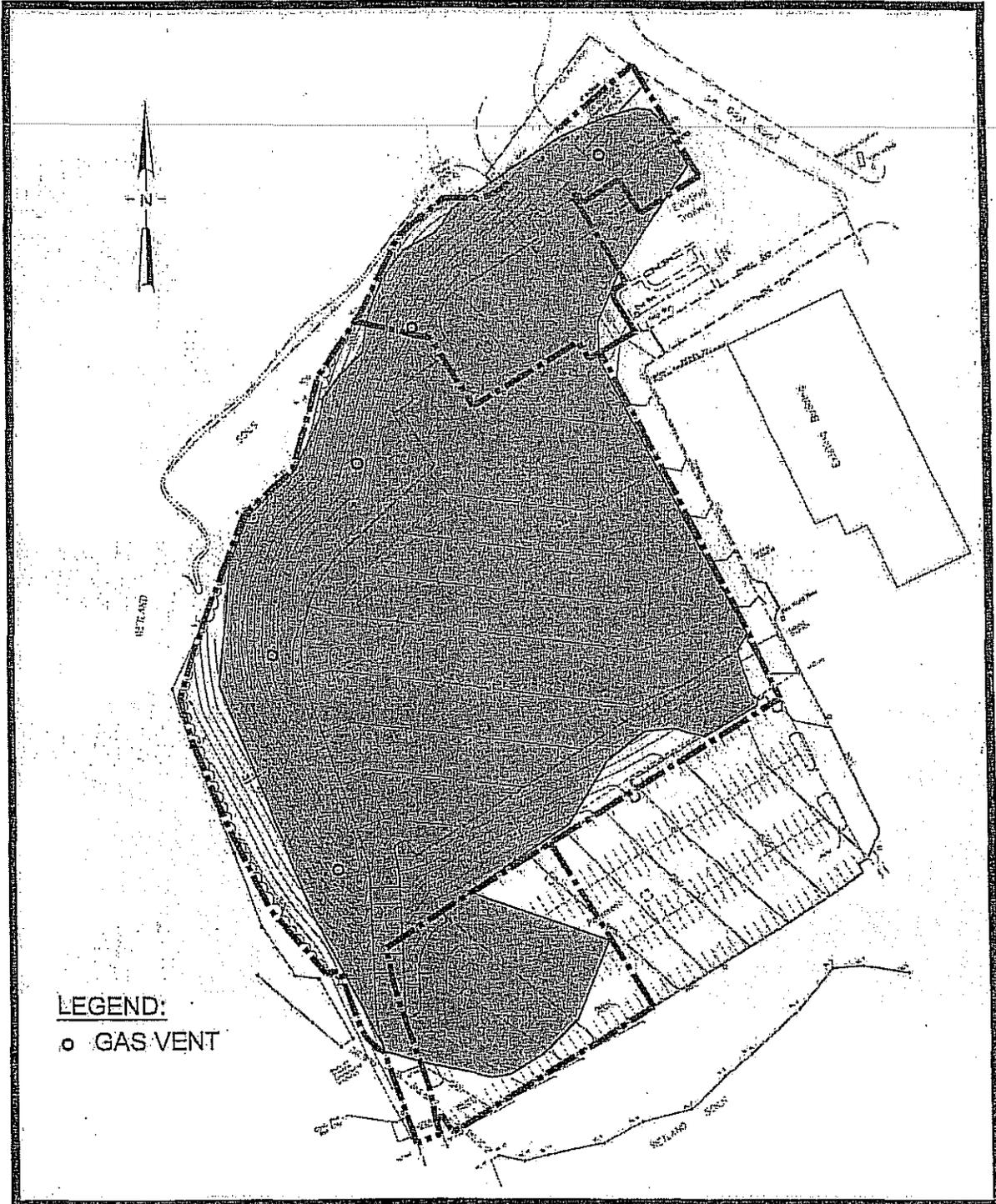
Aerial View of UConn Landfill Area

CTDEP Consent Order
Quarterly Report – July, August and September 2003
September 30, 2003



Liner Installation at F Lot, 09/99

F Lot Extent of Waste and Final Cover





University of Connecticut
Division of Business and Administration

Architectural and
Engineering Services

Larry G. Schilling
Executive Director

October 6, 2003

Richard and Elizabeth Cowles
50 Meadowood Road
Storrs, CT 06268

RE: 50 Meadowood Road, Storrs, CT 06268

**Subject: Request Letter - Water Sampling
UConn Landfill Project No. 900748**

Dear Mr. and Mrs. Cowles:

As part of the Interim Monitoring Program required by the Connecticut Department of Environmental Protection (CTDEP) during the hydrogeological investigation of the University of Connecticut (UConn) landfill, UConn is requesting your permission to collect tap water samples from the water supply on your property. Your property has been included in the Interim Monitoring Program on a one-time basis to confirm the results of historical sampling.

If you agree to participate in this sampling, Haley and Aldrich, Inc., as representatives of UConn, will be collecting samples from your residential water supply for water quality analyses. To better describe our effort, the following documents are enclosed:

- General description of the monitoring.
- Answers to possible questions by landowners.
- License Agreement form for you to sign.
- Response Form for you to sign.
- Postage-paid return envelope.

Please look over these materials and consider participating in the program. Please complete the Response Form and return it in the postage-paid envelope.

An Equal Opportunity Employer

31 LeDoyr Road Unit 3038
Storrs, Connecticut 06269-3038

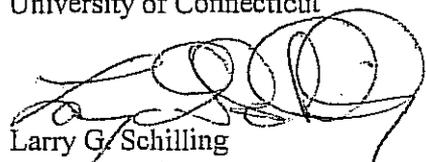
Telephone: (860) 486-3116
Facsimile: (860) 486-3255
e-mail: larry.schilling@uconn.edu
web: www.aes.uconn.edu

University of Connecticut - Architectural & Engineering Services
Request Letter - Water Sampling - UConn Landfill Project
Project #900748
October 6, 2003

UConn would appreciate a response from you as soon as possible. The sampling is scheduled to begin sometime this month. If you have additional questions concerning the proposed work or wish to schedule a visit by Haley & Aldrich, Inc. for further discussion, please contact James Pietrzak at (860) 486-5836. UConn would greatly value your participation in this program.

Sincerely,

University of Connecticut



Larry G. Schilling
Executive Director
Architectural & Engineering Services

LGS/JMP

Enclosures: As Noted

cc: Martin Berliner, Mansfield Town Manager
Elida Danaher, Haley & Aldrich
Ray Frigon, CTDEP
George Kraus, UConn
Rob Miller, EHHD
James Pietrzak, UConn
Richard Standish, Haley & Aldrich

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

Re: Open Space Acquisition – Vernon Property (Item #5, 12-11-01 Agenda)

Dear Town Council:

Attached please find a proposed resolution necessary to authorize the Town Manager to execute the grant agreement to receive the \$113,000 from the Department of Environmental Protection's Open Space and Watershed Land Acquisition Program. Back in December 2001 the Town Council authorized staff to submit the grant to purchase the 64-acre parcel. We submitted the grant and completed the closing, but it has taken some time to process the grant.

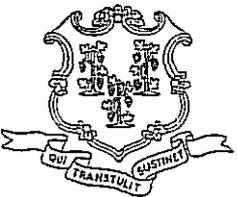
Staff requests that the Council adopt the following resolution in order to permit the town to receive the grant revenues:

RESOLVED, that Martin H. Berliner, of the Town of Mansfield be and hereby is authorized to execute on behalf of the Town of Mansfield a Grant Agreement and Easement under the Open Space and Watershed Land Acquisition Program with the State of Connecticut for financial assistance to acquire permanent interest in land known as Vernon Property, OSPA -149 and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(2)



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION



September 16, 2003

Mr. Martin Berliner
Town Manager, Town of Mansfield
Town Hall
4 South Eagleville Road
Mansfield, Connecticut 06268

RE: Vernon Property OSWA-149

Dear Mr. Berliner:

The Town of Mansfield under the Open Space and Watershed Land Acquisition Program was approved to receive a grant to purchase the above referenced properties. The Town has submitted all the required documentation, and it has been reviewed. Based on this review, the established fair market value of the property of \$226,000.00. Applying the approved grant percentage, the Town will receive a grant for \$113,000.00. In order for the Town of Mansfield to access the funds from this grant, the enclosed agreements need to be reviewed and executed.

Please follow and include all requested documentation as described below.

- ☞ The CEO must sign, date and have sealed two copies of the agreement. If the Town/City has taken title to the property, then the Town/City is able to place an encumbrance, the easement on the property. Therefore, the signature page to Exhibit C will also need to be signed, dated and sealed.
- ☞ A municipal resolution, with the municipal seal, authorizing the Chief Executive Officer to enter into the agreement needs to be attached to the agreement. The City/Town Clerk must certify this resolution, it must have the clerk's signature, current date and municipal seal. The format enclosed incorporates a Certificate of Incumbency that is also needed.
- ☞ The enclosed Contract Compliance Assurance forms must be completed. Town as contractor, must fill out the forms or be on the Contract Compliance Vendor's list in order to for the State of Connecticut to process the agreement and reimbursement The Trust
- ☞ A Certificate of Title to the State of Connecticut and a copy of the deed. If there has been any period of time between the actual title exchange and the date the attached agreement/easement is signed, a "bring down" Certificate of Title must accompany the agreement.
- ☞ Please return all required documents to: Dave Stygar; Department of Environmental Protection; BOR - Land Acquisition & Mgmt.; 79 Elm Street; Hartford, CT 06106.

We will make payment of the funds for this project upon approval of the enclosed agreement. Upon approval, a copy of the agreement will be forwarded to the Town/City. As noted, the Town must file an approved "Exhibit C" after title has been exchanged. Funds will be deposited into a Reich & Tang account, which is an independent accounting firm administering state tax-free bonds. The Town must set up an account with this firm. I believe that the Town might have such an "Open Space Land Acquisition Account" set up. If not, the firm will be contacting the Town to set up a "checkbook" for the funds to be received. The Town of Mansfield, in a time saving effort may set up the account before the receipt of an approved agreement. Reich & Tang will require a ten-digit number to set up the account. The number for the Town of Mansfield is 3100-04-0078. Please note the "04" number in this account number. Should Reich & Tang not contact the Town, feel free to call them at 1-800-221-3079.

Should you have any questions, please feel free to contact me at 424-3081.

Sincerely,

David D. Stygar
Environmental Analyst
Municipal Grant-in-Aid Coordinator

(Printed on Recycled Paper)

79 Elm Street • Hartford, CT 06106-5127

DDS:dds
Enclosure

An Equal Opportunity Employer • <http://dep.state.ct.us>



**RESOLUTION IN SUPPORT OF THE ACQUISITION KNOWN AS VERNON
PROPERTY**

I, Joan E. Gerdson, do hereby certify that I am the CLERK of the Town of Mansfield, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 4 South Eagleville Road, that I am the keeper of the corporate records and seal. That the following is a true and correct copy of resolutions duly adopted and ratified by the Mansfield Town Council on October 14, 2003, in accordance with the constituent charter of the Town of Mansfield; and that the same has not in any way been modified, repealed or rescinded, but is in full force and effect.

RESOLVED, that Martin H. Berliner, of The Town of Mansfield be and hereby is authorized to execute on behalf of the Town of Mansfield a Grant Agreement and Easement under the Open Space and Watershed Land Acquisition Program with the State of Connecticut for financial assistance to acquire permanent interest in land known as Vernon Property, OSWA -149 and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.

BE IT FURTHER KNOWN that Martin H. Berliner was appointed Town Manager and that his term of office began on May 5, 1979 and will continue at the will of the Town Council. As the Town Manager serves as the Chief Executive Officer for the Town of Mansfield and is duly authorized to enter into agreements and contracts on behalf of the Town of Mansfield.

Dated at Mansfield, Connecticut this 14th day of October 2003.

Joan E. Gerdson, Town Clerk

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**TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER**



Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

Re: Department of Parks and Recreation Program Rate Structure

Dear Town Council:

At its previous meeting the Town Council requested that this item be placed on the next agenda, and directed staff to "refrain from implementing the rate structure" presented in the most recent Department of Parks and Recreation program brochure. Following that meeting, I sent you a letter in an effort to clarify staff's decision to modify the program rate structure, and to request your indulgence to accept my recommendation that we continue with our current pricing policy with the understanding that residents who are not members of the community center would be charged member rates for all community center and parks and recreation programs. Based upon the feedback that I received from Council members, I believe that you were comfortable adhering to my recommendation until at least the next Council meeting. I thank you for your understanding in that regard.

To recap my September 24th correspondence, I explained that on January 27, 2003 the Town Council adopted membership descriptions and fees for the community center. The approved membership fee structure (see attached) clearly stated that community center memberships were to include "discounted rates and advanced registration on department and facility programs." Consequently, all of our advertising and all of our subsequent communications in promoting the community center have adhered to that policy. I then further explained that based upon its interpretation of the Town Council's approved rate structure, staff made the decision to charge residents who are not members of the community center the higher non-member rate for community center and other parks and recreation programs. This decision initially appeared to make sense, but as questions were raised we reevaluated the issue and returned to charging residents who are not non-community center members the lower member rates.

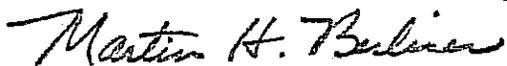
At this point, I recommend that the Town Council allow staff to continue with the membership fee structure that the Council approved this past January, again with the understanding that residents who are not members of the community center would be charged member rates for all community center and parks and recreation programs. Under this policy, for all community center programs and services we would have a lower rate for residents and community center members, and a higher rate for non-resident, non-community center members. Furthermore, I

would add two modifications to the membership fee structure: 1) that residents would receive first priority for all community center and departmental programs; and 2) that non-resident community center members would receive the lower rate only for community center programs and services, and would need to pay the higher non-resident rate for other parks and recreation programs such as adult education.

My reasoning behind this recommendation is as follows. For one, the fee structure would not disadvantage residents in any way, and, in fact, they would always receive first priority for all community center and departmental programs and services. Second, offering a lower rate to non-resident community center members would help to attract non-resident members to the community center. The importance of this point is underscored by our marketing projections, which predicate the success of the community center upon attracting a regional membership base. And, third, as I highlighted in my earlier correspondence, all of our marketing and promotional efforts to date have stated that community center members, regardless of residency, would receive a discount on community center programs. Therefore, we feel bound to adhere to this promise, at least for the tenure of our current marketing plan.

In closing, I wish to reiterate staff's appreciation for your understanding and sensitivity with respect to this issue and its relation to the future success of the community center. We will be available at Monday night's meeting to address any questions and concerns that you may have.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach: (2)

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

January 27, 2003

Town Council
Town of Mansfield

Re: Community Center Membership Descriptions and Fees

Dear Town Council:

Last week, we distributed the enclosed proposal from the director parks and recreation concerning membership descriptions and fees for the community center. Staff has prepared the proposal in consultation with our marketing consultant, and various advisory boards and commissions.

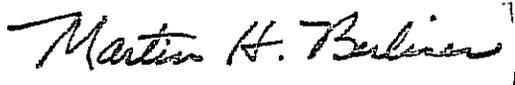
We have designed the membership description and fees in an effort to address the concerns articulated throughout the planning and construction process by the town council and the public. We believe that the proposed structure largely accommodates those concerns. More specifically, we offer the following reasons in support of our recommendation:

- 1) The proposed rates are fair and equitable, and are supported by the results of our focus group findings and our research of comparable facilities;
- 2) The fees are set at a level sufficient to fund operating costs of the center;
- 3) The fee structure is flexible and provides members and more casual users with a few different membership and use options, such as an off-peak membership, teen center only membership, and daily admission and guest passes; and
- 4) The fee structure stipulates that Mansfield residents, civic groups and associations will have free access to certain areas of the center, such as the lounge and meeting rooms.

Based on the above-mentioned reasons, we recommend that the town council adopt the proposed fees as presented. If the council supports this recommendation, the following motion is in order:

Move, effective January 27, 2003, to adopt the membership descriptions and fees for the Mansfield Community Center, as presented by the director of parks and recreation in his memorandum dated January 15, 2003; and to add the fees to the town's fee schedule.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach: (1)



Martin H. Berliner, Town Manager

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

January 27, 2003

Town Council
Town of Mansfield

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Respectfully submitted,



Martin H. Berliner
Town Manager

Attach: (1)



Town of Mansfield Parks and Recreation Department



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

4 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3321 Fax: (860) 429-7785
Email: Parks&Rec@MansfieldCT.org
Website: www.MansfieldCT.org

TO: Martin H. Berliner, Town Manager
Matthew W. Hart, Assistant Town Manager
Jeffrey H. Smith, Director of Finance

FROM: Curt A. Vincente, Director of Parks & Recreation

DATE: January 15, 2003

SUBJECT: Community Center Membership Descriptions and Fees

The below is a description of the recommended memberships and corresponding fees for the Community Center. In preparation of this information, we took the following actions:

- Reviewed results of the 1998 survey and adjusted for inflation
- Researched and compared local facilities (including Curves, Future Fitness, UConn, and YMCA)
- Researched and compared several Connecticut facilities (including Mystic, Ridgefield, and West Hartford)
- Researched and compared several dozen municipal facilities throughout the country (including Breckenridge, CO, Castle Rock, CO, Clayton, MO, East Boulder, CO, Golden, CO, Lapeer, MI, Lebanon, NH, Leesburg, VA, Richmond Heights, MO, and more)
- Studied regional demographics and developed fee recommendations with Marketing Consultant
- Conducted focus groups to test fee options
- Presented staff recommendations to the Recreation Advisory Committee for their review, discussion and recommendation

Based upon this information, we have determined that in order to meet the varying needs of potential members, the facility rates should be set as recommended below.

Full-use Membership includes:

- unlimited use of general admission facilities (gym, pool, therapy pool, fitness center, teen center, and common areas)
- * • discounted rates and advanced registration on department and facility programs
- discounted rates for child care services and facility rentals
- limited supply of guest passes
- member rewards program
- occasional free health workshops and special events

Recommended annual fees:

TYPE	FEE	PAID MONTHLY (3% service charge added)
Resident Family/Household (2) \$20 ea. addl.	\$500	\$43
Non-resident Family/Household (2) \$20 ea. addl.	\$575	\$49
Resident Individual	\$275	\$24
Non-resident Individual	\$325	\$28

Off-peak Membership includes:

- all benefits of full-use membership, except time restriction is from 9:00am to 3:00pm daily
- Notes: 1) This category takes into account specific groups such as Seniors, stay-at-home parents with toddlers, non-working parents with school-age children, second and third shift workers, etc, who can be encouraged to visit the facility during times that are typically not "high-use" times. 2) Those who hold this membership and wish to use the facility at a time other than off-peak would pay the daily admission fee.

Recommended annual fees:

TYPE	FEE	PAID MONTHLY (3% service charge added)
Resident Family/Household (2) \$20 ea. addl.	\$375	\$32
Non-resident Family/Household (2) \$20 ea. addl.	\$450	\$39
Resident Individual	\$225	\$19
Non-resident Individual	\$275	\$24

Teen Center Membership includes:

- access to the Teen Center only during designated times (scheduled/structured teen center activities will include limited pool and gym access)
- full supervision during structured and scheduled activities
- limited supervision during drop-in times

Notes: 1) This membership option is designed for those teens who choose not to acquire a full-use membership as part of their household, but may want access to the Teen Center only. 2) Full-use family and individual memberships do include full use of the Teen Center as described in the Full-use membership category above.

Recommended annual fees: Resident - \$25 Non-resident - \$30

Daily Admissions and Guest Passes:

- designed for those who choose not to purchase an annual membership, but may want occasional access to the general admission facilities.

Note: Fees have been set at a level to encourage frequent visitors to the facility to purchase a membership because the cost will be less.

Recommended fees:

TYPE	Resident	Non-resident	Guest Passes
Infant/Toddler (under age 3)	Free	\$2	Free
Youth (ages 3-17)	\$4	\$6	\$4
Adult (ages 18-61)	\$8	\$10	\$8
Senior Citizens (ages 62+)	\$6	\$8	\$6

Mansfield Resident Free Access:

- access to the sitting room (including lounge area, television, internet access and coffee cart) and main lobby at all times.
- access to public swims and open gyms at selected times each month regardless of membership status.
- Mansfield civic groups and town committees can reserve meeting rooms at no cost on a space available basis.

Fee Waivers

The Recreation Advisory Committee (RAC), with assistance from staff and in consultation with the Social Services Advisory Committee (SSA), drafted some recommendations on how to incorporate Community Center memberships into the Fee Waiver Ordinance, as well as some ongoing problems as it currently exists. They are in the process of finalizing those recommendations, which can be considered by the Town Council at a later date. We recommend footnoting the memberships fees as follows "*Low income resident individuals and families may be eligible for reduced rates under Town guidelines.*"

Charter Memberships

Defined as a donation by an individual, couple, family or business for permanent recognition as a charter member in support of the Community Center. The marketing consultant has recommended that this option be continued beyond the Grand Opening. Rates and benefits were previously approved by the Town Council. A summary of the rates are shown below:

TYPE	Individual, Couple, Family	Business	Benefits
Platinum	\$1,000	\$10,000	Refer to Charter Membership Appl. for full listing
Gold	\$750	\$7,500	Refer to Charter Membership Appl. for full listing
Silver	\$500	\$5,000	Refer to Charter Membership Appl. for full listing
Bronze	\$250	\$2,500	Refer to Charter Membership Appl. for full listing

Facility Rentals and Other Miscellaneous Fees – are still under consideration and can be approved at a later date.

cc: Cliff Emery, Enterprise Group
Recreation Advisory Committee

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**TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER**



Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

Re: Reauthorization to Acquire Easements for Rt. 44 Bikeway/Walkway

Dear Town Council:

As explained by the Director of Public Works in his attached correspondence, in the spring of 2002 the Town Council authorized the acquisition of a right-of-way along Route 44 and Birch Road in order to participate in the federally funded bikeway/walkway project. After signing a right-of-way agreement with the Department of Transportation in August 2002 the Department of Public Works has been working to acquire the necessary easements to complete this project.

In order to complete this project, ten easements are required and must be obtained utilizing the federal right-of-way procedures. The procedures stipulate that each easement is independently appraised and offered for sale at its appraised value.

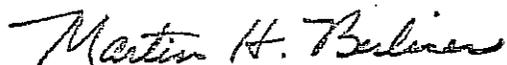
Although every owner has agreed to sell the desired property to the town, issues related to the federal procedures have delayed the acquisition of five of the needed easements. It is imperative to the completion of this project that these final easements be acquired by early December to begin construction in 2004. In addition to the delay incurred at the federal level, the State of Connecticut mandates that any authorization to obtain this type of easement be no more than six months old. Therefore, it is now necessary to reauthorize the acquisition of the easements.

Staff recommends that the Council's reauthorize the taking of these easements, by eminent domain if necessary.

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

Move, effective October 14, 2003, to adopt the resolution proposed by the Director of Public Works in his correspondence dated October 8, 2003 to authorize the acquisition of certain properties and easements to construct and maintain a bikeway and required appurtenances for the Birch Road/Route 44 bikeway/walkway project.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(2)

TOWN OF MANSFIELD
MEMORANDUM
10/8/03

TO: Martin H. Berliner, Town Manager
 FROM: Lon R. Hultgren, Director of Public Works
 RE: Re-Authorization to acquire easements for Rt. 44 bikeway/walkway

Council authorized the acquisition of right-of-way along Rt. 44 and Birch Road for the federally funded bikeway/walkway project in the Spring of 2002 and a right-of-way agreement with the DOT was signed in August of 2002. Since this time we have been working to acquire the necessary easements for this project.

For this project ten easements are required and all have to be obtained using the federal right-of-way procedures (which require independent appraisals and offers at the appraised prices).

Because of refinancings and other third party hold-ups, we have not yet been able to fully acquire and record five of the needed easements - - even though all of the property owners have agreed to sell them to the Town. We are now running short of time as the rights-of-way must be acquired by early December to construct the project in 2004. The Connecticut statutes require that the authorization to obtain these easements be no more than six months old, so because of the time lag Council needs to reauthorize the taking of these easements.

The following table summarizes the properties and easements for the project. The properties marked with an asterisk are these not yet acquired.

Birch Rd./Rt. 44 Bikeway Easements

<u>Property Address</u>	<u>Owner</u>	<u>Easement Appraised Value</u>	<u>Status</u>
3 Clubhouse Circle*	Clubhouse Assoc.	\$6,950	Scheduled refinancing Oct/Nov
574 & 596 Middle Tpk.*	Savings Bank of Manchester	\$2,580	Final releases (3 rd party) needed
520 Middle Tpk.	Mark & Shari Masinda	\$545	Done
316 Hunting Lodge Rd. Middle Tpk.	Theodore & John Mihalopoulos Max Javit	\$200 \$2,550	Need release from lender Done
504 Middle Tpk.*	Christopher & Christine Van Scoy	\$925	Need release from new lender
4 Corners (CVS) Middle Tpk.	Merchant Mansfield Jensen's Residential Communities	\$950 \$830	Done Done - Donated!
Birch/Hunting Lodge Rd.*	Gionula Borovilou	\$520	Property transferred to relative
16 Hunting Heights Dr.	Hunting Lodge Partners	\$200	Done

Council's action to authorize the taking of these easements (by eminent domain if necessary) is requested as follows:

"The Town Council of the Town of Mansfield, in accordance with the Right-of-Way Agreement with the Connecticut Department of Transportation for the Birch Road Bikeway, state project #77-198 signed on August 29, 2002, finds that the convenience and necessity of the Town requires the acquisition of the following properties and easements for the purpose of public travel by bicycle and foot:

<u>Property Address</u>	<u>Owner</u>	<u>Description of Easement and Map Reference</u>	<u>Appraised Value</u>
3 Clubhouse Circle	Clubhouse Assoc.	46,784 sq. ft. easement along the Birch Rd. frontage and a 9,286 sq. ft. piece of property under the current location of Birch Rd. as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Clubhouse Associates LLC, Scale 1:500, March, 2002, Sheets 7A & 7B".	\$6,950
574 & 596 Middle Tpk.	Savings Bank of Manchester	17,211 sq. ft. easement along the Middle Tpk. frontage as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Savings Bank of Manchester, Scale 1:500, March 2002, Sheet 3".	\$2,580
316 Hunting Lodge Rd.	Mihalopoulos	1,419 sq. ft. easement along the Birch Rd. frontage as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Theodore and John Mihalopoulos, Scale 1:250, March 2002, Sheet 10".	\$200
504 Middle Tpk.	Van Scoy	5,335 sq. ft. easement and 2,589 sq. ft. right for temporary work area along the Middle Tpk. frontage as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Christopher and Christine Van Scoy, Scale 1:250, March 2002, Sheet 6".	\$925
Birch/Hunting Lodge Rd.	Borovilou	10,401 sq. ft. easement along the Birch Road frontage as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Giomila Borovilou, Scale 1:250, March 2002, Sheet 9".	\$520

The acquisition of these properties to construct and maintain a bikeway and required appurtenances at the above shown appraised values and to acquire said property and property rights by judicial proceeding pursuant to Connecticut General Statute 48-6 is hereby authorized."

attach: 1

cc: file

**Dennis R. Poitras
Attorney At Law
1733 Storrs Road
P.O. Box 534
Storrs, Connecticut 06268**

**Telephone (860) 487-0350
Fax (860) 487-0030**

mail: drpoitras@yahoo.com

October 7, 2003

TO: Lon Hultgren

Re: Middle Turnpike/Birch Road Bicycle Path Easements

Lon:

All property owners approached for a voluntary grant of easement rights have agreed to grant the Town an easement. However, I have run into difficulty in obtaining subordination agreements from third parties having an interest in the property, such as mortgage holders.

I feel that, at this point in time in order to meet the deadline for obtaining the easements, we will have to begin the eminent domain process through court proceedings. The first step in the procedure is to have the Town Council vote to acquire the property rights sought by eminent domain.

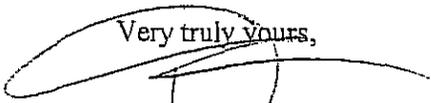
The vote should:

1. Identify the property owners & the property
2. Identify the property rights to be taken
3. find that the convenience and necessity of the Town requires the acquisition of the property for the purpose of public travel by bicycle and foot
4. approve the compensation per the appraisal
5. approve proceeding to acquire the property & property rights by judicial proceeding pursuant to CGS 48-6

The properties involved are:

1. Clubhouse Apartments, LLC (mortgage)
2. Van Scoy (mortgage)
3. Savings Bank of Manchester (mortgage & tenant)
4. Mihapoulos (mortgage)
5. Borovilou (intervening transfer to daughter & son-in-law)

Very truly yours,


Dennis R. Poitras

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**TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER**

Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

Re: Proclamation in Honor of Southeast School's Receipt of Green Flag Award for Environmental Leadership

Dear Town Council:

In light of the Southeast Elementary School's recent receipt of the Center for Health, Environment, and Justice's Green Flag Award for Environmental Leadership, the Mayor has requested that the Town Council adopt the attached proclamation to honor the school for its accomplishments and service to the community.

In addition, we have invited the members of Southeast School's Green Thumb Club to the Council's meeting on October 27, 2003, to receive the proclamation from the Town Council.

The following motion is in order:

Move, effective October 14, 2003, to authorize the Mayor to issue the attached proclamation in honor of the Southeast Elementary School's Green Flag Award.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach: (2)



Town of Mansfield

Proclamation

*In celebration of the Green Flag Award given to
Southeast Elementary School*

Whereas, on Wednesday, September 17, 2003 a Green Flag Award was presented by the Center for Health, Environment and Justice to Mansfield's Southeast Elementary School for its demonstrated Environmental Leadership; and

Whereas, the Green Flag Award recognizes Southeast's efforts in promoting recycling, integrated pest management, indoor air quality, and use of nontoxic chemicals within the school; and

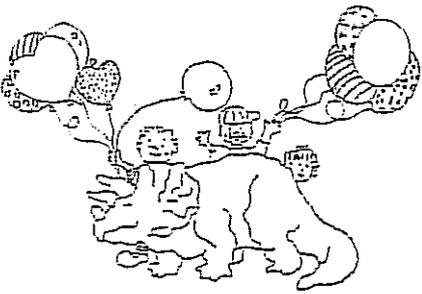
Whereas, Southeast was one of about a dozen schools in the country to be included in a national launch of the Green Flag Program, sponsored by the Center for Health, Environment and Justice; and

Whereas, Southeast was the only elementary school selected to receive a Green Flag Award nationwide; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the Town Council that Southeast Elementary School be recognized by the Town of Mansfield for its distinguished effort to become a leader in improving the community's environment.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 14th day of October in the year 2003.

Elizabeth C. Paterson
Mayor, Town of Mansfield
October 14, 2003



SOUTHEAST ELEMENTARY SCHOOL

134 Warrenville Road • Mansfield Center, CT 06250 • 860-423-1611 • Fax 860-423-0610

Norma Fisher-Doiron, *Principal*

REC'D SEP 05 2003

Martin H. Berliner
Town Manager
Mansfield Town Hall
Four South Eagleville Road
Storrs, CT 06268

September 4, 2003

Dear Mr. Berliner,

I am proud and excited to announce that Southeast Elementary School will be receiving the Green Flag award for Environmental Leadership by the Center for Health, Environment and Justice. The Green Flag award recognizes Southeast's efforts in promoting recycling, integrated pest management, indoor air quality, and use of nontoxic chemicals within the school. In addition to receiving this award, Southeast has been distinguished by being named an exemplar school nationally for its recycling program.

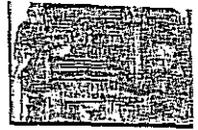
The award ceremony will take place at Southeast on Wednesday, September 17, from 2:30 to 3:00 p.m. Southeast would be honored if you could attend this ceremony.

Please RSVP to Mickey Maheu at 423-1611 ext. 110 or at maheumn@mansfieldct.org. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Mickey Maheu".

Mickey Maheu
Grade 2 Teacher



2003 Walking Weekends

By Brenda Sullivan
Special Correspondent
to The Reminder

MANSFIELD—Among the 95 guided walks featured in the 13th annual Walking Weekends (its new name) are several that will explore in, on and around the Mansfield Hollow Dam, and the state park that is its home.

This popular event, usually held when Fall color is at its best, draws thousands of visitors from New England, and beyond. —This year, there are two weekends devoted to guided walks and so, the event's title has been renamed Walking Weekends.

The walks—all of which are free—will be led by archaeologists, members of the U.S. Army Corps of Engineers, park rangers, historians, authors, farmers, naturalists and many other knowledgeable volunteers.

Some walks are specifically designed to be enjoyable for children, some are planned to accommodate wheelchair users, and a few are even Fido-friendly.

Brochures with descriptions and schedules for the walks are now available in town halls, libraries, museums, and at The Savings Institute's main office in Willimantic, as well as at branch offices.

The brochure can also be downloaded from www.thelastgreenvalley.org

Walking Weekends is a project of the Quinebaug and Shetucket Rivers Valley National Heritage Corridor, which is actually designated a "national park" by the National Parks Service.

The Heritage Corridor encompasses 35 towns in Northeastern

Southeast Elementary is Model for National Environmental Program

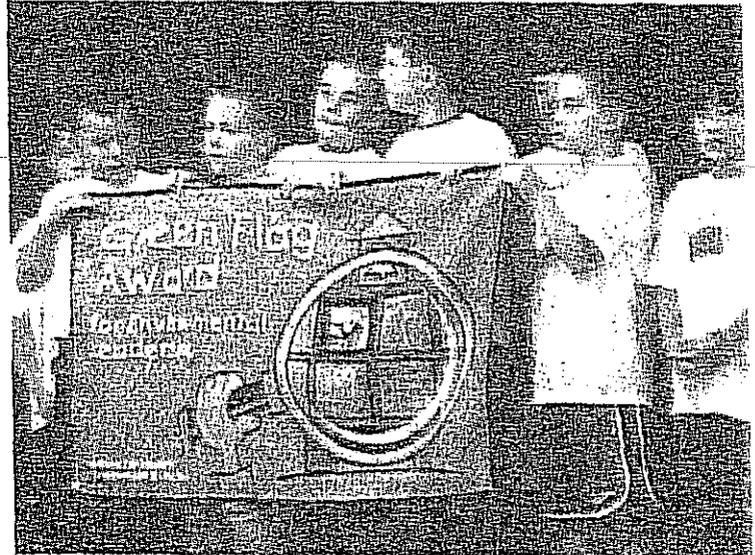
By Brenda Sullivan
Special Correspondent
to The Reminder

MANSFIELD—If any elementary school in the state wants to know how to run a top-notch recycling program, they can just ask for advice from Southeast Elementary School.

The school was recently honored for its environmental education program, including an after-school Green Thumbs Club.

Southeast is one of about a dozen schools in the country to be included in a national launch of what's known as the Green Flag Program, sponsored by the Center for Health, Environment and Justice.

The Center, based in Virginia, was founded in 1981 by Lois Marie Gibbs, who was involved in (See "Green" cont. inside)



Good Job!—Members of Southeast Elementary School's Green Thumbs Club, display the school's environmental award, (L-R) Kaitlyn Murphy, Jordan Dodge, Devin Cyr-Grover, Brian Porter, Joel Accorsi, Kevin Stewart, Michael Sullivan, and Emily Roe. Members not pictured: Patricia Abell, Elizabeth Goodwin, Peyton Holman, Rebecca Frank, and Morgan Olander. Photos courtesy of Southeast School.

Giant 'Leap' for Local Soup Kitchen

By Sue Nimerowski
Special Correspondent
to The Reminder

WILLIMANTIC—Saturday afternoon, September 20, was beautiful. Though warm for late summer, the cloudless sky was a bright azure. A crowd peered over the black, iron fence at Heritage State Park, their faces intent on the rushing waters below.

Four kayakers practiced some rollovers. Then, sensing the time was near, assumed their assigned positions in the water, waiting.

Paul Doyle, Director of the Covenant Soup Kitchen, brought forth a large vinyl container with its precious cargo, paused for a drum roll, and then ceremoniously p 88 tied over 1,000 "frogs" into



A Frog in the Hand—One of the 1000+ little dark green amphibian critters that participated in the first annual frog race.

An ecological happening, or an attempt to re-colonize the river of a decimated species?

of plastic. What the crowd was witnessing was the Covenant S Kitchen's First Annual Frog Race and Festival.

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which we build.
/BUY-FINE
saves until 7pm

From South: 84E (exit 67), 31N, 74W, 83N
From North: 91S (exit 45), 140E, 83S
From Sturbridge:



—relocating the Love Canal neighborhood when she discovered her children's school was built on top.

The Green Flag program has four components. Southeast Elementary won the highest award for its recycling efforts.

The four components are: reduce-reuse-recycle; indoor air quality; reduction of the use of toxic chemicals; and integrated pest management (reducing the use of pesticides).

Principal Norma Fisher-Doiron is proud of the school's accomplishments.

"We are honored to receive the Green Flag Award. Our children are the ambassadors for Southeast, Mansfield and the state of Connecticut," she said.

Now that the school has been recognized for its recycling program, it will focus on the other components, said Southeast teacher Mickey Maheu, who leads the club.

A Green Flag Committee that includes teachers, the school custodian and nurse, a



One Big Compost Bin. Students sift compost into a bin purchased with a grant in 1977. Compost is used to create community gardens and to grow plants in the school greenhouse for the annual fundraiser in May. Photos this page courtesy of Southeast Elementary School.

can ask us and we will serve as a role model," Maheu said.

Of all the schools nationwide chosen for the Green Flag awards, Southeast was the only elementary school, noted Leslie Roberts, a student in the University of Connecticut's environmental education Master's program, who is interning at Southeast.

While the award recognizes schoolwide efforts, the center was especially impressed with the activities of the Green Thumbs after-school club which formed about three years ago.

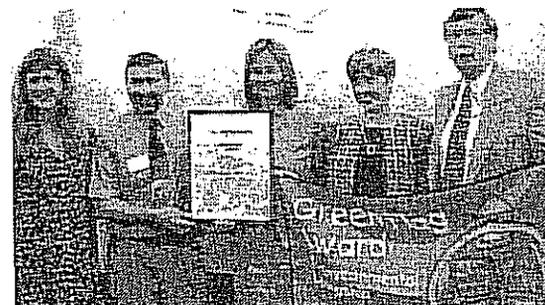
The club's dozen members have used compost — created from food scraps from the town's three elementary schools and mixed with perlite and vermiculite — to build a Pea garden in a park near Windham Mills as well as a garden in front of the school, which is edged with recycled plastic lumber.

They also grow plants in the school greenhouse — from heirloom and organic seeds provided by Virginia Walton, the Town Recycling Officer.

The plants are sold in May. Part of the proceeds of the plant sale go to a fund for the school's playscape, and for field trips to such places as the Goodwin Conservation Center.

The school's program is guided by a committee, Walton noted.

"The program is meant to help students become leaders, to learn that what we call 'waste' can be useful, and to take that information and pass it on to the community."



Ceremony at the Capitol. Accepting a Green Flag Program Award on September 17 at the Legislative Office Building, (L-R) Virginia Walton, Recycling Officer; Mickey Maheu, Southeast teacher and Green Thumbs Club leader; State Rep. Denise Merrill; Southeast Principal Norma Fisher-Doiron; Superintendent Gordon Schimmel.

community representative and Walton will guide that challenge.

Last Spring, a representative of the Center for Health, Environment and Justice Paul Ruther, read about the school's previous awards online, and visited the school.

"We gave him a tour, he spoke with Virginia Walton, the recycling officer, and he asked us to be a part of the pilot program which basically meant doing a survey," Maheu explained.

"Now it's been named an exemplary elementary school nationally, so if anyone

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

**Re: Proclamation Designating the Month of October as Breast Cancer Awareness
Month in the Town of Mansfield**

Dear Town Council:

Attached you will find a proposed proclamation designating the month of October as "Breast Cancer Awareness Month" in the Town of Mansfield. The month of October has also been designated as the National and the Connecticut Breast Cancer Awareness month. Effective methods of detecting breast cancer can significantly reduce the suffering and deaths associated with this disease.

Staff recommends that the Council adopt the resolution as presented. If the Council supports this recommendation, the following motion is in order:

Move, effective October 14, 2003, to designate the month of October as Breast Cancer Awareness Month in the Town of Mansfield and to authorize the Mayor to issue the proclamation as presented by town staff.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach: (2)



*Town of Mansfield
Proclamation
Designating the Month of October 2003 as Breast Cancer
Awareness Month*

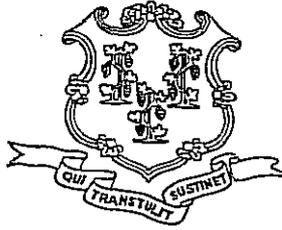
WHEREAS, October 2003 has been designated the National and the Connecticut Breast Cancer Awareness Month; and

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

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

NOW, THEREFORE, I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby proclaim the Month of October 2003 as Breast Cancer Awareness Month in the Town of Mansfield, urging all women and their families to become educated about breast cancer and the importance of regular mammography screening.

*Elizabeth C. Paterson
Mayor of Mansfield, Connecticut*



M. Jodi Rell
LIEUTENANT GOVERNOR

September 23, 2003

REC'D SEP 24 2003

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

Dear Town Manager Berliner,

October is nearly here and that means it's time for all of us to begin preparing for events marking "Breast Cancer Awareness Month" in Connecticut.

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

This year, I invite you to once again join me in raising awareness of this disease by placing a pink-ribbon wreath on your Town Hall or other appropriate municipal building during the month of October. I encourage you to talk to local health officials or breast cancer prevention activists in your community to decorate the wreath, as well as to plan a ceremony for its presentation and hanging. The wreath need not be large, but it should serve as a reminder for the need for education, prevention and early detection.

Please let me know if your town will participate and when the wreath hanging is scheduled, as we are compiling a list of events for "Breast Cancer Awareness Month" and want to ensure that participating towns receive the recognition they deserve. Please let us know the date of your ceremony; I hope to visit several local ceremonies as my schedule permits.

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

Sincerely,



M. Jodi Rell
Lieutenant Governor

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**TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER**



Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

Re: Proclamation Designating October 15, 2003 as White Cane Safety Day in the Town of Mansfield

Dear Town Council:

The National Federation of the Blind of Connecticut is seeking a proclamation from the Town to designate Wednesday, October 15, 2003 as "White Cane Safety Day." The town has traditionally honored and supported this request. Therefore, we have prepared the attached proclamation for the Council's consideration.

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

Move, to authorize the Mayor to issue the attached proclamation designating Wednesday, October 15, 2003 as "White Cane Safety Day" in the Town of Mansfield.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(2)



*Town of Mansfield
Proclamation*

Designating October 15, 2003 as White Cane Safety Day in Mansfield

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

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

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

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

NOW, THEREFORE, I, Elizabeth C. Paterson, Mayor of the Town of Mansfield, do hereby proclaim October 15, 2003, as **WHITE CANE SAFETY DAY** for the Town of Mansfield and call upon our schools, institutions and business leaders to take the lead in ensuring full acceptance and equal opportunities for the blind of Connecticut, and I also urge all citizens to recognize and respect the white cane and the dog guide as representing safety, dignity and self-help for the blind of Connecticut.

Dated at Mansfield, Connecticut, this 15th day of October 2003.

*Elizabeth C. Paterson
Mayor*

REC'D SEP 25 2003



NATIONAL FEDERATION OF THE BLIND OF CONNECTICUT

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

ATTENTION: Mayors and First Selectmen

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

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

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

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

Cordially,

Betty M. Woodward

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



NATIONAL FEDERATION OF THE BLIND OF CONNECTICUT

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

PROCLAMATION
WHITE CANE SAFETY DAY
October 15, 2003

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

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

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

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

NOW, THEREFORE, I, _____,
_____ of the _____ of _____, do
hereby proclaim October 15, 2003, as WHITE CANE SAFETY DAY for the
_____ of _____ and call upon our schools, institutions and
business leaders to take the lead in ensuring full acceptance and equal
opportunities for the blind of Connecticut, and I also urge all citizens to recognize
and respect the white cane and the dog guide as representing safety, dignity and
self-help for the blind of Connecticut.

Dated at _____, Connecticut, this _____ day of
_____, 2003.

Mayor/First Selectman

**TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER**



Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

Re: Resolution in Support of Smoking Ban

Dear Town Council:

Attached please find a request from the MATCH Coalition requesting that the Town Council adopt the attached resolution in support of the state's new smoking ban, which went into effect on October 1, 2003.

If the Town Council supports this request, the following resolution is in order:

Resolved, effective October 14, 2003, to approve the attached resolution in support of the State of Connecticut's new smoking ban.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(7)



RESOLUTION IN SUPPORT THE STATE OF CONNECTICUT'S SMOKING BAN

Whereas, as of October 1, 2003, all restaurants and bars must be smoke-free pursuant to Connecticut state law (Public Act 03-45) and establishments with a café or tavern permit or the bar area of a bowling alley must be smoke-free by April 1, 2004.

Whereas, the smoking ban will protect the health of families in public areas and employees in small businesses, bars and restaurants by dramatically reducing exposure to second hand smoke.

Whereas, secondhand smoke is the third leading cause of preventable death in the United States, killing approximately 53,000 people each year (from heart disease, lung cancer and other cancers). Secondhand smoke is a group A carcinogen, of which there is no safe level of exposure and hotel, restaurant and bar workers are especially vulnerable to the harmful effectors of secondhand smoke because of longer exposure at work than patrons.

NOW THEREFORE BE IT RESOLVED, the Town of Mansfield congratulates the State of Connecticut for enacting this important public health initiative and sincerely thanks restaurants and bars in our town for going smoke free for the health of its patrons and employees.

Adopted this 14th day of October 2003.



MATCH

COALITION, INC.

78 Beaver Road
Wethersfield, CT 06109

Tel. (860) 721-6888
Fax (860) 721-6999
E-mail:
info@matchcoalition.com

September 23, 2003

REC'D SEP 25 2003

Dear Town Manager Berliner:

As you know, October 1st will be the first day of the new Smoking Ban for many restaurants and bars in Connecticut. On that day, well over 2500 restaurants and bars in the state will go smoke free.

This smoking ban is a workplace issue. Restaurants and bar employees, as well as small businesses are effected by harmful secondhand smoke. Secondhand smoke is the third leading cause of preventable death in the United States. It kills approximately 53,000 people each year (from heart disease, lung cancer and other cancers). The health effects of secondhand smoke exposure have been well documented, in fact there are more than 3,000 scientific articles to date that have studied the issue and reported on the alarming effects. Further, secondhand smoke is a group A carcinogen, of which there is no safe level of exposure. Hotel, restaurant and bar workers are especially vulnerable to the harmful effectors of secondhand smoke because of longer exposure at work than patrons.

I have enclosed a preliminary resolution that MATCH is asking that you read into the minutes of your next town meeting. It is a way for the town to offer support for those businesses going smoke free, and to remind your community that restaurants will be going smoke free for their health. Please feel free to alter the resolution as you see fit, or please contact me and I can assist with that process.

We also wanted to provide you with information about that smoking ban so you can serve as a resource for your community. For your convenience, I have included FAQs and Fact Sheets created by the American Lung Association about the ban. For more information about the ban, please call 1-800-Lung-USA or log onto our website at www.matchcoalition.com. Our web site has all the up to date information about this important public health initiative.

Thank you for taking the time to help us reach out to your community. We truly appreciate your support and assistance with this project. We also encourage you to participate in The MATCH Coalition's **Dine Out Month** during the entire month of October. Please eat out at one of the many fine restaurants in your area and celebrate this important public health victory!

Please do not hesitate to contact me at (860) 721-6888 or via email at wichlac@matchcoalition.com. I look forward to working with you on this project and many other events in the future.

Best Wishes,

Maria C. Wichlac
Grassroots Manager

_____ TOWN COUNCIL

RESOLUTION IN SUPPORT OF THE SMOKING BAN

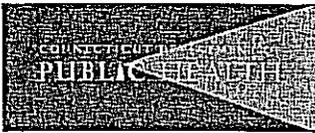
WHEREAS, as of October 1, 2003, all restaurants and bars must be smoke-free pursuant to Connecticut state law (Public Act 03-45) and establishments with a café or tavern permit or the bar area of a bowling alley must be smoke-free by April 1, 2004.

WHEREAS, the smoking ban will protect the health of families in public areas and employees in small businesses, bars and restaurants by dramatically reducing exposure to second hand smoke.

WHEREAS, secondhand smoke is the third leading cause of preventable death in the United States, killing approximately 53,000 people each year (from heart disease, lung cancer and other cancers). Secondhand smoke is a group A carcinogen, of which there is no safe level of exposure and hotel, restaurant and bar workers are especially vulnerable to the harmful effectors of secondhand smoke because of longer exposure at work than patrons.

NOW THEREFORE BE IT RESOLVED the Town of _____ congratulates the State of Connecticut for enacting this important public health initiative and sincerely thanks restaurants and bars in our town for going smoke free for the health of its patrons and employees.

Adopted this 1st day of October, 2003.



Keeping Connecticut Healthy

**LEAD BY EXAMPLE.
BE TOBACCO FREE.**

TOBACCO USE PREVENTION & CONTROL

Preparing for a Smoke-Free Connecticut A Guide for Businesses* with Fewer Than Five Employees

Beginning October 1, 2003, the Connecticut Clean Indoor Air Act has been expanded to address ALL worksites, pursuant to Connecticut Public Act 03-45.

**As of October 1, 2003, all restaurants and bars must be smoke-free pursuant to state law (Public Act 03-45). Establishments with a café or tavern permit or the bar area of a bowling alley and in any area of a dog race track or a facility equipped with screens for the simulcasting of off-track betting race programs or jai alai games must be smoke-free by April 1, 2004 (refer to "A Guide for Restaurants and Bars" for more information).*

What is the smoke-free law?

- Connecticut's expanded smoke-free law (Public Act 03-45) prohibits smoking in buildings open to the public and most indoor work places to protect employees and the public from the hazards of secondhand smoke.

Why do we need the smoke-free law?

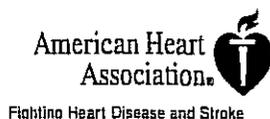
- Secondhand smoke is the combination of smoke exhaled by a smoker and the smoke given off by a burning cigarette, cigar or pipe. It contains more than 4,000 chemicals, including 43 known cancer-causing substances.

Secondhand smoke can kill. It is responsible for 53,000 deaths nationwide annually, and it is the third leading cause of preventable death in the United States.

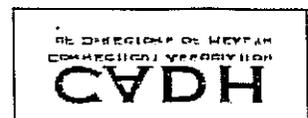
Why is the smoke-free law good for business?

Exposure to secondhand smoke compromises worker health and safety. Workplaces with high tobacco smoke pollution (TSP) levels have more employee illness and increased health-related absenteeism. High TSP levels also reduce worker productivity and create unnecessary problems for management. Smoke-free businesses have healthier employees who are more productive.

Best of all, going smoke-free costs nothing! Smoke-free businesses actually save money on cleaning and maintenance costs.



Connecticut QUTLINE
1-866-862-8847
P.103



How does the law pertain to me?

- Employers with fewer than five employees must provide one or more nonsmoking work areas for any employee(s) who request to work in such area.
- Employers with fewer than five employees in a business facility must post signs that clearly designate smoking and nonsmoking work areas. Signs must be positioned so that both employees and visitors can readily see them.
- Employers may designate their entire facility smoke-free.
- In business facilities with fewer than five employees, existing physical barriers and ventilation systems shall be used in the areas where smoking is permitted to minimize the effect of smoking in adjacent nonsmoking areas.

How will the law be enforced?

There are a number of agencies with the authority to enforce the various sections of Public Act 03-45 including local and state police, the liquor control division of the Connecticut State Department of Consumer Protection and the Department of Labor.

What are the penalties?

Any patron or employee found guilty of smoking in violation of Public Act 03-45 is subject to an infraction punishable up to \$99. In addition, any employer who allows smoking in an area or establishment that is regulated by this act is subject to administrative enforcement by the Connecticut State Department of Consumer Protection and Department of Labor.

How can I file a complaint?

To file a complaint, please call the Connecticut State Department of Labor at 860-566-4550.

How can I support my employees and patrons if they want to quit smoking?

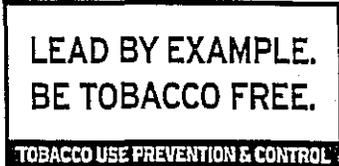
If you smoke and want to quit, or to support your employees or patrons who want to quit, call the Connecticut QuitLine at 1-866-END-HABIT (1-866-363-4224) or visit www.ctquitline.org.

How can I find more information?

For more information about Public Act 03-45, contact the American Lung Association of Connecticut at 1-800-LUNG-USA (1-800-586-4872) or visit www.alact.org.



Keeping Connecticut Healthy



Preparing for a Smoke-Free Connecticut A Guide for Businesses* with Five or More Employees

The Connecticut Clean Indoor Air Act has been expanded to include all worksites. Beginning October 1, 2003, each employer with five or more employees shall prohibit smoking in any business facility under their control pursuant to Connecticut Public Act 03-45.

**As of October 1, 2003, all restaurants and bars must be smoke-free pursuant to state law (Public Act 03-45). Establishments with a café or tavern permit or the bar area of a bowling alley and in any area of a dog race track or a facility equipped with screens for the simulcasting of off-track betting race programs or jai alai games must be smoke-free by April 1, 2004 (refer to "A Guide for Restaurants and Bars" for more information).*

What is the smoke-free law?

Connecticut's expanded smoke-free law (Public Act 03-45) prohibits smoking in buildings open to the public and most indoor work places to protect employees and the public from the hazards of secondhand smoke.

Why do we need the smoke-free law?

Secondhand smoke is the combination of smoke exhaled by a smoker and the smoke given off by a burning cigarette, cigar or pipe. It contains more than 4,000 chemicals, including 43 known cancer-causing substances.

Secondhand smoke can kill. It is responsible for 53,000 deaths nationwide annually, and it is the third leading cause of preventable death in the United States.

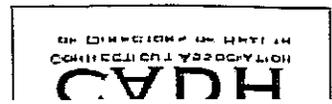
Why is the smoke-free law good for business?

Exposure to secondhand smoke compromises worker health and safety. Workplaces with high tobacco smoke pollution (TSP) levels have more employee illness and increased health-related absenteeism. High TSP levels also reduce worker productivity and create unnecessary problems for management. Smoke-free businesses have healthier employees who are more productive.

Best of all, going smoke-free costs nothing! Smoke-free businesses actually save money on cleaning and maintenance costs.



Connecticut OUTLINE
1-866-P.105



How does the law pertain to me?

- Employers of five or more employees must prohibit smoking in all their business facilities.
- Employers must post signs that state smoking is prohibited pursuant to state law. Signs must be positioned so that both employees and visitors can readily see them. The lettering on such signs must be at least four inches high and one-half inch wide. (For elevators, restaurants, bars, hotels, motels and health care institutions, this specific lettering size is not a requirement.)
- Employers may designate their entire facility smoke-free or they may provide one or more smoking break rooms for the use of employees only. Smoking break rooms must be located in non-work areas, where employees are not required to enter to perform their work. Employers who designate smoking break rooms must designate sufficient nonsmoking break rooms for their nonsmoking employees. Appropriate signage must be posted indicating whether an area is a smoking or non-smoking break room.
- Employer designated smoking rooms must exhaust air to the outside, and ventilation must comply with state and federal (OSHA & EPA) ventilation standards.

How will the law be enforced?

There are a number of agencies with the authority to enforce the various sections of Public Act 03-45 including local and state police, the liquor control division of the Connecticut State Department of Consumer Protection and the Department of Labor.

What are the penalties?

Any patron or employee found guilty of smoking in violation of Public Act 03-45 is subject to an infraction punishable up to \$99. In addition, any employer who allows smoking in an area or establishment that is regulated by this act is subject to administrative enforcement by the Connecticut State Department of Consumer Protection and Department of Labor.

How can I file a complaint?

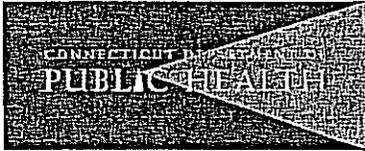
To file a complaint, please call the Connecticut State Department of Labor at 860-566-4550.

How can I support my employees and patrons if they want to quit smoking?

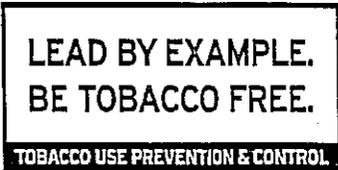
If you smoke and want to quit, or to support your employees or patrons who want to quit, call the Connecticut QuitLine at 1-866-END-HABIT (1-866-363-4224) or visit www.ctquitline.org.

How can I find more information?

For more information about Public Act 03-45, contact the American Lung Association of Connecticut at 1-800-LUNG-USA (1-800-586-4872) or visit www.alact.org.



Keeping Connecticut Healthy



Preparing for a Smoke-Free Connecticut A Guide for Restaurants and Bars

As of October 1, 2003, all restaurants and bars must be smoke-free pursuant to state law (Public Act 03-45). Establishments with a café or tavern permit or the bar area of a bowling alley and in any area of a dog race track or a facility equipped with screens for the simulcasting of off-track betting race programs or jai alai games must be smoke-free by April 1, 2004.

Do I need to post a sign?

Yes. Restaurants and bars must post a sign stating that smoking is prohibited by state law. This sign must be prominently posted and maintained and any such removal of this sign is punishable by law up to \$99.

What do I do about a patron who refuses to comply?

Use common sense. The purpose of the act is to protect others from the harmful effects of secondhand smoke. It is your duty to request that a patron refrain from smoking in your establishment. If they refuse, you can ask them to leave. Call the police if the violator adamantly refuses to stop smoking, will not leave the building, is threatening physical harm, or is belligerent.

What if I choose not to ask customers to stop smoking?

The person who is smoking is violating the law. You have a legal obligation to stop violations of the law that occur on your property.

How will the law be enforced?

There are a number of agencies with the authority to enforce Public Act 03-45 including local police, the liquor control division of the Connecticut Department of Consumer Protection and the Connecticut Department of Labor.

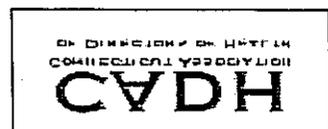


Connecticut QUTLINE

1-866-END-HABIT

P.107

2003



What are the penalties?

Any patron or employee found guilty of smoking in violation of Public Act 03-45 is subject to an infraction punishable up to \$99. In addition, any employer who allows smoking in an area or establishment that is regulated by this act is subject to administrative enforcement by the Connecticut Department of Consumer Protection and the Connecticut Department of Labor.

What about smoking in an outdoor section of a restaurant?

Smoking is prohibited where outside seating is covered by a roof or other ceiling enclosure. Outside areas of a restaurant, which are not covered by a roof or other ceiling enclosure, may have not more than 25 percent of its seating set aside for smoking. Any outdoor smoking and nonsmoking seating areas must be clearly indicated with signage.

How will this new smoke-free law affect Connecticut business?

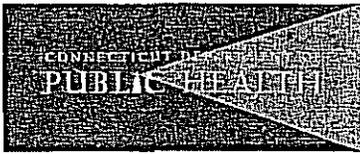
Studies of cities and states with smoke-free workplace laws that include bars and restaurants provide strong evidence that the law will have a neutral or even positive impact on business. The California Smoke-Free Workplace Act has been in effect since 1998 and taxable annual sales for bars and restaurants show a steady increase. In 1998, sales were up more than five percent; in 1999, sales were up more than eight percent; and in 2000 sales were up more than nine percent. Additional studies of smoke-free workplaces, including restaurants and bars, show profits increase with the increased productivity of their employees and a decrease in maintenance costs.

How can I support my employees and patrons if they want to quit smoking?

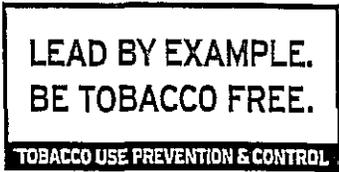
If you smoke and want to quit, or to support your employees or patrons who want to quit, call the Connecticut QuitLine at 1-866-END-HABIT (1-866-363-4224) or visit www.ctquitline.org.

How can I find more information?

For more information about Public Act 03-45, contact the American Lung Association of Connecticut at 1-800-LUNG USA or visit www.alact.org.



Keeping Connecticut Healthy



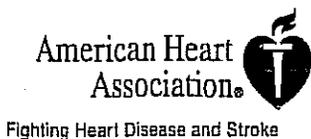
Smoke-Free Success Keeping it Simple

As of October 1, 2003, all restaurants and bars must be smoke-free pursuant to state law (Public Act 03-45). Establishments with a café or tavern permit or the bar area of a bowling alley and in any area of a dog race track or a facility equipped with screens for the simulcasting of off-track betting race programs or jai alai games must be smoke-free by April 1, 2004.

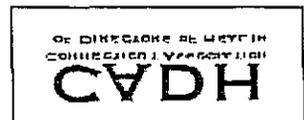
As a hospitality business owner you might be concerned about the impact of the new smoke-free law on your employees and patrons. Here are some easy tips to successfully make your business smoke-free.

- Post signs stating smoking is prohibited by state law at all entrances to the establishment and in conspicuous locations inside.
- Advise your employees about the law, including what to say to patrons who light up or want to smoke.
- Remove ashtrays and any other tobacco-related items to create a smoke-free business environment.
- Hold customer appreciation nights or provide promotional materials such as napkins or coasters that deliver a smoke-free message.
- Stay positive. It will help all your patrons adjust.

For more information about going smoke-free, contact the American Lung Association of Connecticut at 1-800-LUNG USA or visit www.alact.org. If you smoke and want to quit, or to support your employees or patrons who want to quit, call the Connecticut QuitLine at 1-866-END-HABIT (1-866-363-4224) or visit www.ctquitline.org.



Connecticut QUITLINE
1-866-END-HABIT
P.109



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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

Re: Rural Minor Collector Grant – Clover Mill Loop

Dear Town Council:

The Director of Public Works recently submitted a grant application for rural minor collector grant funds for Clover Mill Road, and a pavement reclamation project has qualified for a grant. In addition to the pavement project, new guardrails at the culvert crossings on Clover Mill Road are included in the grant. The total cost of the project is estimated to be \$155,000 and the Town would be responsible for \$37,400. This share could be funded from the capital guardrail and road surfacing accounts.

This project is to be fast-tracked and a design submission is due in early December. The project is categorized as a "maintenance" project and therefore does not require a public information meeting; only a published notice is required.

Staff recommends that the Council approve the attached resolution accepting the grant. If the Town Council agrees with the staff recommendation, the following motion is in order:

Resolved, effective October 14, 2003, to approve the attached resolution accepting the Rural Minor Collector Grant application in order to secure funding for a pavement reclamation project on Clover Mill Road.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(3)

TOWN OF MANSFIELD
MEMORANDUM
9/22/03

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works 
RE: Rural Minor Collector Grant – Clover Mill Loop

As you know, there is a relatively new grant program administered by the ConnDOT through the planning regions for rural minor collector roads.

We recently submitted a grant application for rural minor collector grant funds for Clover Mill Road, and a pavement reclamation project for the lower loop (Route 195 to Route 195) has qualified for a grant. In addition to the pavement reclamation, three short stretches of guiderail at the culvert crossings on Clover Mill Road north of the loop are included in the grant. The total project cost is estimated to be \$155,000 of which the Town's share would be \$37,400, which we can fund from the capital guardrail and road surfacing accounts. No right-of-way or widening will be needed for this project. It is to be fast-tracked with our design submission due in early December of this year. Because this project is of a "maintenance" type, a public information meeting is not required - - only a published notice is.

In order to secure these funds, a resolution from the Council (see attached) is required. Council's action to accept the grant with the attached resolution is respectfully requested.

cc: Grant Meitzler, Assistant Town Engineer
Gregory J. Padick, Town Planner
Timothy M. Webb, Superintendent of Public Works
file

attach: 1

RESOLUTION

Reconstruction of Clover Mill Road from Route 195 (North) to Route 195 (South).

WHEREAS, the Town of Mansfield has published a legal notice display ad, mailed a news release to a number of officials and agencies, and mailed a formal letter to abutting property owners, announcing that Federal STP Transportation funds are being proposed to be used for a transportation project known as the reclamation of the Clover Mill Road loop and that public comment will be accepted; and

WHEREAS, the Windham Regional Planning District (WinCOG) has selected this project as a regional priority and has agreed to utilize federal funds for right-of-way and construction activities; and

WHEREAS, the project is located on a municipally owned road, the preliminary engineering phase will be performed by the Town of Mansfield or its consultant, utilizing 100% local funds, and rights-of-way are not expected to be required for this project; and

WHEREAS, the Mansfield Town Council has considered the concerns of the residents and finds that the proposed reclamation of the Clover Mill Road loop is in the best interest of the Town and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the motoring public.

WHEREAS the Town of Mansfield, based on the above information, and by virtue of this resolution, hereby fully supports the proposed project.

Voted on the _____ day of _____, 2003

Town Seal

Joan E. Gerdson
Town Clerk

MHB



TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS

Lon.R. Hultgren, P.E., Director

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

News Item for Immediate Release

Town of Mansfield, Connecticut – the Town of Mansfield has a proposed project for the pavement reclamation of the Clover Mill Road loop (Rt. 195 to Rt. 195). The project is in the concept stage and may be recommended for construction under the Surface Transportation Program administered by the Connecticut Department of Transportation. This project, if supported by the community and Town officials, will be designed by the Town.

It is the Town's and the State's policy to keep persons informed and involved when such projects are undertaken.

It is planned to grind up the existing pavement on the loop and replace it with new bituminous and replace the existing guideposts north of the loop at the three culvert crossings with guiderail.

Based upon a preliminary assessment, the construction cost will be approximately \$155,000.

It is anticipated that the Federal Highway Administration will provide 80% of the construction cost with the Town providing the remaining portion.

Anyone interested in obtaining further information or providing input may do so by contacting Lon Hultgren, Director of Public Works, Town of Mansfield, 4 South Eagleville Road, Storrs/Mansfield, CT 06268-2599, (860) 429-3332.

Chronicle, Willimantic, Conn., Friday, September 26, 2003 5

NOTICE

The Town of Mansfield has a proposed project for the pavement reclamation of the Clover Mill Road loop (Rt. 195 to Rt. 195). The project is in the concept stage and may be recommended for construction under the Surface Transportation Program administered by the Connecticut DOT. This project, if supported by the community and Town officials, will be designed by the Town.

It is planned to grind up the existing pavement on the loop and replace it with new bituminous pavement and place guiderail at the three culvert crossings north of the loop.

Based upon a preliminary assessment, the construction cost will be approximately \$155,000. It is anticipated that the Federal Highway Administration will provide 80% of the construction cost with the Town providing the remaining portion.

Anyone interested in obtaining further information or providing input may do so by contacting Lon Hultgren, Director of Public Works, Town of Mansfield, 4 South Eagleville Road, Storrs/Mansfield, CT 06268-2599, (860) 429-3832.

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**TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER**



Martin H. Berliner, Town Manager

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

October 14, 2003

Town Council
Town of Mansfield

Re: Ordinance Regulating the Possession of Alcohol by Persons Under 21 Years of Age

Dear Town Council:

As mentioned previously, attached please find a draft ordinance regulating the possession of alcohol by persons under 21 years of age. Town staff has prepared the ordinance in consultation with the Town Attorney, and we recommend that the Council schedule a public hearing in November to solicit public comment regarding the draft.

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

Move, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on November 10, 2003 to solicit public comment regarding a proposed ordinance regulating the possession of alcohol by persons under 21 years of age.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)

**Town of Mansfield
Code of Ordinances
Chapter 101, Alcoholic Beverages
Article III, Possession of Alcohol by Persons Under 21 Years of Age**

"An Ordinance Regulating Possession of Alcohol by Persons Under 21 years of Age"

October 14, 2003 Draft

Section 1. Findings and Purpose.

The Town Council of the Town of Mansfield finds that:

- (a) The unregulated possession of alcoholic liquor by persons under the age of twenty-one (21) is detrimental to the general welfare, health and safety of all residents of Mansfield, especially to its youth; and
- (b) The consumption of alcohol by persons under the age of twenty-one (21) while unsupervised by a parental authority creates not only a health and safety risk to those minors, but presents a public nuisance to the general public as well

Therefore, the Town of Mansfield seeks to protect, preserve and promote the health, safety, welfare and quality of life of all its residents by regulating the possession of alcohol by those persons under the age of 21.

Section 2. Definitions.

- (a) "Alcoholic liquor" shall have the same meaning as the term is defined in *Connecticut General Statutes* §30-1(3), as it may be amended from time to time.
- (b) "Host" shall mean to organize a gathering of two or more persons, or to allow the premises under one's control to be used with one's knowledge for a gathering of two or more persons, for personal, social or business interaction.
- (c) "Minor" shall have the same meaning as the term is defined in *Connecticut General Statutes* §30-1(12), as it may be amended from time to time.

Section 3. Possession of Alcoholic Liquor Restricted.

No person under the age of twenty-one (21) shall possess any container of alcoholic liquor, whether opened or unopened, within the Town of Mansfield except when accompanied by or in the presence of his parent, guardian, or spouse who has attained the age of twenty-one (21) years. This restriction shall apply to both public and private property.

Section 4. Hosting an Event or Gathering Restricted.

No person shall host an event or gathering at which alcoholic liquor is consumed by or dispensed to any person who has not attained the age of twenty-one (21) years unless such a person who has not attained the age of twenty-one (21) years is accompanied by or is in the presence of his or her parent, guardian, or spouse who has attained the age of twenty-one (21) years. This prohibition shall apply to any event or gathering within the Town of Mansfield, whether conducted on public or private property.

Section 5. Possession Otherwise Permitted by Law.

Notwithstanding the above, nothing herein shall prohibit the serving or selling of alcoholic liquor by a minor if otherwise permitted by state law.

Section 6. Enforcement.

The Town Manager as the Director of Public Safety, or his designee(s), is charged with enforcing the provisions of this Ordinance.

Section 7. Violations and Penalties.

- (a) Any person violating Section 3 of this Ordinance shall be subject to a fine of \$100 dollars (\$100) for the first such violation and shall be subject to a fine of one hundred (\$100) dollars for each such violation thereafter.
- (b) Any person violating Section 4 of this Ordinance shall be subject to a fine of \$100 dollars (\$100) for the first such violation and shall be subject to a fine of one hundred (\$100) dollars for each such violation thereafter.
- (c) All fines paid pursuant to this Ordinance shall be payable to the Collector of Revenue of the Town of Mansfield

Section 8. Appeals Procedure.

Any person fined pursuant to this Ordinance may appeal such fine pursuant to the provisions of the Town of Mansfield Hearing Procedure for Citations Ordinance.

Section 9. Construction.

Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall include both genders.

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

October 14, 2003

Town Council
Town of Mansfield

Re: Fiscal Year 2003/04 Wage Adjustment for Nonunion Personnel

Dear Town Council:

The Town Council generally sets the pay rates for town personnel on a fiscal year basis (July 1 through June 30). With respect to setting the pay rates for regular nonunion personnel, the town's practice has been to attempt to match the percentage increase awarded to members of the bargaining unit for professional and technical employees (Local 760, CSEA). The town pays regular nonunion personnel according to the Town Administrators Pay Plan, which is organized on a pay grade and step system. Because we were engaged in negotiations with Local 760, CSEA, we held off on submitting an increase for nonunion personnel for the start of the fiscal year.

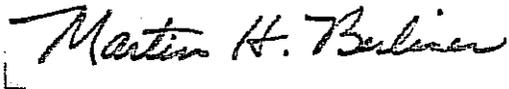
Under the recently settled agreement, CSEA members will receive a 2.75 percent increase for fiscal year 2003/04. Therefore, in order to provide equity between the town's various employee units, we recommend that the Town Council increase the pay rates for regular nonunion personnel by 2.75 percent, retroactive to July 1, 2003. The recommendation is in line the current Consumer Price Index for the Northeast Region, which shows a 2.6 percent increase for the one-year period ending in August 2003. In recent years the town has awarded nonunion personnel with increases in excess of three percent. However, given the fact that the fiscal environment has changed, we believe that a 2.75 percent increase is fair and reasonable. We had budgeted for a two-percent increase and steps, and anticipate that we could accommodate the difference through planned savings in employee health insurance.

With respect to employee health insurance, we intend to modify the plans in effect for nonunion personnel as we have done with union employees. These changes will consist of increasing the amount of the employee cost share and prescription co-pays for the premium plan (Century Preferred), and providing other incentives to encourage employees to transition to the more cost-effective plan (Bluecare POS). As you know, employee health insurance has become very costly and we have had to ask employees to bear a greater share of that expense.

If the Town Council supports the recommended wage adjustment, the following motion is in order:

Move, effective October 14, 2003, to increase the pay rates in the Town Administrators Pay Plan by 2.75 percent, retroactive to July 1, 2003.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(2)

Table 3. Consumer Price Index for All Urban Consumers (CPI-U): Selected areas, all items index

(1982-84=100, unless otherwise noted)

CPI-U	Pricing schedule 1	All items									
		Indexes				Percent change to Aug.2003 from—			Percent change to July2003 from—		
		May 2003	June 2003	July 2003	Aug. 2003	Aug. 2002	June 2003	July 2003	July 2002	May 2003	June 2003
U.S. city average	M	183.5	183.7	183.9	184.6	2.2	0.5	0.4	2.1	0.2	0.1
Region and area size ²											
Northeast urban	M	192.7	192.8	193.5	194.3	2.6	.8	.4	2.8	.4	.4
Size A - More than 1,500,000	M	194.6	194.9	195.5	196.6	2.8	.9	.6	2.8	.5	.3
Size B/C - 50,000 to 1,500,000 ³	M	114.2	113.9	114.5	114.4	2.1	.4	-.1	2.4	.3	.5
Midwest urban	M	177.7	178.4	178.1	178.8	1.7	.2	.4	1.6	.2	-.2
Size A - More than 1,500,000	M	179.7	180.7	180.5	181.2	1.7	.3	.4	1.7	.4	-.1
Size B/C - 50,000 to 1,500,000 ³	M	113.0	113.2	113.1	113.6	2.0	.4	.4	1.6	.1	-.1
Size D - Nonmetropolitan (less than 50,000)	M	171.7	172.6	171.4	172.1	1.4	-.3	.4	1.2	-.2	-.7
South urban	M	176.8	177.2	177.3	177.9	2.4	.4	.3	2.1	.3	.1
Size A - More than 1,500,000	M	178.6	179.0	179.1	179.8	2.5	.4	.4	2.5	.3	.1
Size B/C - 50,000 to 1,500,000 ³	M	112.8	113.1	113.1	113.4	2.3	.3	.3	1.9	.3	.0
Size D - Nonmetropolitan (less than 50,000)	M	174.7	174.9	175.0	175.9	1.9	.6	.5	1.6	.2	.1
West urban	M	188.5	188.1	188.4	189.2	2.1	.6	.4	2.0	-.1	.2
Size A - More than 1,500,000	M	191.2	190.9	190.9	191.7	2.0	.4	.4	1.9	-.2	.0
Size B/C - 50,000 to 1,500,000 ³	M	114.7	114.4	115.1	115.5	2.2	1.0	.3	2.3	.3	.6
Size classes											
A ⁴	M	167.9	168.2	168.3	169.0	2.2	.5	.4	2.2	.2	.1
B/C ³	M	113.4	113.4	113.6	113.9	2.2	.4	.3	2.0	.2	.2
D	M	176.1	176.4	176.1	177.1	1.8	.4	.6	1.6	.0	-.2
Selected local areas ⁵											
Chicago-Gary-Kenosha, IL-IN-WI	M	183.4	184.1	184.1	184.5	1.6	.2	.2	1.6	.4	.0
Los Angeles-Riverside-Orange County, CA ..	M	186.4	186.3	186.3	186.9	2.1	.3	.3	2.3	-.1	.0
New York-Northern N.J.-Long Island, NY-NJ-CT-PA	M	186.8	186.9	187.7	189.1	3.1	1.1	.7	3.0	.5	.4
Boston-Brockton-Nashua, MA-NH-ME-CT	1	202.3	-	203.0	-	-	-	-	3.7	.3	-
Cleveland-Akron, OH	1	175.1	-	176.0	-	-	-	-	1.5	.5	-
Dallas-Fort Worth, TX	1	176.9	-	176.5	-	-	-	-	2.1	-.2	-
Washington-Baltimore, DC-MD-VA-WV ⁶	1	115.7	-	116.8	-	-	-	-	3.0	1.0	-
Atlanta, GA	2	-	181.5	-	181.7	1.1	.1	-	-	-	-
Detroit-Ann Arbor-Flint, MI	2	-	182.8	-	183.6	1.5	.4	-	-	-	-
Houston-Galveston-Beaumont, TX	2	-	162.5	-	164.1	2.5	1.0	-	-	-	-
Miami-Fort Lauderdale, FL	2	-	179.4	-	180.9	3.3	.8	-	-	-	-
Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD	2	-	189.7	-	191.1	1.5	.7	-	-	-	-
San Francisco-Oakland-San Jose, CA	2	-	196.3	-	196.3	1.4	.0	-	-	-	-
Seattle-Tacoma-Bremerton, WA	2	-	191.7	-	194.4	2.2	1.4	-	-	-	-

¹ Foods, fuels, and several other items priced every month in all areas; most other goods and services priced as indicated:
M - Every month.

1 - January, March, May, July, September, and November.

2 - February, April, June, August, October, and December.

² Regions defined as the four Census regions. See technical notes.

³ Indexes on a December 1996=100 base.

⁴ Indexes on a December 1986=100 base.

⁵ In addition, the following metropolitan areas are published semiannually and appear in Tables 34 and 39 of the January and July issues of the CPI Detailed Report: Anchorage, AK; Cincinnati-Hamilton, OH-KY-IN; Denver-Boulder-Greeley, CO; Honolulu, HI; Kansas City, MO-KS; Milwaukee-Racine, WI; Minneapolis-St. Paul, MN-WI; Phoenix-Mesa, AZ; Pittsburgh, PA; Portland-Salem, OR-WA; St. Louis, MO-IL; San Diego, CA;

Tampa-St. Petersburg-Clearwater, FL.

⁶ Indexes on a November 1996=100 base.

- Data not available.

NOTE: Index applies to a month as a whole, not to any specific date.

NOTE: Local area indexes are byproducts of the national CPI program. Each local index has a smaller sample size than the national index and is, therefore, subject to substantially more sampling and other measurement error. As a result, local area indexes show greater volatility than the national index, although their long-term trends are similar. Therefore, the Bureau of Labor Statistics strongly urges users to consider adopting the national average CPI for use in their escalator clauses.

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TOWN MANAGER
QUARTERLY REPORT FOR APRIL – JUNE 2003

Projects Completed During the Last Quarter

1. Amendment to Mansfield Code of Ordinances, Chapter 173, Article V - Ambulance-type Motor Vehicle Exemption – held a public hearing to solicit public comment regarding the proposed amendment to the Mansfield Code of Ordinances.
2. An Act Concerning Water Quality and the University of Connecticut
3. Appointment of Member to Regional School District #19 Board of Education – Town Attorney drafted an opinion in response to the Town Council's request for additional information regarding this issue.
4. Appointment of Town Council Member to Mansfield Downtown Partnership, Inc. – distributed a letter from the Executive Director of the Partnership, requesting that the Town Council appoint a representative to the Partnership's Board of Director's to a term to end June 30, 2006.
5. Capital Projects Fund – adopted the adjustments to the Capital Projects Fund, as presented by the Director of Finance in his memorandum dated April 22, 2003.
6. Child and Adult Care Food Program Application for Mansfield Discovery Depot – submitted an application in the amount of \$39,290.32 to the Connecticut Department of Education to help fund the food service operation at the Mansfield Discovery Depot.
7. Community Center Walking Track – negotiated and executed an agreement with potential donors to receive a donation of \$250,000 toward the purchase of an indoor track for the Mansfield Community Center.
8. Community Children's Center Application to Neighborhood Assistance Tax Credit Program – supported the Community Children's Center Application in the amount \$45,000 to the state's Neighborhood Assistance Act Tax Program.
9. Contract Renewal between the Town of Mansfield and the Connecticut Department of Public Safety for Resident Trooper Services – executed a contract for the services of five resident state troopers for the period of July 1, 2003 to June 30, 2005.

10. Designation of Auditor to Conduct Financial Audit for Fiscal Year 2002/03 – appointed the firm Kostin, Ruffkess and Company to conduct the town's financial audit for fiscal year 2002/2003.
11. Disability Insurance, Sick Leave and Retiree Health Savings Plan Proposal – adopted a resolution creating a Vantagecare Retiree Health Savings Plan for Town of Mansfield employees and authorized the Town Manager to expend 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).
12. Financial Statements Dated March 31, 2003 – referred the Financial Statements dated March 31, 2003 to the Finance Committee and accepted the statements as presented by the Director of Finance.
13. Fiscal Year 2003/04 Mill Rate – developed a recommendation for the Town Council to set the mill rate for fiscal year 2003/04.
14. Funding of CCM Lawsuits Against the State for PILOT and Town Aid Road Grant – the Town Manager expressed 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.
15. Grant Application to League of Women Voters to Sponsor a Community Conversation About Education – submitted an application in the amount of \$2,000 to the League of Women Voters to sponsor a community conversation about education.
16. Highway Safety Grant Application – submitted a grant application in the amount of \$7,267 to the Connecticut Department of Transportation to purchase traffic classifying equipment for the town.
17. Historic Documents Preservation Grant Application – executed an application and contract with the state library for a grant in the amount of \$7,000.00.
18. Issues Regarding the UConn Landfill – distributed correspondence concerning the UConn landfill, the University's consent order, and public participation relative to the consent order and well testing process.

19. Landfill Closure Grant Agreement – executed a personal services agreement between the Town of Mansfield and the Connecticut Department of Environmental Protection to provide a grant-in-aid for expenditures towards the closure of the town's landfill.
20. Municipal Local Option Tax Exemptions – distributed a summary of local option property tax exemptions.
21. Open Space Acquisition – Mullane Property – held a public hearing to solicit public opinion regarding the town's contribution towards the purchase of the 17-acre Mullane property and appropriated \$10,000 toward the Joshua Trust's purchase of the property.
22. Personal Service Agreement – Day Care Support at Mansfield Discovery Depot – executed a personal service agreement between the town and University to provide day care services at the Mansfield Discovery Depot for the children of university employees and students.
23. Plan of Conservation and Development Update – distributed information concerning the plan of conservation and development update, including the notice of the June 16th public hearing and a memorandum outlining potential revisions to the plan.
24. Police Coverage in the Town of Mansfield – distributed information concerning the combination of state and local resources to provide police coverage for the town.
25. Presentation Concerning Refuse Collection in the Town of Mansfield – staff delivered a presentation at the regularly scheduled Town Council meeting on June 23, 2003.
26. Proclamation Designating Month of April as Fair Housing Month in Mansfield – effective April 14, 2003 the Town Council authorized the Mayor to issue the proclamation as presented by town staff.
27. Proclamation Designating Reunion Day for Edwin O. Smith Graduating Classes of 1977, 1978, 1979 and 1980 – issued the proposed proclamation designating June 21, 2003 as "Reunion Day for Edwin O. Smith Graduating Classes of 1977, 1978, 1979, and 1980" in the Town of Mansfield.
28. Proclamation in Honor of A. Barberet's Service to the Town of Mansfield – issued a proclamation to honor Audrey Barberet.
29. Property Tax Suspense List – transferred \$40,802.49 in outstanding property taxes to the Mansfield Property Tax List, as recommended by the Collector of Revenue.

30. Proposed AT&T Telecommunications Towers – the Mayor co-endorsed comments prepared by the Planning and Zoning Commission for submission to the Connecticut Siting Council concerning the tower sites in the vicinity of the Four Corners area in Mansfield.
31. Purchase of Fitness and Aquatics Equipment for Mansfield Community Center – expended \$150,000 budgeted in the fiscal year 2002/2003 Capital Projects Budget for the purchase of fitness and aquatics equipment for the Mansfield Community Center.
32. Quinebaug–Shetucket Heritage Corridor Partnership Grant – Natural Areas Volunteer Program – Waterfront Recreation Area along Willimantic River – received authorization to submit a grant application in the amount of \$6,000.00 to develop a Natural Area Volunteers Program in Mansfield.
33. Refuse Disposal Contract Renewal – executed a five-year renewal agreement effective July 1, 2003 with the Connecticut Resource Recovery Authority for the use of the Southeastern Connecticut Regional Resource Recovery Authority’s Preston facility for refuse disposal services.
34. Real Choice Systems Change Project – submitted an application in the amount of \$75,000 in order to support the creation of a community-wide task force to focus on the inclusion of persons with disabilities.
35. Rural Business Enterprise Grant – Downtown Mansfield Revitalization and Enhancement Project – submitted a grant application in the amount \$90,000 to the United States Department of Agriculture to help fund the preparation of the municipal development project plan for the “Downtown Mansfield Revitalization and Enhancement Project.”
36. Status Report on Pending Claims and Litigation – presented the Town Council with an updated status report on pending claims and litigation.
37. Supplemental Grant Application – certified the supplemental application dated March 27, 2003 for the Mt. Hope Road Bridge Culvert Replacement Project.
38. Town of Mansfield Proposed Fiscal Year 2003/04 Budget – worked with the Town Council to finalize the fiscal year 2003/04 budget.
39. Town Acceptance of Quail Run Road, Vinton Woods Subdivision – accepted Quail Run Road as part of the Town of Mansfield road system, contingent upon the developer’s compliance with all necessary regulatory requirements.

40. Troyer Trail License – executed 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.
41. University Spring Weekend - continued to list spring weekend as a recurring agenda item for town council, and Town and University Relations Committee meetings; and assist with planning and management of emergency services response to weekend activities.
42. Underage Drinking on Private Property – distributed a staff report and recommendation concerning the adoption of a local ordinance to regulate underage drinking on private property. The recommendation called for staff to continue to monitor the progress of state legislation and investigate the viability of the enforcement of an ordinance regulating underage drinking on private property.
43. Youth Services Bureau Grant Application to State Department of Education – submitted an application to the Connecticut Department of Education for the operation of the Mansfield Youth Services Bureau for the period beginning July 1, 2003 and ending June 30, 2004.

Plans for Next Quarter

1. Community Center - continue ongoing monitoring of construction and support to project building committee; purchase needed equipment and furniture; hire staff on as-needed basis; and continue marketing plan.
2. Emergency Services Operations and Management Improvement Project – continue work on the emergency services operations and management improvement project.
3. Employee Disability and Retiree Medicare Supplement Insurance - continue work with employee benefits consultant to implement and employee disability insurance program, and to buy out sick leave entitlement for nonunion personnel.
4. Labor Relations – continue negotiations to develop successor collective bargaining agreement for fire, public works, and professional and technical unions.
5. Mansfield 300 - assist Mansfield 300th Steering Committee with planning various events for 2003.

6. Mansfield Downtown Partnership - continue to assist the Partnership with various tasks, including the development of Storrs Center as a "municipal development project."
 7. Ordinances – prepare proposed amendments to the Mansfield Code of Ordinances concerning ambulance-type motor vehicle exemption, hearing procedures for citations, fee waivers and underage drinking on private property.
 8. Separatist Road Detention Basin - in collaboration with town's engineering consultants, continue ongoing monitoring of university's work on the detention basin.
-
9. UConn Landfill - continue monitoring of the closure process for the UConn landfill.
 10. Water Supply Study - proceed as authorized by council to implement approved recommendations outlined in the Mansfield Water Supply Study.

FISCAL YEAR 2002/03

Employees Hired

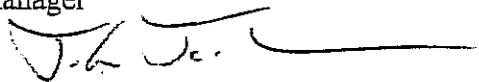
<u>Date</u>	<u>Position</u>	<u>Applications</u>	<u>Tested</u>	<u>Name</u>
09/16/02	Assessor	13	7	Walter Topliff
09/30/02	Parent Education Coordinator	18	5	Sandra Baxter*
10/07/02 and 10/21/02	Laborer	73	24	Torry Rocha and William Rodman
10/15/02	Assistant Town Clerk	2	1	Christine Hawthorne**
10/15/02	Information Specialist I	85	17	Quinn Jones
12/09/02	Director of Social Services	40	12	Kevin Grunwald
02/10/03	Emergency Services Administrator	50	9	David Dagon
03/26/03	Building Official	1	1	Michael Nintean**
6/9/03	Management Assistant	103	9	Andrew D. White
6/23/03	Aquatics Director	37	7	Elle I. Randazzo

*Part-time, grant funded position

*Promotion



Town of Mansfield Office of the Fire Marshal

To: Martin H. Berliner, Town Manager
From: John Jackman, Fire Marshal 
Date: Wednesday, September 03, 2003
Re: Quarterly Report: April 1, 2003 through June 30, 2003

I. Accomplishments.

1. Attended three Office of State Fire Marshal in-service training programs: Rules for Electrical Service, Building Construction for Fire Investigation and Electrical Causation of Fires.
2. Held a Civil Preparedness Advisory Council Meeting.
3. Continued to provide assistance to the Eastern Highlands Health District with planning for the Post Event Mass Vaccination Clinic (Small Pox).
4. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
5. Assisted Finance Department with evaluating the vender proposals received for the Eagleville Fire Department's replacement pumper.
6. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
7. Attended one Safety and Wellness Committee meeting.
8. Continued to assist staff with the proposed cell towers at the School Bus Garage and the Town Public Works Garage.
9. Continued to assist users with the new Fire Service Management Software.
10. Assisted with the planning, and coordination of the Town's response to UConn's Spring Weekend.
11. Engaged the services of TelPro Associates, Inc. to review Town's contracts for telephone service.
12. Attended two Governor's Homeland Security Teleconferences.
13. Appointed to the Fire Safety Code Development Committee representing the Connecticut Fire Marshals.

II. Outstanding Problems.

1. It is expected that all the required annual inspections of existing buildings that are open to the public will be completed. However, buildings located at farms and other smaller storage occupancies have not been inspected.

III. Exception Report.

1. None.

IV. Plans for the Next Quarter.

1. Place a high priority on new construction inspections.
2. Monitor the agreement with the Deputy Fire Marshals.
3. Continue to monitor the computerized fire and emergency medical services incident reporting system.
4. Develop plans and specifications for oil/water separators and holding tanks at both Eagleville Fire Stations.

V. Staff Changes.

1. None.

VI. Statistical Reports.

1. Fire Marshal Reports (Attached).
2. Issued 54 Open Burning Permits: denied 3.
3. One new underground storage tanks were registered.

MONTHLY REPORT

DEPARTMENT
REPORT PERIOD ENDING

FIRE MARSHAL

April-03

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	73	61	88	691	606
FIRE INVESTIGATIONS AND EMERGENCY CALLS	3	2	2	25	21
FIRE HAZARD COMPLAINTS	4	1	3	12	12
ABATEMENT ORDER ISSUED	2	0	1	8	4
DAY CARE SCHOOL INSPECTION	0	0	0	11	10
SCHOOL INSPECTION	0	2	0	12	12
LIQUOR CONTROL COMMISSION	0	0	0	26	16
ISSUE BLASTING PERMITS	0	1	2	2	4
PUBLIC HEALTH HOSPITAL INSPECTION	1	4	1	5	5
MEETINGS ATTENDED IN TOWN	2	1	3	27	35
SCHOOL ATTENDED NIGHTS	3	8	1	12	8
PLAN REVIEW	7	4	3	59	43

SUBMITTED BY:

John J. [Signature]

MONTHLY REPORT

DEPARTMENT
REPORT PERIOD ENDING

FIRE MARSHAL

May-03

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	93	73	102	784	708
FIRE INVESTIGATIONS AND EMERGENCY CALLS	6	3	5	31	27
FIRE HAZARD COMPLAINTS	4	4	2	16	14
ABATEMENT ORDER ISSUED	3	2	1	11	5
DAY CARE SCHOOL INSPECTION	1	0	1	12	11
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION	0	0	0	26	16
ISSUE BLASTING PERMITS	1	0	1	3	5
PUBLIC HEALTH HOSPITAL INSPECTION	0	1	0	5	5
MEETINGS ATTENDED IN TOWN	2	2	4	29	39
SCHOOL ATTENDED NIGHTS	2	3	2	14	10
PLAN REVIEW	9	7	4	68	47

SUBMITTED BY:

John Ja.

MONTHLY REPORT

DEPARTMENT
REPORT PERIOD ENDING

FIRE MARSHAL

June-03

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	87	93	96	880	804
FIRE INVESTIGATIONS AND EMERGENCY CALLS	3	6	1	34	28
FIRE HAZARD COMPLAINTS	1	4	0	17	14
ABATEMENT ORDER ISSUED	0	3	0	11	5
DAY CARE SCHOOL INSPECTION	2	1	2	14	13
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION	3	0	3	29	19
ISSUE BLASTING PERMITS	0	1	2	3	7
PUBLIC HEALTH HOSPITAL INSPECTION	0	0	0	5	5
MEETINGS ATTENDED IN TOWN	1	2	2	30	41
SCHOOL ATTENDED NIGHTS	2	2	0	16	10
PLAN REVIEW	6	9	3	74	50

SUBMITTED BY:

John J. [Signature]

MANSFIELD LIBRARY
QUARTERLY REPORT: APRIL MAY JUNE 2003

I. Summary of Major Activities and/or Highlights

- ❖ Completed a directory of Mansfield Community Clubs and Organizations: Information is available at the library and from the library's web site at www.biblio.org/mansfield.
- ❖ Completed the activities of the Gates Foundation State Partnership Grant: 6 computers, a laser printer, and new software programs for adult and children were installed May 12 and 13. All library staff, with the exception of pages, received training to gain hands-on familiarity with the equipment and experience using software programs.

II. Review of Quarterly Operations

A. Administrative

- ❖ Technology
 - Continued to coordinate work with Mansfield's IT staff, Bibliomation staff and library staff to resolve problems with library computers with the least disruption to public. Participated in meeting on May 22.
 - Bibliomation staff installed DSL on April 18, 2003; network speed immediately improved on some computers.
 - Sent specifications to revise Mansfield Public Library's web catalog to Bibliomation.
 - Coordinated and participated in Gates Foundation training workshops, conducted for staff when the library was closed to the public on May 12 & 13.
 - Peggy Frank reviewed computer problem logs, emails and other documentation and prepared the draft document regarding re-occurring issues.
- ❖ Boards
 - Participated in Mansfield Public Library Advisory Board meetings (4/24, 5/8, 6/12):
 - Recommended Jie Xu to fill Board vacancy.
 - Notified Board of Award for Excellence in Public Library Architecture.
 - Explained rationale for new circulation periods.
 - Reviewed budget cuts for FY 03-04 (no Sundays, no Wednesday or Thursday nights, and staff hours).
 - Provided information about the Gates grant activities.
 - Suggested updating computer use policy, discussed language and posted revised policy.
 - Provided summary of successful June Book Sale.
 - Participated in a Friends of Mansfield Library Board meeting: discussed June Book Sale plans and reduction in hours (5/6).
 - Participated in a meeting of the Mansfield School Readiness Council (5/7).
- ❖ Productivity
 - Coordinated scheduling for Buchanan Auditorium renovations: most of the auditorium has been painted, new carpeting has been installed, and the stage curtain has been replaced with a folding door.
 - Reviewed and assigned locations for seven paintings/wall hangings (some of which have been in storage since July 2000).
 - Developed procedures and assigned responsibilities to maintain and expand both paper and web copies of the Mansfield Clubs and Organizations directory.
 - Conducted meetings with librarians (4/3, 5/22). Agenda items included:
 - Budget issues and decisions regarding collection development, programs, supplies, etc.
 - Discussed and developed schedule of front desk book displays
 - Organization of community information on slat wall shelving
 - Display of adult new fiction titles
 - Charging public for printing from computers

- Conducted staff meetings. Agenda items included:
 - Book and/or audio book reviews by staff: Fast Food Nation, Drowning Anna, Dead Aim, Small City, Measure for Our Success, Holes.
 - Signage and rationales for changes: Gates computers, printing charges, new loan periods, and suspension of overdue notices.
 - Changes to ConnectiCar, the statewide delivery service for libraries, effective June 1, 2003.
 - Sonitrol security problems and resolutions.
 - Continuing damage to new issues of Cooking Light magazine, and ways to prevent patrons from ripping out recipes.
 - Staffing for circulation and reference desks.
 - Budget issues and the effect on library services.
 - Filtering Internet on public access computers (study "See No Evil: How Internet Filters Affect the Search for Online Health Information").

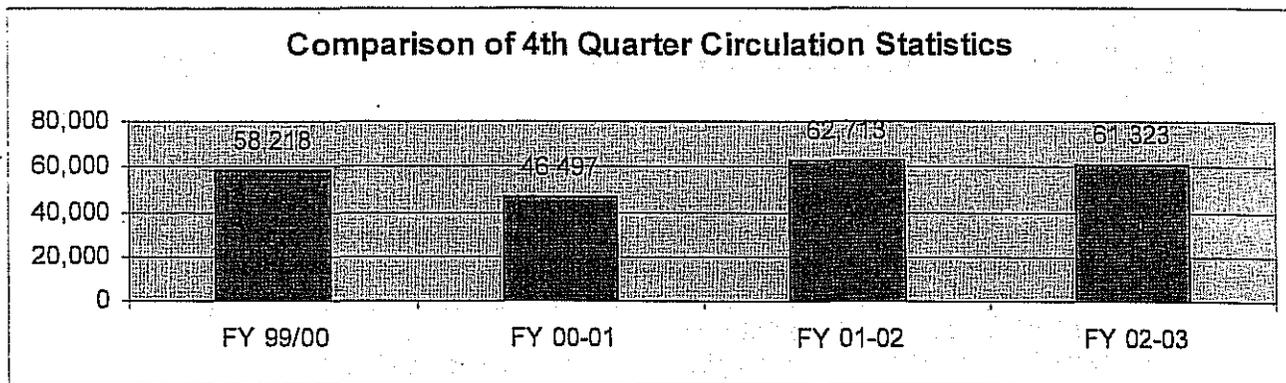
❖ Budget

- Due to budget freeze, eliminated Sunday hours as of the first Sunday in April.

❖ Personnel

- Peggy Frank began working as our full time Public Services on May 5, 2004, after an eight-month vacancy.
- Completed eight work performance evaluations.
- Assigned Library Page supervision to Kristy Evans, Public/School Librarian.

B. Circulation



- ❖ Due to budget freeze, the library was open ten fewer days this quarter as compared to the same quarter last year. Consequence: circulation decreased by 2%, people count decreased by 3%, and new registrations by 24% when compared to the same quarter last year.

C. Collection

- ❖ Created weekly displays highlighting different areas of the collection.
- ❖ In response to a suggestion from a patron, began putting genre stickers on audio books to facilitate selecting fiction audio books.
- ❖ Completed analysis and collection maintenance of Children's nonfiction 300 – 395.4 as well as children's paperback fiction.
- ❖ Reviewed approximately 512 volumes for collection maintenance of adult nonfiction 305.42 through 324.
- ❖ Shifted audio books appropriate for young adults to new space in the Teen area.
- ❖ The Waldenbooks fundraiser netted 101 books for library patrons, including 24 new books for toddlers that were processed in time for an enthusiastic group of parents at Toddler Time (5/22).
- ❖ Purchased children's and teen paperbacks for summer reading at New England Mobile Book Fair (6/18).

D. Cooperative Services and Activities

- ❖ Loaned our Peter Collingwood Macrogauze wall hanging for exhibit at the 2003 Biennial Show of the Handweavers Guild of Connecticut (April 10 – May 17).
- ❖ Visited Juniper Hill to discuss outreach programming and creating deposit collection (6/26).
- ❖ Presented stories for 260 students at Goodwin School to celebrate TV-turnoff week and to promote use of the public library.
- ❖ Provided "Literacy Nights at the Public Library" for kindergarten children and their families (Goodwin families May 9, and Vinton families May 30).
- ❖ Visited all elementary schools to promote the Summer Reading Program: provided 76 programs for 705 students in late May and early June.
- ❖ Coordinated "Spring Crafts for Children" with volunteers from UConn's Phi Sigma Pi (4/12).
- ❖ Provided storytelling program for the RIGHT Reading Program at Goodwin School for 47 students and staff.
- ❖ Worked with UConn students to present a Latino American Awareness story time in the library (4/5).
- ❖ Provided storytelling for children in the Mansfield School's after school program (1/14), and for senior citizens at Juniper Hill (1/28).

E. Information Services

- ❖ The number of times people accessed the Mansfield Public Library catalog from the Internet totaled 23,039 times during April, May and June, an increase of more than 100% when compared to the same quarter last year.
- ❖ Reference questions asked inside the library decreased by 32% this quarter as compared to the same quarter last year. This may be due to the decrease in library hours during this quarter: the library was closed on Sunday afternoons in April and May, and was not open on Wednesday and Thursday evenings. Up until the change in hours, the trend was for reference questions to increase each quarter this fiscal year.
- ❖ Technology
 - Developed unique desktop display and screen saver for Gates computers to inform patrons of new procedures.
 - Researched and developed computer maintenance schedule for all library pc's.
 - With press releases and the library newsletter, promoted new technology services for the public available through the Gates Foundation grant equipment.
 - Updated program information on the Mansfield Public Library website on a regular, almost weekly basis.
 - Reviewed and updated Internet links on website.
- ❖ Continued to update and expand Mansfield Clubs and Organizations directory with assistance from volunteer Becky Lehmann (4/23).
- ❖ Continued production of monthly library newsletter for distribution within the library, the Town Clerk's office, the Senior Center, medical offices, daycare/preschool centers, and other community locations.
- ❖ Developed and produced annotated booklist of adult reference titles purchased March – May 2003; available via website or paper copies in the library.
- ❖ Judy Stoughton created four annotated booklists of "Great Reads" for children. Booklists are available via website or paper copies in the library.

F. Programs

April, May June 2003 Program Statistics			
Target Age	Cost	Attendance	# of Programs
0 - 2 years	\$0.00	498	10
3 - 5 years	\$350.00	1332	66
6 - 14 years	\$0.00	1258	100
Adult	\$0.00	100	7
Young Adult	\$0.00	11	3
All ages	\$0.00	110	2

- ❖ Provided stories and related craft activities every afternoon of the spring vacation week for a total of 116 children.
- ❖ Completed spring sessions of Toddler Time and Wednesday Preschool Story times.
- ❖ Developed activities and materials for the Summer Reading Program (game board, prizes, activities, programs, performers, etc.).
- ❖ Completed outreach to preschool sites with 44 programs for 609 preschool age children and their teachers.
- ❖ Kicked off summer programming for children and their families with "Just for the Fun of It", performed by Keith Michael Johnson.
- ❖ Researched and developed series of summer programs for teens.

G. Staff Development/Participation in Professional Meetings

- ❖ Workshops:
 - Bailey conducted presentation at the CT Library Association Annual Conference on Mansfield Public Library's exceptional building design (4/8). While at the conference, Bailey also attended "Sifting Through Sand for a Pirate's Booty: The Best in Reading Lists and Young Adult Literature" and "Add a Little L.I.F.E. to Your Library".
 - Stoughton conducted Puppetry and Storytelling workshops: Reading Round-up Literacy Conference in Augusta, ME and Rhode Island Library Association Conference in Smithfield, RI (4/10, 6/13).
 - Evans attended Palm Pilot training for faculty at Mansfield Middle School (6/20).
 - Frank attended Gates Foundation grant follow-up training and content server training (5/30, 6/6, 6/7).
 - Stoughton attended "Research-based Approach to Supporting Preschool Language and Literacy in Public Libraries" (5/15).
- ❖ Meetings:
 - Louise Bailey participated in an ECL Planning Day to discuss statewide budget cuts and the transition from four regional cooperating library service units to one centralized agency (4/22).
 - Beausoleil participated in Town of Mansfield Wellness meetings (4/9).
- ❖ Bibliomation Meetings/Workshops:
 - Bailey chaired Bibliomation Network Services Committee meetings (5/7, 6/4), and attended "Emerging Technologies for Libraries" (4/28), a Board meeting (4/17), and a User Council meeting (6/10).
 - Beausoleil and Lemire attended a Graphical Acquisitions meeting (4/15) and a Circulation meeting (4/24).
 - Bailey, Beausoleil, Clebnik, Cornell, Frank, Lemire, McMullan, Schreiber, Stoughton and Weed attended training on new Gates Foundation equipment and software (5/12, 5/13).
 - Frank attended a Technology Liaison workshop (5/21) and a EBSCO Reference Database workshop (5/6).

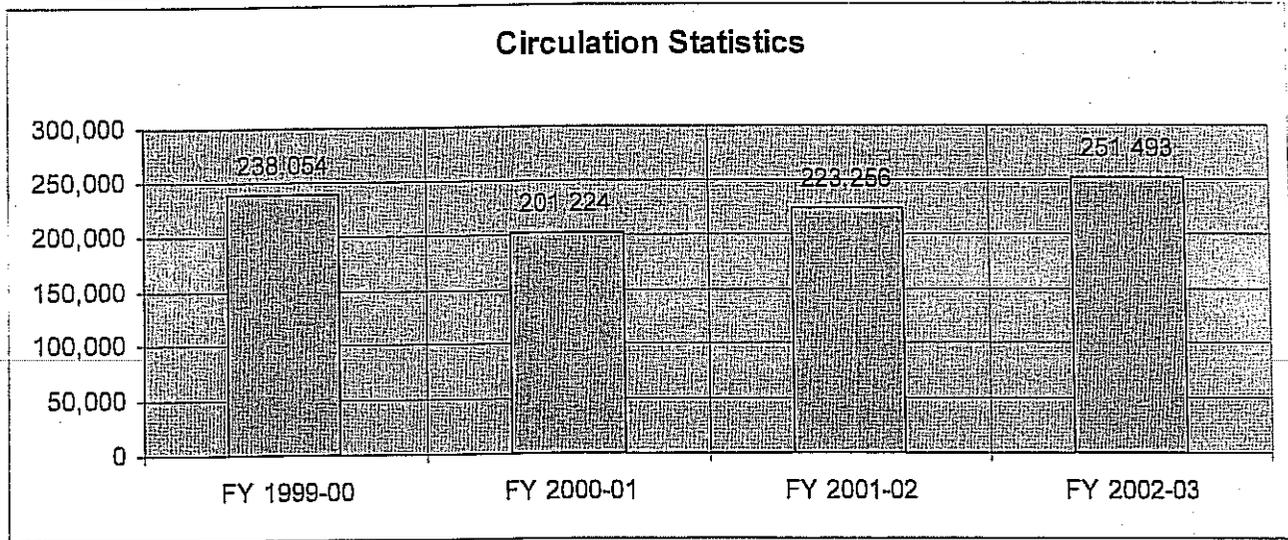
III. Outstanding Issues/Major Issues

- ❖ Continue to try to obtain the compass signs for the circulation desk from Schoenhardt Architects.
- ❖ Continue to try to increase the productivity and efficiency of our local area network with a minimum amount of disruption to library services, working cooperatively with both the IT Office and Bibliomation.

IV. Plans for Next Quarter

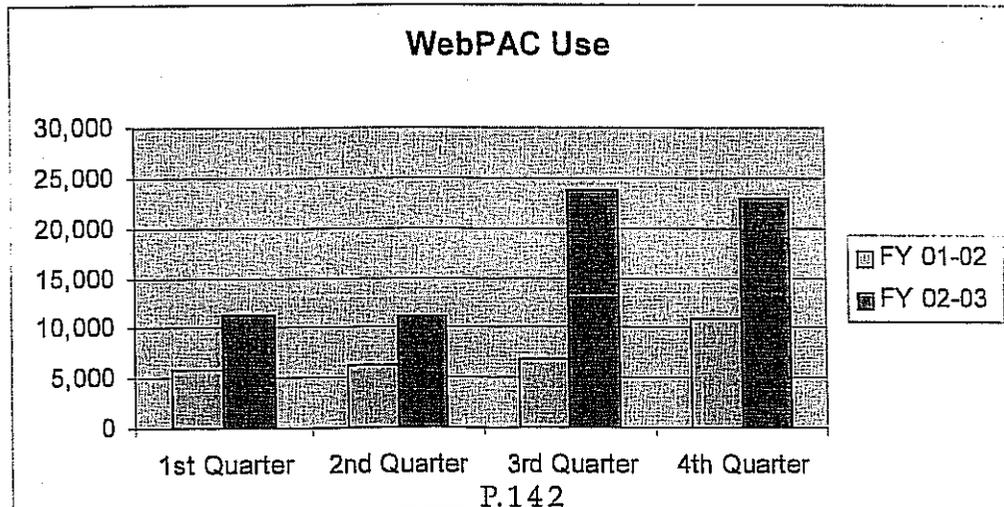
- ❖ Children's Services and Programs:
 - Conduct successful Summer Reading Program.
 - Complete collection analysis and maintenance of children's picture book collection.
 - Plan and conduct fall programs (Halloween, Grade 3 Visits, story times, outreach schedule).
- ❖ Adult Services and Programs:
 - Plan and implement outreach programs for residents of Juniper Hill.
 - Plan and conduct fall programs (plant swap, Halloween Costume Making, author book talks, jazz lecture and program).
 - Complete collection analysis and maintenance of adult nonfiction 500's.
- ❖ Technology:
 - Continue to direct the activities of the Bibliomation Network Services Committee.
 - Redesign the library website to reflect the main design components of the Town website and the online library catalog.
 - Create online forms for Mansfield residents: Small Program Room/Buchanan Auditorium booking, library card registrations, Friends of the Mansfield Library book buying requests.
 - Implement computer maintenance schedule.
 - Set up Gates content server to network children's educational games and reference sources.
 - Schedule and participate in training, develop procedures and assign specific responsibilities for using the CARL Acquisitions Module during fiscal year 2003-4.
 - Plan and prepare workshop for Bibliomation Library Directors ("Using CARL Reports to Create Charts and Manage Statistics").
- ❖ Promote use of Mansfield Public Library (website updates, press releases, library newsletter, school Open Houses, and Mansfield cable access channel).
- ❖ Using the Public Library Association's Staffing for Results, A Guide to Working Smarter, conduct a workload analysis of the Library Assistant II position.

❖ **Statistical Reports and Charts**



Circulation by Age & Format This Quarter

				Total	% of total circulation	
	Adult	Teen	Children		Adult	Children
Books	17,261	979	15,263	33,503	25%	22%
Videos	12,884		11,516	24,400	19%	17%
Audio Books	3,071		539	3,610	5%	1%
CD's	1,462		204	1,666	2%	0%
CD-ROMs	42		237	279	0%	0%
Magazines	2,118		198	2,316	3%	0%
Realia	0		172	172	0%	0%
Miscellaneous	1,186			1,186	2%	N/A
In-library Use	958			958	1%	N/A
Total	38,982	979	28,129	68,090	57%	41%



PERFORMANCE DATA	THIS Quarter	SAME QUARTER LAST YEAR	%CHANGE	THIS FY TO DATE	LAST FY TO DATE	%CHANGE	% of TOTAL Circulation
TOTAL CIRCULATION	61,323	62,713	-2%	251,493	223,256	13%	100%
ADULT CIRCULATION	38,024	36,241	5%	149,640	125,204	20%	62%
Fiction Books	9,313	9,404	-1%	38,636	31,093	24%	15%
Non-fiction Books	7,948	8,749	-9%	33,574	26,449	27%	13%
Compact Discs	1,462	1,680	-13%	6,595	6,781	-3%	2%
CD-ROMS	42	68	-38%	169	167	1%	0%
Magazines	2,118	1,363	55%	7,475	6,112	22%	3%
Audio Books	3,071	3,270	-6%	12,862	11,727	10%	5%
Entertainment Videocassettes	12,183	10,229	19%	44,052	37,045	19%	20%
Informational Videocassettes	701	675	4%	2,631	1,857	42%	1%
Miscellaneous: Loans to other Libraries, Puzzles, Word Processing, Swap Paperbacks, Museum Passes, Backpacks	1,186	803	48%	3,646	3,973	-8%	2%
YOUNG ADULT CIRCULATION	979	585	67%	3,524	2,411	46%	2%
CHILDREN'S CIRCULATION	21,362	24,327	-12%	93,891	87,471	7%	35%
Fiction Books	7,616	9,202	-17%	33,422	31,179	7%	12%
Non-fiction Books	2,851	3,452	-17%	12,741	13,087	-3%	5%
Picture Books	4,796	5,503	-13%	22,259	20,519	8%	8%
Compact Discs	204	216	-6%	934	853	9%	0%
CD-ROMS	237	397	-40%	1,371	1,304	5%	0%
Magazines	198	290	-32%	975	1,217	-20%	0%
Realia	172	199	-14%	585	558	5%	0%
Tape Cassettes	539	643	-16%	2,302	2,279	1%	1%
Entertainment Videocassettes	4,592	4,302	7%	18,788	15,885	18%	7%
Informational Videocassettes	157	123	28%	514	590	-13%	0%
IN-LIBRARY USE	958	1,560	-39%	4,438	8,170	-46%	2%

PERFORMANCE DATA	THIS QUARTER	SAME QUARTER LAST YEAR	%CHANGE	THIS FY TO DATE	LAST FY TO DATE	%CHANGE
DAYS OPEN	74	84	-12%	324	317	2%
TOTAL CIRCULATION	61,323	62,713	-2%	251,493	223,256	13%
TOTAL # PROGRAMS	187	121	55%	505	345	46%
Adult	7	15	-53%	49	27	81%
Children	180	106	70%	456	318	43%
TOTAL ATTENDANCE	3,309	2,856	16%	11,017	7,364	50%
Adult	100	306	-67%	773	600	29%
Children	3,209	2,550	26%	10,244	6,764	51%
REFERENCE QUESTIONS	501	741	-32%	2,666	2,012	33%
TOTAL MATERIALS ADDED	1,279	1,236	3%	4,693	4,021	17%
Town Purchased	357	699	-49%	2,804	3,148	-11%
Friends of the Library Purchased	698	495	41%	1,162	686	69%
Gifts	224	42	433%	727	187	289%
TOTAL MATERIALS DELETED	590	451	31%	2,691	1,403	92%
INTER-LIBRARY LOANS	138	232	-41%	798	1,021	-22%
From other libraries	98	207	-53%	629	922	-32%
To other libraries	40	25	60%	169	99	71%
CONNECTICARD LOANS	12,690	12,585	1%	50,947	42,639	19%
NEW REGISTRATIONS	258	339	-24%	1,264	1,205	5%
VOLUNTEER HOURS	285	109	161%	869	417	109%
PEOPLE COUNT	27,458	28,309	-3%	109,982	N/A	N/A

**BOOKSALE
JUNE 2003**

Despite rainy weather and a number of conflicting events, the June Book Sale earned us \$10,346.00. It could not have happened had it not been for so many hard-working volunteers.

We want to thank the following for their help:

Hal Abramson	Sarah Accorsi	John Bailey
Louise Bailey	Nancy Barry	Pat Biggs
Jane Blanshard	Irmine Breen	Marcia Briggs
Edie Cary	Donna Clouette	Willard Daniels
Catherine Demers	Andrew, Ken & Stephen Feathers	John Fisher
Norma Gingras	Sharry Goldman	Anne Fikiet Greineder
Alison and Sarah Hilding	Kay Holt	Betsy and Hugh Hamill
Greg Jackman	Marietta Johnson	Bobby Ivry
Molly Kaplan	Barbara Katz	Janet Jordan
Walter Killam	Jeff Kinsella-Shaw	Margaret Kessel
Israel Koltracht	Bob Langley	Rita Kinstler
Noah and Sally Lerman	Grazina Maciuika	Becky Lehmann
David Markowitz	Emily Mattingly	Rosemary Marcellino
Carol McMillan	Patty Miller	Ruth McLaughlin
Mario & Rob Montes	Sandra Morrison	Rob Monks
C. Dennis Pierce	Erica Noll	Alex, Ramona & Victoria Nishball
Rita Pollack	Carol Phillips	Bill and Eleanor Peters
Meg Reich	Madeline Pukinskis	Eleanor Plank
Anne Robb	Jan and Dick Reynolds	Howard Raphaelson
Nancy Rucker	Catherine Roby	Jeanne Rice
Betty Savage	Barbara Sanders	Tove Rosado
Julie and Richard Sherman	Richard Schnimmelpfeng	Diane Sauer
Wunderley Stauder	Pat Sherwood	Jane Seeber
Lee and Tom Terry	Cynara Stites	Mary Stanton
Harriet Walker	Betty Toon	Jenny Talbot
Betty and Immanuel Wexler	Kim & Joanne Walker	Lila Tulin

Mansfield Public Library Staff and Mansfield Maintenance Department Staff

Thanks to all of you!



MANSFIELD VOL. FIRE COMPANY INC.
999 STORRS RD
STORRS CT. 06268

QUARTERLY REPORT

Apr – May – June 2003

1. ACCOMPLISHMENTS:

- Working on ordering truck to replace ET117
- All paperwork up-to-date for ambulance charges.
- In-house training working well
- Management meetings continue to be making progress

2. OUTSTANDING PROBLEMS:

- As with most towns, volunteer hours are down
- ET117 will be needing work done soon. (Possibly even if new one is ordered)

3. PLANS FOR NEXT QUARTER:

- Continue to work with Dave Dagon.
- Get information solidified on ordering replacement for ET117
- Continue improving relations of the two departments – get more combined training

4. Personnel Changes:

None

Total calls: 426

PREPARED BY;

Steve Lofman
STEVE LOFMAN
PRESIDENT

TOWN OF MANSFIELD
TOWN CLERK



JOAN GERDSEN, TOWN CLERK

AUDREY P. BECK BUILDING
4 SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3302

QUARTERLY REPORT-APRIL-MAY-JUNE 2003

The following documents were recorded in the Town Clerks office, which clearly attests to the business of the office:

Total documents recorded in the land records:

	2003
1 st Quarter	905
2 nd Quarter	1,184

Compared to figures in 2002:

1 st Quarter	722
2 nd Quarter	877
3 rd Quarter	713
4 th Quarter	941

The high volume of records is due to the lowering of interest rates and refinancing. Consequently there will be an over expenditure in the recording line and possible need to supplement the office supplies. However, since we collect by statutes, recording fees, our revenue has also increased. Also, on March 15, 2003, the legislature increased the conveyance fee to the town from .0011 to .0025. This rate is effective only until June 30, 2004.

Conveyances: 144 Deeds 12, Quit Claims 51 and Warranty Deeds 81

Mobile homes 5

UCC 6

Dog licenses sold until June 30, 2003: 1135 Kennels 2

Sport Licenses sold 290

Vital Statistics:

Births of residents in other towns:29

Marriages of persons in town 8

Marriages of residents out of town 8

Deaths of residents in other towns 15

Deaths of persons in town 9

With the Historic Document Grant we were able to place over 500 maps into map books and the final report was written to the Library. The researchers have already commented on the ease it is now to locate these "tube maps" which, a few years ago, were rolled in jumbles into tubes. This was a project, which took time to accomplish, but well worth the time, effort, and funds that went into it.

The Town Clerk attended the spring conference of the Town Clerks Association, which dealt with new legislation and elections. The State Library held a Records Management workshop in which the Town Clerk and Assistant Town Manager, Matt Hart attended. Information learned will be passed along to the Records Management team that is meeting and will be establishing a mission statement soon.

The Region #19 Referendum was held in the Audrey P. Beck Municipal Building on May 6, 2003.

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

Moderator was Ed Passmore



Town of Mansfield

Office of Emergency Services

To: Martin Berliner, Town Manger
From: David J. Dagon, Emergency Services Administrator
Date: August 6, 2003
Subject: Quarterly Report – 2nd Quarter '03

FD Management

- Two Emergency Services Management meetings were held.
- On June 5th an orientation was provided to the new Town firefighter employees.
- Processed reduced payment to Windham Hospital for the Paramedic Services Agreement's after researching the per capita assessment issue. Adjusted payment is based on town population minus all residents living in group quarters. Attempts to meet with Robert Peterson, Assistant Vice President of Ambulatory Services and Business Development to discuss/resolve issue failed.
- Met with EFD and MVFC to evaluate EMS report writing and recordkeeping procedures to determine possible efficiencies.
- Evaluated current ambulance billing letters sent to patients by Certified Ambulance Group. Presented billing letter options to Emergency Services Committee, consensus reached on changes to current procedure. Will provide letters with cover memo to Manager to inform Council. Effort to expand revenue recovery to include Rescue billing continues.
- Met with Mike Gergler and identified criteria that qualifies an individual to receive LOSAP payments, clearly identified qualification criteria was necessary prior to soliciting bids for the program. Efforts to finalize the Length of Service Award Program (LOSAP) with Michael Gergler have been unsuccessful. Two companies have provided proposals, waiting for one more.
- Investigating existing contract language from similar combination fire departments to prepare for negotiations of a contract. Status of representation of part-time members of each department remains an issue.
- Attended Mock Auto accident at E.O. Smith to assess the two fire departments' involvement in this community service project. The event was well attended by members of both departments and all performed their roles professionally.

State of Connecticut Department of Homeland Security Equipment Grant Program.

- An application was submitted on behalf of the Mansfield Volunteer Fire Company and the Eagleville Fire Department.
 - The program provides personnel protective equipment for fire, police, and EMS personnel. The Town is designated to receive 30 sets each for fire and police and 10 sets for EMS personnel. Additional allocations up to a total of 70 sets for fire and police are scheduled for the future once funding is received by the State.

Firefighter physical examinations

- MED-EAST Medical Walk-in Center was selected to provide the medical surveillance program required by OSHA.
- All paid full and part-time firefighters have completed the physical exams and been cleared to perform firefighter duties without restriction.
- Awaiting list of Volunteer firefighters so that letters can be sent notifying them to schedule a physical examination.

Meetings attended:

- Statewide EMS Advisory Board meeting (3)
- Connecticut Fire Chiefs Association (2)
- Smallpox planning
- Spring Weekend pre-event briefings
- Spring Weekend post-event critique (2)
- MVFC – Monthly Business (3)
- MVFC – Monthly Volunteer meeting (1)
- EFD – Monthly Business (3)
- EFD – Monthly Volunteer meeting (3)
- EFD By-Law review committee (3)
- EFD/MVFC Truck committee (4)
- Fire/Police Monthly meeting (1)
- Tolland Count Mutual Aid (TN) (1)
- Fire Safety Roundtable with Mansfield Center for Nursing

Eagleville Fire Department

Station 107
879 Stafford Road
Mansfield, CT 06268
(860) 429-2050

Station 207
1722 Storrs Road
Mansfield, CT 06268
(860) 429-0035



August 25, 2003

To: Martin Berliner
Town Manager

From: William A. Jordan *WAS*
Fire Chief

Subject: 2nd Quarter Report (April-June)

The second quarter of this year has been of a routine nature. To all of our liking we had a very mild "brush fire" season. However over all the call volumes of all types have increased slightly. I attribute some of this to the fact that we had such a poor spring season, once the weather broke everyone became active.

As I ended my last quarter report, our department was preparing for the annual "Spring Weekend" activities both on and off the UConn campus during the last weekend in April. Many hours were spent by paid and volunteer staff preparing for this event. Countless organizational meetings took place with Local and State Police as well as the Windham Hospital on the medical side. On April 14th our department once again hosted an organizational meeting with all the entities that assist us, i.e. area fire departments, Hospital and Paramedic staff, Town Fire Marshal, Tolland County Dispatch Ctr, as well as representatives from your office. It was my goal to once again bring everyone together in one room to discuss the issue at hand and when all left this meeting they would have an understanding of what was expected. I must say that this time was well spent as all our efforts went off like clockwork. Please find an attached report from our own Deputy Chief Thompson detailing the types of calls we handled and the hours spent doing so. I will say that this year "Spring Weekend" activities were above average in nature and with that said we must not think that as years go on the parties will weaken. This is truly a myth. "Spring Weekend's" are here to stay and they are getting worse instead of better. I must say that I do support the efforts of the Mayor and Town Council in trying to put a stop to this event. I believe that finally we are on the right track to ending this event once and for all. In closing I once again commend the acts of the men and woman of the Eagleville Fire Department, both paid and volunteer during this type of incident. For the fact that they can handle an event of this magnitude while never relaxing on our number one commitment and that is the safety of all of our residents.

Eagleville Fire Department

Station 107
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Training once again this quarter was very demanding on our Paid and Volunteer staff. A total of **321hrs** were spent on training this quarter. During this time all paid and volunteer personnel completed our department "SCBA" in house recertification. Fire fighting crews consisting of two people operate in a smoke filled environment in full protective clothing, while breathing from a SCBA. Said crews crawl through a department made "maze" were they encounter various obstacles, while all the while they are searching for victims. I must say that once again all individuals tested did an outstanding job. In all **33** people completed this testing. During this time of year many of our people also receive training at the State Fire Academy in Windsor Locks. During the month of June the State offers a full week of various types Fire and Rescue training. These schools are open to all Paid and Volunteer personnel. I am pleased in the fact that once again our people took advantage of this training. Please find attached a complete training report as prepared by our Training Officer Dan Davis

Our E-107 replacement committee continues to work with your staff and I am pleased to say they have completed the specifications and a manufacturer has been Selected. However as you well know towards the end of the process it was recognized that the MVFC's 1979 Engine Tank was also in need of being replaced. With this said the MVFC formed a truck committee to work with our group and your staff. The group as one came up with a spec that will now enable both departments to replace their trucks. I think you will agree that this is truly a first for the two departments, however I am very confident that in the future this will become the "norm". I would like to recognize the efforts of the truck committee from Eagleville, chaired by Past Chief Richard Palmer. This group encountered many obstacles along the way and I can say first hand that their efforts were very time consuming and did not come with out debate. Never the less this group conducted themselves as utmost professionals and when the vehicles arrive in town I know that they will something that we all can be proud of do to their efforts.

During this last quarter, as an OSHA mandate all of our SCBA bottles were hydrostatic tested to find any flaws that may weaken the integrity of the bottle. In all a total of **60** bottles were tested and fortunately there were only a few minor problems with them.

Eagleville Fire Department

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Station 207
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As I reported last quarter some beautification work was done to the property at Sta: 207 many over grown shrubs were removed and new ones planted along with flowers etc. This work was completed by Boy Scout Troop 56 of Mansfield. These individuals completed this work to achieve the necessary credit to receive their "Eagle" badge. This work has truly enhanced the look of this property and these young men are to commended for their efforts

We continue to work with you and your staff in caring out the agenda set forth by Professor Amy Donahues study. "The Management Team" as it is known continues work on all aspects of the Emergency Services here in town. This team now chaired by newly appointed Emergency Services Administrator Dave Dagon. Will in time create a new and improved emergency services for our town.

In closing I thank you for all of your support and the professional work that your staff provides us in our day to day operations and to the Town Council as well, for their leadership. With all of this said I believe as long as we all continue to work as one we will we will continue to deliver an outstanding service to our number one customer. The residents of this town

On going work:

E-107 replacement
Fire Study, Management Team meetings
Re-writing of all Department By-laws
Completing the Volunteer incentive program.

Next quarter:

Complete preventive maintenance checks of department Apparatus
Preparation for Department physicals, for volunteer staff

CC: All EFD Personnel
Sta:107
Sta:207
Fire Administrator D Dagon
Chiefs File

SPRING WEEKEND FACTS

38 logged incidents
4 were Stand By Assignments
34 were Medical in nature
 of these 7 were on Thursday night -- 2 release, 5 transport
 27 were on Friday night -- 9 release, 18 transport
23 patients transported to 5 Hospitals by 9 ambulances

Thursday 1st transport @ 2042 last @ 0056
Friday 1st transport @ 2245 last @ 0158

At the height of activity on Friday night (2330 – 0130) we saw 23 patients (or 1 patient every 5.2 minutes), 15 of those were transported.

Approx. 1050 man Hours were used over the Three Nights

Average transport to hospital time;

WCMH	14 mins
MMH	17 mins
RGH	17 mins
Backus	30 mins
JMH	30 mins

**EAGLEVILLE FIRE DEPARTMENT
2003 SPRING WEEKEND
INCIDENT REPORT**

EFD #	Date	Time	Type of Incident	Hospital	Ambulance	Notes	DOB
553	04/24/2003	1900	Stand by			Stand by at Station, then Carraige House	
546	04/24/2003	2042	Dislocated shoulder	Rockville	Mansfield 617		1982
547	04/24/2003	2255	Alcohol / Zoloft	Johnson	Mansfield 517		1984
548	04/24/2003	2348	Alcohol / Diabetic	Rockville	Mansfield 617		1982
549	04/24/2003	2354	Vomiting	N/A	No Transport	Person not found	Unk.
550	04/25/2003	0052	Alcohol	Windham	Mansfield 517		1984
551	04/25/2003	0056	Alcohol	Rockville	Coventry 508		1983
552	04/25/2003	0128	Alcohol	N/A	No Transport	Released to friend	1982
555	04/25/2003	1900	Stand by			Stand by at Station, then Carriage House	
566	04/25/2003	2245	Alcohol / Head Inj.	Rockville	Mansfield 517		1983

**EAGLEVILLE FIRE DEPARTMENT
2003 SPRING WEEKEND
INCIDENT REPORT**

EFD #	Date	Time	Type of Incident	Hospital	Ambulance	Notes	DOB
567	04/25/2003	2326	Alcohol	Rockville	Mansfield 617		1984
568	04/25/2003	2329	Pepper Spray	N/A	No Transport	Police Officer	1969
569	04/25/2003	2330	Dislocated elbow	Johnson	Tolland 640		1981
570	04/25/2003	2340	Alcohol	Johnson	Tolland 640		Unk.
571	04/25/2003	2347	Assault-Laceration	Rockville	Willington 513		1979
573	04/25/2003	2348	Alcohol / High Pulse	Windham	Coventry 508	Medic Intercept	1981
574	04/26/2003	0001	Kicked in face	Johnson	Mansfield 517		1984
575	04/25/2003	2348	Alcohol	N/A	No Transport	Released to friend	1984
576	04/26/2003	0013	Alcohol	Windham	Uconn 522		1985
577	04/26/2003	0015	Alcohol and Assault	Manchester	Coventry 608		1984
578	04/26/2003	0015	Laceration from bottle	Windham	Uconn 522		1980
579	04/26/2003	0025	Smoke exposure	N/A	No Transport		1983
580	04/26/2003	0030	Alcohol	N/A	No Transport		1984
581	04/26/2003	0042	Alcohol, vomiting	Manchester	Mansfield 617	With Medic	1980
582	04/26/2003	0050	Laceration	Rockville	Tolland 640		1981
583	04/26/2003	0050	Unconscious	Manchester	Willington 513	Medic Intercept	1980

**EAGLEVILLE FIRE DEPARTMENT
2003 SPRING WEEKEND
INCIDENT REPORT**

EFD #	Date	Time	Type of Incident	Hospital	Ambulance	Notes	DOB
584	04/26/2003	0055	Assault	Rockville	Tolland 640		1980
585	04/26/2003	0100	Unconscious	Backus	Mansfield 517		1983
586	04/26/2003	0104	Pepper Spray	N/A	No Transport		1982
587	04/26/2003	0110	Laceration to Foot	N/A	No Transport		Unk
588	04/26/2003	0115	Alcohol	Rockville	Coventry 508		1981
589	04/26/2003	0113	Seizures/Diabetic	N/A	No Transport	Released to friends	1983
590	04/26/2003	0128	Laceration	N/A	No Transport	Band Aid	1983
591	04/26/2003	0144	Head Injury, Lacerations, Combative	Windham	Ellington 543	CSP went w/ ambulance	1980
592	04/26/2003	0158	Asthma, Pepper Spray	Rockville	Vernon 641	With Medic	1983
593	04/26/2003	0215	Laceration	N/A	No transport	In CSP custody	1984
554	04/26/2003	1900	Stand by			Stand by at Station	
620	04/26/2003	2000	Stand by			Stand by at UCFD	

EAGLEVILLE FIRE DEPARTMENT

TRAINING REPORT FOR APRIL 1ST -- JUNE 30TH

DEPARTMENTAL TRAINING

<u>TRAINING CONDUCTED</u>	<u>LOCATION</u>	<u>PERSONNEL</u>
D.E.P. FORESTRY CLASS	EAGLEVILLE F.D.	25
S.C.B.A. MASK FIT TESTING	EAGLEVILLE F.D.	32
S.C.B.A. RECERT MAZE	EAGLEVILLE F.D.	33
EQUIPMENT LOCATION	EAGLEVILLE F.D.	10
DIVE TEAM DRILL	EAGLEVILLE F.D.	5
RESCUE BOAT DRILL	EAGLEVILLE F.D.	15
HAZ-MAT OPERATIONAL	SO. COVENTRY F.D.	1
HURST TOOL CLASS	STATE FIRE ACADEMY	1
ELEVATOR EMERGENCYS	STATE FIRE ACADEMY	1
CREW RESOURCE MANAGEMENT	STATE FIRE ACADEMY	2
STATEGY + TACTICS FOR COMPANY OFFICERS	STATE FIRE ACADEMY	1

TOTAL APPROXIMATE HOURS SPENT TRAINING: 321 HRS.

**TOWN OF MANSFIELD
OFFICE OF THE BUILDING OFFICIAL**



Michael E. Nintean, Building Official

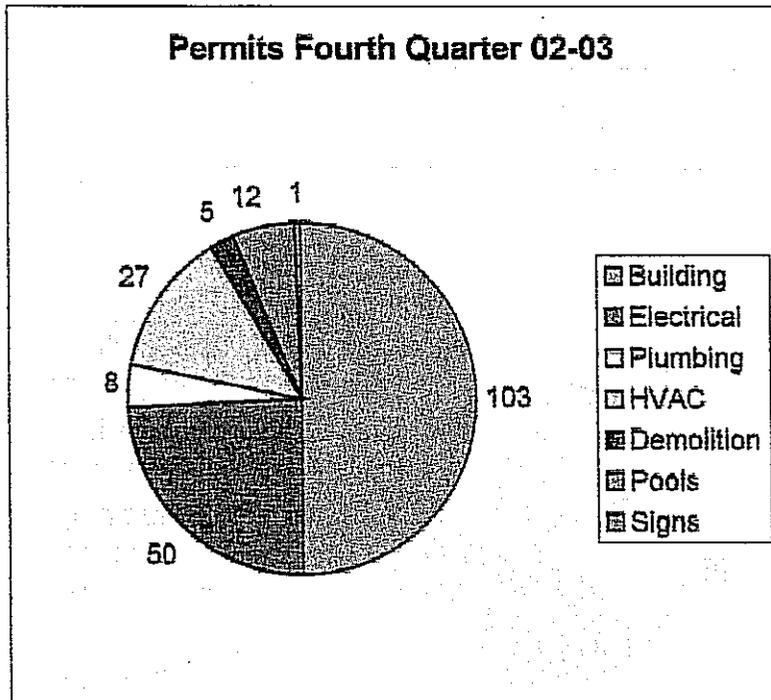
AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3324 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Report

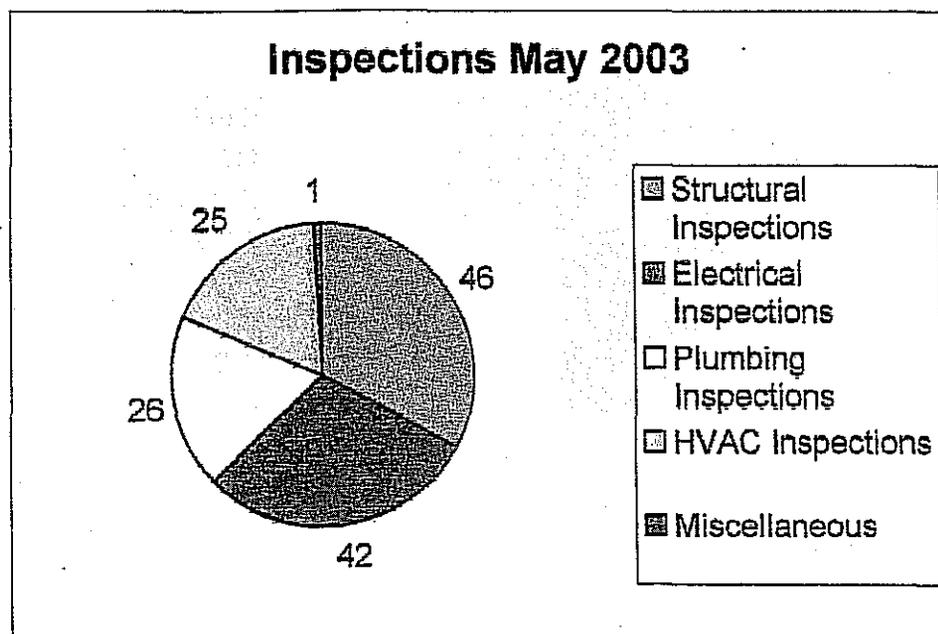
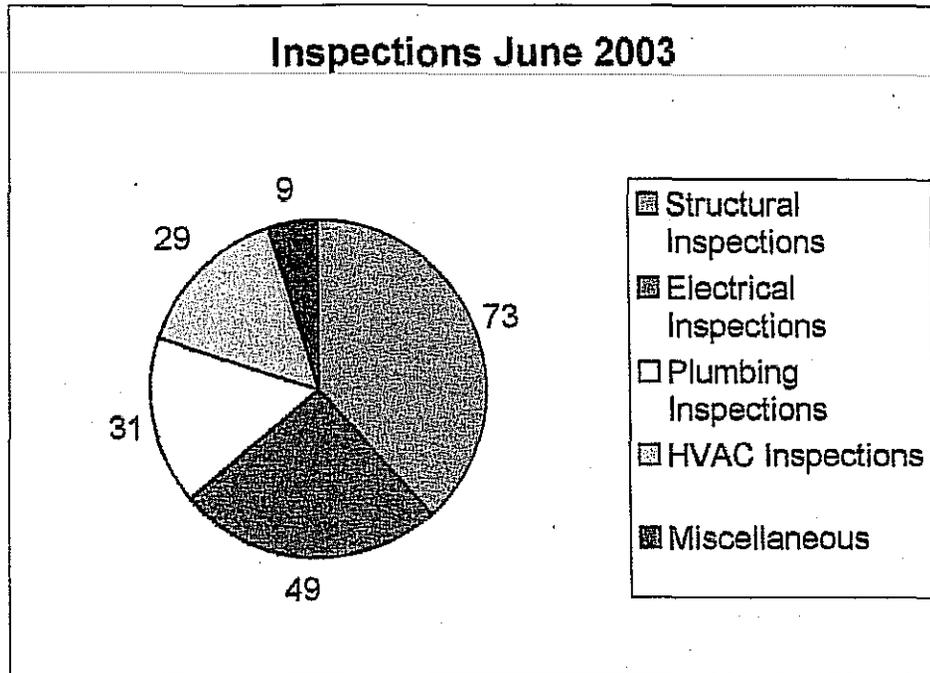
April 1, 2003 – June 30, 2003

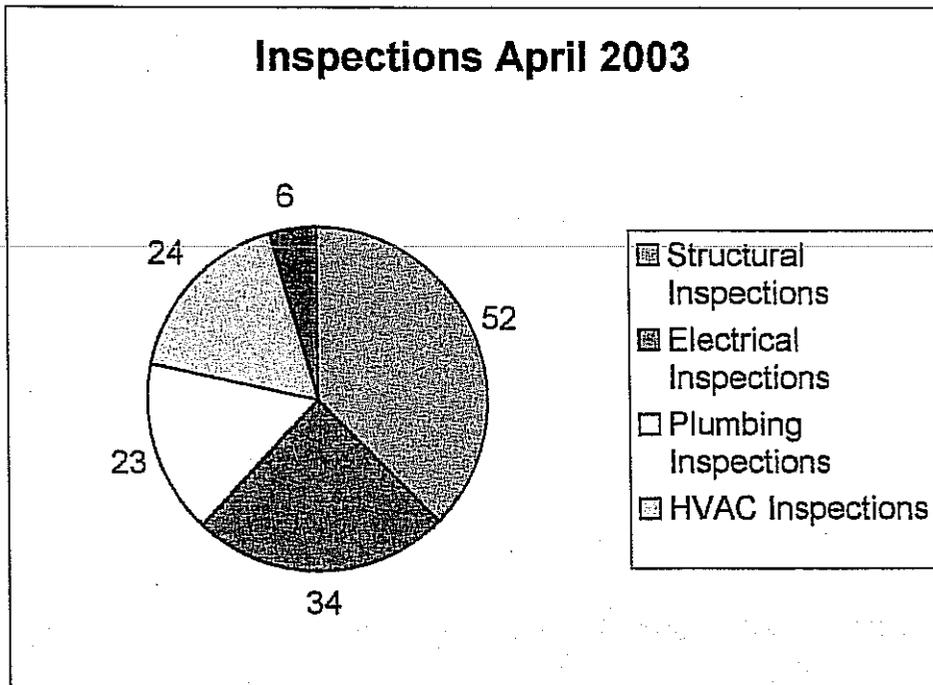
A) Activity:

1. The department continued to issue permits for building activities. A total of 206 permits were issued for the quarter. In the fourth quarter of last fiscal year 297 permits were issued. This represents a 32% decrease in the number of permits issued. The number of permits issued was significantly reduced in part as a result of switching to a single permit format in early February. (Please see attached report for detailed information.)



2. The department continued to inspect projects at various stages of construction. A total of 459 inspections were conducted during 264 site visits. These numbers reflect the inspections of the Building Official only. (Please see enclosed reports for detailed information.) The department issued (38) thirty-eight certificates of occupancy for various types of complete projects.





A) Activity Continued

3. Continued to consolidate files to one per address.
4. Mailed letter to contractors documenting administrative changes within department.
5. Implemented approved changes in the Mansfield Town Code as follows:
 - A) Deposit all checks upon receipt.
 - B) Collect payment upon submittal of all permit applications.
 - C) Institute safety inspection fee for existing solid fuel appliances.
 - D) Change numbering sequence on all permits issued to be consecutive.
6. Posted building permit applications and insurance waivers on town website.
7. Added new link to website for compliance check with model energy code.
8. Tracked legislative activity with regard to Building Code enforcement.
9. Created checklist to allow others in department work area to accept permit applications.

B) Plans For Next Quarter:

1. Work on filing system as follows when new employee starts, allowing secretarial staff to devote time to project:
 - A) File backlog of residential plans.
 - B) Post old files with new easy to read labels.
2. Explore possibility of accepting debit cards as payment method for building permits.
3. Continue normal building department permitting and inspection activities.

C) Open Projects:

There are (24) twenty-four single-family homes presently under construction. This is a 214% increase from the same period last quarter. The department has (3) three homes and (4) four commercial projects currently under plan review. This is a 40% increase from the same time last quarter. The Community Center project continues to require periodic inspection and the department is involved with consultation on various construction aspects. Commercial construction activity is very active at this time. The condominiums at Freedom Green have (7) seven units under construction. Residential remodeling activity remains strong.

D) Other Issues:

The department's workload continues to grow. The need for additional clerical staff is critical. The hiring of part time help for the Maintenance Department is a step in the right direction but should only be consider a temporary fix. I am presently maintaining the department as the only inspector, however if the workload increases delivering the proper level of service may become difficult. We are proceeding at a slow rate to revamp our files. Two major projects have not been started due to staffing levels, the plan vault arrangement and the update of the house-numbering book.

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-apr-2003 TO 30-jun-2003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Building Permits						

Commercial						
Alteration	1	2,000.00	.00	.32	.00	.32
New	2	.00	.00	.16	.00	.16
Total Commercial	3	2,000.00	.00	.48	.00	.48
Condominium						
New	5	606,343.00	7,284.00	97.12	.00	7,381.12
Deck						
Alteration	2	8,800.00	108.00	1.44	.00	109.44
New	2	11,000.00	132.00	1.76	.00	133.76
Total Deck	4	19,800.00	240.00	3.20	.00	243.20
Garage						
Addition	2	50,000.00	600.00	8.00	.00	608.00
New	1	4,000.00	48.00	.64	.00	48.64
Total Garage	3	54,000.00	648.00	8.64	.00	656.64
Swimming Pool						
New	1	3,500.00	48.00	.64	.00	48.64
One or Two Family Dwellings						
Addition	9	488,765.00	5,868.00	78.24	.00	5,946.24
Alteration	25	289,153.00	3,542.00	52.20	100.00	3,694.20
New	15	2,236,908.00	26,917.16	358.40	.00	27,275.56
Repair	4	19,300.00	240.00	3.20	.00	243.20
Siding	1	8,000.00	96.00	1.28	.00	97.28
Total One or Two Family Dwelli	54	3,042,126.00	36,663.16	493.32	100.00	37,256.48
Roofing						
Alteration	1	15,000.00	180.00	2.40	.00	182.40
Repair	21	202,911.16	2,714.00	33.44	.00	2,747.44
Total Roofing	22	217,911.16	2,894.00	35.84	.00	2,929.84
Detached Utility Shed						
New	10	4,163.00	552.00	7.36	.00	559.36

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-apr-2003 TO 30-jun-2003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Sign						
New	1	835.00	14.00	.16	.00	14.16
<hr/> Total Building Permits	<hr/> 103	<hr/> 3,989,995.16	<hr/> 48,343.16	<hr/> 646.76	<hr/> 100.00	<hr/> 49,089.92
Demolition Permits						

Commercial						
Demolition	3	372,944.00	4,476.00	4.00	.00	4,480.00
One or Two Family Dwellings						
Demolition	2	11,000.00	132.00	1.76	.00	133.76
<hr/> Total Demolition Permits	<hr/> 5	<hr/> 383,944.00	<hr/> 4,608.00	<hr/> 5.76	<hr/> .00	<hr/> 4,613.76
Electrical Permits						

Church						
Alteration	1	6,150.00	98.00	1.12	.00	99.12
Commercial						
Alteration	3	7,350.00	28.00	1.28	.00	29.28
Repair	1	1,000.00	12.00	.16	.00	12.16
<hr/> Total Commercial	<hr/> 4	<hr/> 8,350.00	<hr/> 40.00	<hr/> 1.44	<hr/> .00	<hr/> 41.44
Condominium						
New	5		.00	.00	.00	.00
Garage						
Alteration	1	400.00	12.00	.16	.00	12.16
Swimming Pool						
Alteration	2	1,500.00	24.00	.32	.00	24.32
One or Two Family Dwellings						
Alteration	34	35,605.00	540.00	7.20	.00	547.20
New	2		.00	.00	.00	.00
<hr/> Total One or Two Family Dwelli	<hr/> 36	<hr/> 35,605.00	<hr/> 540.00	<hr/> 7.20	<hr/> .00	<hr/> 547.20
Three or more Family Dwelli						
Alteration	1	18,300.00	228.00	3.04	.00	231.04

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-apr-2003 TO 30-jun-2003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Total Electrical Permits	50	70,305.00	942.00	13.28	.00	955.28
Heating And Cooling Permits						

Commercial						
Alteration	2	18,012.00	420.00	4.80	.00	424.80
One or Two Family Dwellings						
Alteration	18	56,890.00	756.00	10.24	50.00	816.24
New	6	.00	.00	.00	.00	.00
Total One or Two Family Dwelli	24	56,890.00	756.00	10.24	50.00	816.24
TANK REMOVAL						
REPLACEMENT	1	1,350.00	24.00	.32	.00	24.32
Total Heating And Cooling Permits	27	76,252.00	1,200.00	15.36	50.00	1,265.36
Plumbing Permits						

Condominium						
New	1	.00	.00	.00	.00	.00
One or Two Family Dwellings						
Alteration	5	1,695.00	36.00	.48	.00	36.48
New	2	.00	.00	.00	.00	.00
Total One or Two Family Dwelli	7	1,695.00	36.00	.48	.00	36.48
Total Plumbing Permits	8	1,695.00	36.00	.48	.00	36.48
Pool Permits						

Swimming Pool						
Alteration	1	2,000.00	24.00	.32	.00	24.32
New	8	67,358.00	840.00	11.20	.00	851.20
REPLACEMENT	1	3,000.00	36.00	.48	.00	36.48
Total Swimming Pool	10	72,358.00	900.00	12.00	.00	912.00
One or Two Family Dwellings						
New	1	P.1650	60.00	.80	.00	60.80

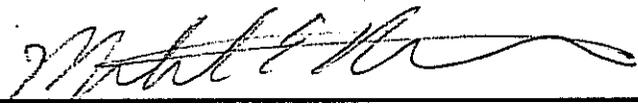
TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-apr-2003 TO 30-jun-2003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
HOT TUB						
New	1	4,750.00	60.00	.80	.00	60.80
<hr/>						
Total Pool Permits	12	82,108.00	1,020.00	13.60	.00	1,033.60
<hr/>						
Commercial Signs Permits						
<hr/>						
Sign						
New	1	10,000.00	140.00	1.60	.00	141.60
<hr/>						
Total Commercial Signs Permits	1	10,000.00	140.00	1.60	.00	141.60
<hr/>						
GRAND TOTAL OF FEES & PENALTIES:	206	4,614,299.16	56,289.16	696.84	150.00	57,136.00
<hr/>						
TOTAL FOR SAME PERIOD LAST YEAR:	0	.00	.00	.00	.00	.00

Monthly Inspection Report

April 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	52	52	390	62
Electrical Inspections	49	34	344	35
Plumbing Inspections	37	23	256	20
Heating Inspections	39	24	255	22
Miscellaneous	5	6	45	10
Total Inspections	182	139	1290	149

Submitted By: 

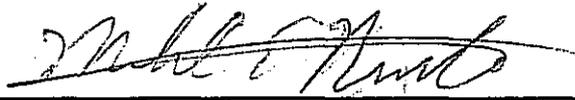
Michael E. Nintean

Monthly Inspection Report

May 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	52	46	436	79
Electrical Inspections	34	42	386	63
Plumbing Inspections	23	26	282	29
Heating Inspections	24	25	280	25
Miscellaneous	6	1	46	5
Total Inspections	139	140	1430	201

Submitted By: _____

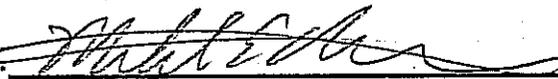


Michael E. Nintean

Monthly Inspection Report

June 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	46	73	509	39
Electrical Inspections	42	38	424	36
Plumbing Inspections	26	31	313	20
Heating Inspections	25	29	309	21
Miscellaneous	1	9	55	12
Total Inspections	140	180	1610	128

Submitted By: 

Michael E. Nintean

TOWN OF MANSFIELD
MEMORANDUM
8/8/03

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works 
E: DPW Quarterly Report: April, May, June, 2003

I ACCOMPLISHMENTS

A. Administrative

1. Completed negotiations for and executed new five year agreement for delivery of the Town's solid waste to the Southeast Regional Resource Recovery Facility in Preston.
2. Authored bulky waste regulation changes for the transfer station.
3. Continued Mansfield business recycling inspections, work with the Middle School composting efforts and meetings with the Downtown Partnership on green building practices. Coordinated the sneaker recycling program at the transfer station.
4. Coordinated construction of vehicle washing facilities (start-up July).
5. Prepared specifications and bid for landfill final cover material, finalized closing grant agreement with DEP; began landfill closure activities - - spreading final cover material to grade.
6. Interviewed consultants for Shady Lane bridge channel erosion repairs - selected one.
7. Coordinated replanting efforts for Puddin Lane tree cutting (trees have been planted).
8. Applied for wetland permits for Rt. 32 dry hydrant and Birch Road/Rt. 44 bikeway project.
9. Developed force-account work schedule for 2003 construction season.
10. Coordinated efforts for the first update for the automated Assessor's maps (lot splits, state property).
11. Made presentation at the American Public Works Association's summer meeting on the department's computerization efforts.
12. Set up spreadsheet costing-out the value of all Town road segments (for Government Accounting Standards Board 34 compliance).
13. Coordinated final work (plants, street signs and benches) for the Mansfield Center streetscape project.
14. Coordinated design efforts for Separatist Rd. bike path - contacted individual residents for specific design suggestions on fronted properties.
15. Coordinated final landscaping for Hillside Circle "green" project at Town/UConn boundary.
16. Coordinated Town efforts to continue the fare-free bus system with the UConn administration and students.
17. Conducted safety committee meeting; participated in contract negotiations with Public Works Union.

B. Operations

1. Final snow and ice operations (2" of snow in April)
2. Plow damage repairs (lawns and mailboxes)
3. Began curbing repairs (winter damage)
4. Graded dirt roads
5. Routine service requests - signs, guideposts, potholes.
6. Completed spring road sand sweeping (paved roads).
7. Completed Hillside Circle traffic calming project (revised intersection at Town/UConn line).
8. Began roadside mowing

9. Ditch cleaned roads to be resurfaced
10. Leveled and prepared roads for resurfacing
11. Coordinated and assisted with minor site work for the police car parking area and the wash bay area.
12. Prepared Town and School baseball, softball and soccer fields for spring play.
13. Began turf mowing program
14. Aerated, fertilized and overseeded turf areas.
15. Removed trash from Town garage and recreation areas
16. Opened Bicentennial Pond for season, assisted with the installation of the new bathhouse well and water line.
17. Trimmed brush on Town trails
18. Graded parking areas at Mt. Hope and Coney Rock Parks.
19. Placed additional special wood fiber chips under playscapes
20. Assisted E.O. Smith with tree replacements
21. Rebuilt waste oil shelter at Town Garage; replaced garage exterior building panels (rusted) in former wash-down area.
22. Maintained all Town fleet vehicles and equipment.
23. Reviewed and placed new bulldozer in service at the landfill.
24. Reviewed and rejected new sewer flusher - - sent back to vendor for modifications to meet specifications.
25. Operated refuse and bulky waste transfer station; hauled cardboard to Willimantic Waste Paper, began closure grading.

C. Engineering

1. Continued coordination of design easement acquisition for the Birch Road/Route 44 bikeway, Separatist Road bikeway and Maple Road reconstruction projects.
2. Quarterly monitoring of test wells near landfill
3. Issued road permits, investigated Town street-line questions and roadside tree ownership.
4. Staff work for PZC, IWA, Conservation Commission and Traffic Authority.
5. Design of roundabout for Birch/Hunting Lodge Rd. intersection.
6. Subdivision road construction off Maple Rd.
7. Continued GIS work – parcel mapping update, waterbodies layer.
8. Began work on digital Town Road map
9. Directed Town road striping efforts
10. Purchased new traffic counting equipment (state grant).

II OUTSTANDING PROBLEMS/EVENTS

- A. The constant rain and staffing reductions (no summer help) have put us behind in our 2003 work schedule. While most projects will just be completed late, some will be delayed until 2004.
- B. We have been held up on the delivery of the new sewer flusher because the installation onto the Town's truck was not satisfactory. We expect the modifications will be made by the vendor for a July delivery.

- C. The fourth speed hump on Baxter Rd. (north of Forest Rd.) and the speed table on the east leg of Hillside Circle have also been delayed by the wet weather. Installation should take place this summer in time for the school year.
- D. Resident comments on the proposed pre-paid bag system have been mixed, but when the proposal is explained in detail most people have been supportive - - except for the provision to eliminate the in-yard services. These may have to remain in the collection system and just charged an appropriate (greater) fee to cover the additional cost.
- E. The tax map update is taking longer than expected because of inconsistencies in the Assessor's database. We are taking steps now with the Assessor to eliminate these in the future while programming around them for the present.

III PLANS FOR NEXT QUARTER

- A. Complete tax map update
- B. Continue closure work at the landfill
- C. Complete final design of Birch Rd. and Separatist Rd. bikeways
- D. Complete right-of-way acquisition for Maple Rd. project

IV REPORTS

- A. Completed Service Requests
- B. Work Activity Cost Summary

cc: Grant Meitzler, Assistant Town Engineer
 Timothy M. Webb, Superintendent of Public Works
 Ken Such, Engineering Technician
 Virginia Walton, Recycling Coordinator
 file

Service Requests, Mansfield DPW, April, May, June 2003

Code	Requested Service Type	Street Address	Completion Date
203	BUILDING REPAIRS	660 Fieldstone Lane	5/5/2003
108	CATCHBASIN CLEANING	118 Davis Road	4/2/2003
108	CATCHBASIN CLEANING	6 Brittony Drive	5/9/2003
153	DRAINAGE PROBLEM	602 Mansfield City Road	5/16/2003
153	DRAINAGE PROBLEM	47 Willowbrook Road	5/6/2003
153	DRAINAGE PROBLEM	37 Lodi Drive	5/12/2003
153	DRAINAGE PROBLEM	13 Briarcliff Road	5/16/2003
153	DRAINAGE PROBLEM	28 Thomas Drive	6/30/2003
153	DRAINAGE PROBLEM	82 Brookside Lane	6/30/2003
153	DRAINAGE PROBLEM	19 Davis Road	6/30/2003
110	GRADE DIRT ROADS	Woods Road	5/6/2003
110	GRADE DIRT ROADS	Bone Mill Road	6/30/2003
110	GRADE DIRT ROADS	62 Woods Road Ext	6/27/2003
125	GUARD RAIL	Hunting Lodge Road	5/20/2003
124	GUIDE POSTS	Dunham Pond Road Eas	5/14/2003
152	LAWN REPAIRS, PLOW DAMAGE	6 Hickory Lane	4/30/2003
152	LAWN REPAIRS, PLOW DAMAGE	84 Mount Hope Road	5/30/2003
152	LAWN REPAIRS, PLOW DAMAGE	22 Russett Lane	4/30/2003
152	LAWN REPAIRS, PLOW DAMAGE	202 Ravine Road	5/15/2003
152	LAWN REPAIRS, PLOW DAMAGE	48 Fellen Road	6/30/2003
152	LAWN REPAIRS, PLOW DAMAGE	74 Meadowood Road	6/30/2003
141	MAILBOX REPAIRS/REPLACE	33 Stone Ridge Lane	4/8/2003
141	MAILBOX REPAIRS/REPLACE	172 Highland Road	4/8/2003
141	MAILBOX REPAIRS/REPLACE	40 Stone Ridge Lane	4/14/2003
205	MOWING	Centre Street	6/30/2003
155	OUTSIDE AGENCY WORK	141 Lorraine Drive	5/16/2003
155	OUTSIDE AGENCY WORK	Wormwood Hill Road	6/17/2003
101	PATCHING	16 Westgate Lane	5/6/2003
101	PATCHING	89 Bundy Lane	5/5/2003
101	PATCHING	23 Jude Lane	5/6/2003
101	PATCHING	Pleasant Valley Road	6/23/2003
103	PAVING	24 Olsen Drive	5/6/2003
130	PLOW/CLEAR WALKWAYS	Hillside Circle	6/30/2003
117	ROADSIDE LITTER	Crane Hill Road	4/14/2003
117	ROADSIDE LITTER	29 Atwoodville Lane	6/30/2003
117	ROADSIDE LITTER	Ravine Road	4/23/2003
117	ROADSIDE LITTER	Coventry Road	5/15/2003
129	SANDING	6 Nipmuck Road	5/5/2003
112	SHOULDER WORK	289 Atwoodville Road	5/5/2003
113	SIGN WORK	Willowbrook Road	4/23/2003
113	SIGN WORK	Atwoodville Road	4/22/2003
113	SIGN WORK	Old Kent Road	4/22/2003
113	SIGN WORK	126 Bundy Lane	6/20/2003
201	SPECIAL GRNDS PROJ	Woodland Road	5/15/2003
201	SPECIAL GRNDS PROJ	Hunting Lodge Road	6/30/2003
119	TREE REMOVAL	252 Spring Hill Road	5/30/2003
119	TREE REMOVAL	Old Turnpike Road -E	6/5/2003
120	TREE TRIMMING	34 Dog Lane	6/30/2003
120	TREE TRIMMING	37 Davis Road	6/30/2003
115	WATERWAYS CK & CLEAR	70 Davis Road	5/8/2003

Mansfield DPW -- Work Totals by Activity -- Wk Mgr Data

2nd Quarter 2003 -- April, May & June

Work Code	Activity	Labor Hrs	Labor \$	Equip Hrs	Equip \$	Mat'l \$	Total \$	% of Total
101	PATCHING	80.0	\$1,529	41.0	\$641	\$165	\$2,336	
103	PAVING	92.5	\$1,793	157.0	\$3,664		\$5,457	
104	SWEEPING OF ROADS	849.5	\$16,926	825.5	\$12,449		\$29,376	
105	HAULING SWEEPING'S	461.8	\$8,412	465.8	\$13,246		\$21,658	
107	DITCH WORK	116.0	\$2,308	116.0	\$2,907		\$5,215	
108	CATCHBASIN CLEANING	10.0	\$192	5.0	\$110		\$302	
110	GRADE DIRT ROADS	115.0	\$2,257	121.0	\$3,403	\$360	\$6,020	
111	PAVING PREP WORK	14.0	\$226	16.0	\$194		\$421	
112	SHOULDER WORK	58.5	\$1,131	62.0	\$796	\$143	\$2,069	
113	SIGN WORK	78.0	\$1,491	41.0	\$438	\$774	\$2,704	
115	WATERWAYS CK & CLEAR	287.5	\$5,606	217.0	\$3,081		\$8,687	
116	ROAD KILL	2.0	\$44	2.0	\$38		\$82	
117	ROADSIDE LITTER	10.0	\$204	9.0	\$112		\$315	
118	TRAFFIC CONTROL	96.0	\$1,774	45.0	\$401		\$2,175	
119	TREE REMOVAL	83.5	\$1,583	83.5	\$1,772		\$3,355	
120	TREE TRIMMING	31.0	\$617	21.0	\$332		\$949	
123	MOWING ROADSIDE	404.0	\$7,582	387.0	\$2,856		\$10,438	
124	GUIDE POSTS	8.0	\$156	8.0	\$123		\$278	
125	GUARD RAIL	14.0	\$277	14.0	\$175		\$453	
126	PLOWING ROADS	140.8	\$3,163	130.8	\$2,833	\$2,496	\$8,492	
127	PLOWING PARKING LOTS	39.3	\$942	39.3	\$571	\$188	\$1,701	
128	LOADING SAND \ SALT	23.8	\$600	23.8	\$529		\$1,129	
129	SANDING	35.0	\$919	30.5	\$575	\$1,319	\$2,813	
133	BRIDGE REPAIR	12.0	\$239	8.0	\$58		\$297	
136	SCREEN SAND	19.0	\$377	27.0	\$443	\$800	\$1,621	
137	SCREEN LOAM	6.0	\$131	12.0	\$150	\$3,038	\$3,318	
140	ROAD INSPECTION	100.0	\$2,027	74.0	\$900		\$2,928	
142	INSPECT MANHOLES	2.0	\$44	2.0	\$18		\$61	
143	FLUSH SEWER LINES	8.0	\$142	4.0	\$64		\$206	
144	SEWER REPAIR	6.0	\$115	6.0	\$102		\$217	
146	TEST PITS/ MISC ASSIGN.	183.0	\$3,608	141.0	\$2,442	\$721	\$6,771	
147	MISC. MATERIAL HAULING	248.5	\$4,746	199.5	\$5,544	\$10,660	\$20,949	
148	MISC EQUIP. MOVING	10.0	\$199	11.5	\$225		\$425	
151	PREP PLOWS & TRUCKS	70.3	\$1,347	59.8	\$1,480		\$2,827	
152	LAWN REPAIRS, PLOW DAMA	199.0	\$3,681	163.0	\$1,721	\$925	\$6,326	
	<i>Road activity subtotals</i>						\$162,372	49.5%
201	SPECIAL GRNDS PROJ	193.0	\$3,685	76.0	\$989		\$4,674	
202	BUILDING CLEANUP	14.0	\$251	6.0	\$85		\$336	
203	BUILDING REPAIRS	238.0	\$4,418				\$4,418	
204	CARPENTRY SHOP	388.5	\$7,226				\$7,226	
205	MOWING	578.5	\$10,969	602.0	\$1,941		\$12,910	
208	WEED, MULCH, ETC.	16.0	\$316	5.0	\$80	\$20	\$416	
210	TRANSPORT REC EQUIP	2.0	\$42	2.0	\$32		\$74	
212	INSTALL/ REMOVE EQUIP	40.0	\$798	5.0	\$59		\$857	
213	REPAIR REC EQUIP	7.0	\$147	2.0	\$18		\$165	
214	PAINT FIELD LINES	218.0	\$4,302	189.0	\$277	\$1,449	\$6,027	
215	BASEBALL FIELD PREP	456.3	\$9,032	234.0	\$947	\$536	\$10,515	
216	OVERSEEDING	70.0	\$1,392	132.0	\$462	\$2,560	\$4,414	
217	FERTILIZING	9.0	\$190	7.0	\$62		\$252	
218	AERATING	20.0	\$374	40.0	\$132		\$506	
219	TRASH RUNS	197.0	\$3,567	117.0	\$1,100		\$4,667	
221	MOVE VOTING MACH/SIGNS	19.0	\$368	6.0	\$61		\$428	
224	TURF REPAIRS	7.0	\$131	3.0	\$27	\$35	\$193	

226	BEACH MAINT	9.0	\$185	7.0	\$59		\$244	
227	PLAYSCAPES	26.0	\$498	6.0	\$65		\$563	
228	PLAYSCAPE SURFACES	8.0	\$158	8.0	\$128	\$128	\$414	
	<i>Grounds activity subtotals</i>						\$59,299	18.1%
311	SERVICE/REPAIR EQ.	1158.8	\$24,097	53.0	\$1,183	\$143	\$25,423	
312	TRANSPORT EQ.	12.0	\$239				\$239	
313	RECIEVE MATERIAL	3.0	\$61				\$61	
315	CLEAN SHOP	197.8	\$3,830				\$3,830	
316	PARTS RUN	40.0	\$782				\$782	
317	WASH EQUIPMENT	13.0	\$244	8.0	\$234		\$478	
318	PUMP STATION	23.5	\$495				\$495	
	<i>Equipment activity subtotals</i>						\$31,308	9.5%
410	CASHIER/ GARAGE IN	294.5	\$5,311				\$5,311	
411	MISC. HAULING	20.5	\$355	17.5	\$555		\$910	
412	LOADING MATERIAL	16.5	\$315	13.0	\$325		\$640	
413	T.V./COMP PREP.	38.5	\$792	15.5	\$132		\$924	
414	REFRIG. PREP	7.5	\$146	4.5	\$113		\$258	
415	CARD BOARD	127.0	\$2,256	117.0	\$3,484		\$5,740	
416	CLEAN SWAP SHOP	42.0	\$803	3.0	\$75		\$878	
417	CLEAN RECYCLING BLG.	122.0	\$2,320	42.5	\$1,007		\$3,327	
418	COMPACT RUBBISH	29.5	\$598	20.0	\$500		\$1,098	
419	CHIP BRUSH	44.5	\$915	79.5	\$2,744		\$3,658	
420	BALLAST/ CAP WORK	8.0	\$149	3.0	\$75		\$224	
422	MISC GROUNDS REPAIR	69.5	\$1,357	41.0	\$1,053		\$2,410	
423	LEAF COMPOSTING	8.0	\$160	8.0	\$200		\$360	
431	HAUL COVER	26.0	\$506	23.0	\$633		\$1,139	
432	COMPACT BULKY	48.5	\$972	43.0	\$1,075		\$2,047	
433	BATTERIES	5.0	\$105				\$105	
	<i>WasteMgmnt activ subtotals</i>						\$29,030	8.8%
XXX	ADMIN WORK \ PAPERWORK	289.3	\$6,155				\$6,155	
ZZZ	TIME NOT WORKED	2058.3	\$40,136	8.0	\$47		\$40,183	
	<i>Time off subtotals</i>						\$46,338	14.1%
	Grand Totals:	11133.0	\$217,533	5515.3	\$84,353	\$26,459	\$328,346	100.0%

QUARTERLY REPORT – TOWN PLANNER
April 1, 2003 – June 30, 2003

Accomplishments

- Assisted the PZC with its review of pending applications and other land use issues. During this quarter, the Town Planner helped the PZC review four (4) new special permit applications, one (1) subdivision application, involving fourteen (14) lots, three (3) Town Council referrals, seven (7) modification or bonding issues, and one (1) scenic road application.
- Continued work on the Town's Plan of Conservation & Development update process. Six (6) PZC subcommittee meetings were held during this quarterly period. Preliminary recommendations were presented at a June Public Hearing.
- Continued to work with UConn's Landscape Architecture program on Mansfield's Lands of Unique Value study. The project will be completed by Fall, 2003.
- Assisted other Town officials with the Downtown Partnership project, including an ongoing consultant study to prepare a Municipal Development Plan for the Storrs Downtown project.
- During this quarter, the Town Planner participated in numerous elements of Mansfield's Open Space Acquisition and Management programs. The Planner also spent time working on various UConn development projects and studies, including an ongoing update of UConn's core campus Master Plan and an ongoing aquatic habitat study of the Fenton River and UConn wellfields.
- Coordinated the Town's review of proposed AT&T telecommunications towers in two locations north of Route 44 and presented Town comments at a CT Siting Council Public Hearing.
- Began work with the PZC Regulatory Review Committee on potential revisions to the Zoning and Subdivision Regulations.
- Participated in two Green Valley Institute land use workshops and attended the American Planning Association national conference.

Outstanding Problems – No outstanding problems were encountered during this quarter.

Exceptions – No new budgetary exceptions arose during this period.

Plans for Next Quarter Include:

- Coordinating and assisting the Planning and Zoning Commission with the ongoing efforts to update Mansfield's Plan of Conservation and Development and to implement appropriate revisions to the Zoning and Subdivision Regulations.
- Assisting the Town Manager and other Town officials with various ongoing Town projects and consultant studies, including the Lands of Unique Value Study, the Downtown Master Plan Study and various elements of Mansfield's Open Space Acquisition and Management program.
- Assisting Town officials with the review of proposed telecommunication towers, water supply issues and the ongoing monitoring of active UConn construction projects and Master Plan update.

Staff Changes – None

Statistical Report – During this period, the Town Planner attended seventeen (17) meetings with Town boards, commissions and subcommittees.

INTER

OFFICE

MEMO

TOWN OF MANSFIELD, FINANCE DEPARTMENT

To: Martin H. Berliner, Town Manager
From: Jeffrey H. Smith, Director of Finance
Subject: Fourth Quarter Narrative Report (June 30, 2003)
Date: July 28, 2003

I. ACCOUNTING, BOOKKEEPING & BUDGETING

1. Accomplishments

- a. Completed all quarterly payroll tax reports for the first quarter of calendar year 2003.
- b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19.
- c. Began automated Direct Deposit of payroll with People's Bank.
- d. Prepared cash requirements and member town contributions for Region 19.
- e. Processed the June/July special payroll runs for both Boards of Education.
- f. Finalized the 2003/2004 budget as adopted.
- g. Opened fiscal year 2003/2004 on the General Ledger and rolled in the adopted budget.
- h. Issued the 2002/2003 fiscal closing schedule.
- i. Began yearend adjusting journal entries.
- j. Began preliminary audit work with Kostin, Ruffkess & Co.
- k. Documented procedures for assuming the Treasury function to ensure adequate internal control.

1. Completed the review of the fixed asset physical inventory completed by the student intern.
2. Outstanding Problems:
 - a. Continuing issues with UCONN water/sewer invoicing.
3. Plans for the next quarter:
 - a. Issue all internal and external quarterly reports.
 - b. Prepare all quarterly payroll tax reports.
 - c. Hold General Ledger training for the Day Care staff and new hires.
 - d. Complete entry of all fixed assets into Creative Solutions Fixed Asset Software.
 - e. Complete adjusting journal entries for the 2002/2003 closing.
 - f. Close FY 2003 and prepare the Comprehensive Annual Financial Reports for the Town, Region 19 and Eastern Highlands Health District.
 - g. Host the annual audit with Kostin, Ruffkess & Co.
 - h. Prepare the ED141's, ED001's and all other annual reports to the State Dept. of Education for the Mansfield Board of Education and for Regional School District 19.
 - i. Begin implementation of GASB34 for the 2002/2003 CAFR.
 - j. Work with one outside department to do decentralized purchase order entry.

ASSESSOR'S OFFICE

1. 2002/2003 Fourth Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering April 1, 2003 through June 30, 2003. There were 144 documents reviewed. All

changes pertinent to the assessment records have been integrated into the records for the October 1, 2003 Grand List file.

- b. Completed all sales analysis for the period covering April 1, 2003 to June 30, 2003. These sales are catalogued for use by the public and begin to form the basis for a pricing schedule to be set in 2004 (the next mandated revaluation year).
- c. Completed and submitted to the State of Connecticut the M-13 and M-37 outlining the taxable and tax-exempt property listed on the October 1, 2002 Grand List. Also submitted a revised M-37 to the State of Connecticut to reflect previously omitted UCONN property.
- d. Completed the Elderly Home Owner and Additional Veterans Exemption filings for the State of Connecticut. The submittal included 54 applications and 41 renewals Elderly Home Owner and 40 Additional Veterans applications. The Social Services Department assisted the Assessors Office by taking the applications. The Assessors Office processes the completed applications for submission to the State of Connecticut.
- e. Field inspections resumed for permit work with an emphasis placed on inspecting those properties that were issued a certificate of occupancy. After the inspections were completed the pro-rate letters were mailed in time for the tax collector to issue tax bills for the July 1st billing. To date there have been 31 pro-rate letters issued for the October 1, 2002 Grand List.
- f. On June 1st, Jonathan Shumrak, Work-study student from the University of Connecticut Real Estate program started working for the Town. Jonathan has started the process of identifying and locating all the buildings on both the main campus and depot campus of the University of Connecticut.
- g. A new sketch package has been installed on the CAMA (Computed Assisted Mass Appraisal) system. Since this is a new offering, this office is a test site for this new application. We are currently working with the vendor working out the bugs in the system.

2. 2003/2004 First Quarter Plans

- a. We will continue to process all property transfers and legal changes to the records.
- b. Field inspections to resume for permit work and completed new construction.

- c. The office will be implementing a revised sales inspection program to meet the inspection requirement under the State Statutes for revaluation. We will be contacting each new home-owner by phone to answer a set of questions. Upon completion of the questionnaire an inspection date and time will be established.
- d. A Personal Property Audit firm has been hired to conduct Business Property Audits. These audits will be conducted on Personal Property Declarations filed November 1, 2002 for the October 1, 2002 Grand List. Any corrections made to these filings due the audits will be subject to supplemental tax bills for the difference.
- e. The Board of Assessment Appeals meeting for Motor Vehicle appeals is scheduled for September 3rd from 7 to 9 pm.

3. Problems.

There were no major problems to report during the fourth quarter.

III. REVENUE COLLECTORS OFFICE

1. Accomplishments:

Parking Tickets

- a. Kept current Town ticket appeals, payments, correspondence and entry of new tickets.
- b. Updated comparison reports.

Refuse/Miscellaneous/Sewer Bills

- c. Billed and collected refuse accounts for the April 2003 quarter. Received weight information from the Public Works Department in order to process the multi family refuse bills. Included instructions for paying by credit card.
- d. Entered and balanced monthly revenues. Processed quarterly billings for Data Processing, Eastern Highland Health District, Vo-Ag and Special Education accounts. Processed all miscellaneous billing requests as received.
- e. Processed and collected the self-pay retiree medical life insurance billings monthly.
- f. Sent delinquent reminder notices and shut off notices for delinquent refuse accounts. Rebilled delinquent miscellaneous accounts.
- g. Prepared reports and information for audit review.

Taxes

- h. Rebilled delinquent real estate, personal property, motor vehicle and supplemental motor vehicle accounts. Turned tax warrants for unpaid personal property taxes over to Marshall Timothy Poloski for collection.
- i. Completed annual suspense tax list. Posted suspense accounts in Tax Rate Books after the list was approved by Town Council.
- j. Sent lien notices for all unpaid real estate tax accounts in April 2003. Filed the liens for all unpaid real estate tax accounts on the land records in June 2003.
- k. Continued to log on to the Department of Motor Vehicles on line inquiry system to research updated addresses for both tax bill and parking ticket accounts.
- l. Reviewed bankruptcy filings.
- m. Reviewed the tax procedural documents with Virginia Smith prior to her retirement in May 2003.
- n. Began work on the July 1, 2002 to June 30, 2003 fiscal reports for the auditors review.
- o. Filed the annual tax collector's reports (M1 report and Totally Disable Report) as required by law with the Office of Policy and Management prior to July 1, 2003.
- p. Processed all elderly applications and exemptions, both State of Connecticut and local option, for the July 1, 2003 billing as the information was received from the Assessor's Office.
- q. Updated bank code information on the real estate tax bills for the July 1, 2003 billing. An extraordinarily high number of mortgage refinancings this year has made the process of preparing the tax bills for bank escrow payments very time consuming.
- r. Balanced the tax levy for the July 1, 2003 billing against the Assessor's abstracts as soon as the mill rate was set on June 9, 2003. Prepared the total reports for the July 1, 2003 tax levy. Prepared the rate bill and tax warrant and had them signed. Prepared the tax legal notice for publication, as required by law. Printed the real estate workbook. Processed all the Certificates of Correction and Board of Assessment Appeal changes from the Assessor's office prior to printing the tax bills. Printed the real estate, personal property and motor vehicle tax bills and posted all prepayments on them. Stuffed and mailed the bills the last week in June 2003.
- s. Worked with Hal Croxall from Right Angles to be sure that all current and prior year tax accounts are in balance on the computer system.

2. Outstanding Problems

- a. A problem with fifteen certificate of corrections for the October 1, 2001 Grand List year (taxes due July 1, 2002) that were posted twice on the computer and resulted in those accounts being billed less than they should have was discovered when working

with Hal Croxall from Right Angles. The accounts were corrected and the taxpayers have been notified.

- b. It has been very difficult for the office to keep up with the high volume of workload associated with the preparation of the July tax billing but we have. The problem is that there has been no time left to prepare the annual audit reports. This function, normally completed before July 31st will have to be worked on during August.

3. Plans for the Next Quarter:

Parking Tickets

- a. Staff intern in the Town Manager's Office is preparing a draft for revised appeals process. Will review this process.
- b. Keep current with deposits, correspondence, and entry of tickets issued by our officers.

Refuse/Miscellaneous/Sewer Bills

- c. Bill and collect single family refuse accounts for the July 2003 quarter. Receive weight information from Public Works Department in order to process the multi family refuse bills.
- d. Enter and balance monthly revenues. Process quarterly billings for Eastern Highland Health District and other related departments. Process miscellaneous billing requests when received.
- e. Process and collect the self-pay retiree medical and life insurance billings monthly.
- f. Send delinquent reminder, shut off and lien notices for unpaid refuse accounts. Rebill delinquent miscellaneous accounts.
- g. Bill Willimantic sewer use accounts for the period February 1, 2003 through July 31, 2003 when the figures are received from the Engineering Department.

Taxes

- h. July is a heavy collection month. During July there is time for little other than answering telephone inquiries, waiting on taxpayers, attorneys and title searchers at the counter, processing certificate of

corrections received from the assessor's office, researching new address information for bills returned to the office from the Post Office and receiving, balancing and depositing all tax payments daily.

- i. Send delinquent tax notices during August for all real estate and personal property accounts due July 1, 2003 that have not been paid by August 1, 2003.
- j. Send delinquent tax notice during September for all motor vehicle accounts due July 1, 2003 that have not been paid by August 31, 2003.
- k. Work on completing fiscal folder for audit review during August 2003.
- l. Review progress of accounts turned over for foreclosure with Attorney O'Brien.
- m. Review bankruptcy filings.
- n. Interview applicants to fill Virginia Smith's position. Begin training new staff member.
- o. Work with Hal Croxall of Right Angles to be sure the new tax levy is in balance on the computer and confirm that all certificates of correction, abatements, elderly credits, collections and refunds are correct.

IV. DATA PROCESSING

2. Alpha – ADMINS

- a. Assessor's Office – Installed the new PC Sketch software package on all staff PCs in the Assessor's Office. This will allow the Assessor's Office to draw a building sketch on the PC and transfer it to the ADMINS Cama Software.
- b. Board of Education – Continued working with the Supt's secretary regarding the personnel employee attendance record system and ways to best manipulate data for statistical reporting.
- c. Finance – created additional budget reports for the Finance Director and Town Manager
- d. Town Clerk – Assisted with the printing of the annual dog letter and dog licenses.
- e. Coventry – worked with Tax Collector to produce Sewer Assessment billing for May billing.

3. LAN/WAN

- a. Animal Control – Worked with Software Consultant to get the current changes implemented in the Animal Control software. Staff is still learning the system.
- b. EHHD - Provided approx. 17 hours technical support. Mostly on the Director's laptop which was malfunctioning. The laptop was still under warrantee and most parts (motherboard, memory, hard drive) have now been replaced.
- c. Reg 19 – provided approx 62 hours technical support.

d. Mansfield Public Library- installed the new server to replace their existing file server which was purchased in 1999; set up the 6 Gates Foundation machines and attended 2 days of training pertaining to them with Library staff

e. Support Calls:

	Apr - June 2003	Jan - Mar 2003	Oct - Dec 2002	July - Sept 2002	Apr - June 2002
ADMINS related	22	24	21	13	9
Hardware	47	52	53	23	27
Software	88	93	100	31	19
General Support	72	77	89	30	35
System Administration	129	113	65	56	20
Total Support Calls:	358	359	328	153	109

4. Other

- a. Prepared quarterly billing for Coventry
- b. Analyzed expenditures for the 2002/2003 FY for the 833 and Information Technology General Fund budgets.
- c. Continued making content and minor layout modifications to the newly designed Town Web site. During the quarter ending June 2003 IT staff posted 108 agendas or minutes for various Boards, Agencies and Commissions.
- d. During this reporting quarter, staff responded to over 180 requests for use of the meeting rooms at Town Hall from members of the public and Town staff.
- e. Continued to review software for paging solutions via the web. Our current paging software is failing for unknown reasons and we need to find a replacement for it.

5. Plans for the Next Quarter

- a. Install the Gates Foundation "content server" for Mansfield Public Library
- b. Install new copiers as network printers as the Finance Dept purchases them.
- c. Work with CCR Pyramid to work on the update to the Town's 5 year strategic technology plan.
- d.

**TOWN OF MANSFIELD
DEPARTMENT OF SOCIAL SERVICES**

To: Martin Berliner
From: Kevin Grunwald, Director
Re: Department of Social Services; Quarterly report- 4/1/03-6/30/03
Date: August 15, 2003

I. ADMINISTRATIVE AND ADULT SERVICES

During this quarter the Director of Social Services was involved in the following activities:

- Served as a grant reviewer for the State Department of Education grant applications for a "Young Parents Program."
- Attended: "Plans for the Future: A City Forum on Early Childhood", hosted by the Institute for Youth, Education and Families of the National League of Cities. Served as a small group facilitator.
- Participated as a representative of the Town on the Regional Coalition Supporting Youth.
- Conducted research on the adoption of a local ordinance to ban underage drinking on private property.
- Delivered a presentation to the Mansfield League of Women Voters on the role of the Department of Social Services.
- Submitted the "Real Choice Systems Change" grant (not awarded).
- Submitted the 2003/04 Youth Service Bureau grant reapplication.
- Submitted a grant to the League of Women Voters of CT to host a Community Conversation on Early Care and Education.
- Participated in the town wide review of UConn's Spring Weekend.
- Attended a regional training on "Elder Abuse in the Community."
- Attended the NECASA Annual Awards Banquet.

Other programs and services delivered through Adult/Administrative services include:

A. School Readiness Program:

- Seventeen children were enrolled in 4 nationally accredited centers.
- Preschool and public school staff continued to work toward assuring smooth transition to kindergarten, through Preschool CAN and Connections meetings.
- Continued to work with participating Centers around the termination of this grant, including completion of the 2002/03-evaluation process.
- With the termination of this grant, plans were initiated to plans to continue the work of the Mansfield School Readiness Council, including the development of a strategic plan for early care and education for children in Mansfield.

B. Discovery 2003 Grant:

- Participated in the Graustein Foundation's Mid-Year Learning Reflection.
- Initiated planning with the Center for Research and Analysis to design and conduct focus groups around the issue of all-day kindergarten.
- Submitted a grant to the League of Women Voters to host a Community Conversation, partnering with the Lion's Club, Mansfield School Readiness Council, Mansfield LWV, Mansfield Board of Education, the UConn Graduate Student Association, and the First Church of Christ.
- Began planning for a community-wide brainstorming session on future work of the Discovery 2003 initiative.

C. Adult Services:

- Brief or longer-term counseling and/or referral services were provided to 82 unduplicated clients, through 243 contacts
- Financial assistance was provided to 19 individuals through 19 separate contacts
- Tax assistance was provided through the homeowner's and renter's tax abatement programs to 63 residents through a total of 116 contacts.
- Crisis management was provided to 3 residents through a total of 3 contacts.

II. SENIOR SERVICES

A. Senior Center:

- New officers of the Mansfield Senior Center Association were elected at the annual meeting.
- 25 seniors attended the Spring Luncheon at the Mansfield Middle School.
- 50 seniors attended the 11th annual vaudeville show.
- 80 members attended the annual Spring Banquet.
- A \$1500 grant from Altrusa was awarded to the Senior Center Association for the purchase of new tables.
- A total of 855 meals were served.

B. Special events:

- Hosted the State Commission on Aging May meeting
- AARP 55 Alive Safe Driving Course.
- Garden Gate Club Plant and Tag Sale

C. Senior Service Social Worker:

- A total of 78 individual clients received services of varying types including counseling, case management, referrals and information, through a total of 130 contacts.
- Collaborated with the UConn Department of Allied Health and Research Studies and Yale University through the Connecticut Collaboration for Fall Prevention.

D. Wellness Center Activities:

- Operated 3 weekly exercise programs with a total of 93 participants.
- Ongoing Weight Watchers group.
- Wellness services were provided by an advanced practice nurse through a grant from the McSweeney Regional Senior Center to 102 clients
- Offered educational programs on the Digestive System and Weight Management, Glaucoma and Eye Disease, and Skin Cancer Screening.

III. Youth Services

A. Counseling/Psychiatric Services:

- A total of 215 youth (61 families) received clinical (therapeutic) services for a total of 381 therapy sessions.
- A total of 22 youth received psychiatric services from the consulting psychiatrist.

B. COPE:

- COPE groups continue to meet at all three elementary schools, with a total of 61 participants.

C. Other ongoing groups:

- Big Friends/Little Friends, Peer Outreach, Grandparents Support Group, Homework Group, and the accompanying Parent group and the off site Working/single Parent group.

D. Additional Activities:

- 32 students attended the statewide Anti-Smoking Rally.
- 37 members of the Community Service group produced a 7-minute anti-smoking video, which was shown to all students and teachers at the middle school.

E. E.O. Smith High School:

- Counseling services were provided to 75 students and 15 families for a total of 179 sessions.
- 3 psychiatric consultations with a consulting psychiatrist working out of the Youth Service Bureau.

Special Events and Presentations

Adult Services

- League of Women Voters of Mansfield

Senior and Wellness Services

- The Digestive System and Weight Management
- Glaucoma and Eye Disease
- Skin Cancer Screening
- Weight Watchers
- Lip Reading
- Volunteer Recognition
- Spring Luncheon
- AARP 55 Alive Safe Driving Course
- "Anything Goes XI"
- Garden Gate Club Plant and Tag Sale
- Preventing Insurance Fraud
- Annual Senior Health Expo

Youth Services

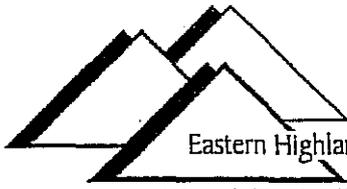
- Anti-smoking Rally
- NECASA Awards Ceremony
- Community Service Senior Luncheon
- Safe Graduation
- Juniper Hill Big Friends/Little Friends
- Peer Natural Helpers

SOCIAL SERVICES' DEPARTMENT: QUARTERLY REPORT
April 1-June 30, 2003

Service Type	Unduplicated Clients/ Participants	Families (If applicable)	Total Contacts/ Sessions
Counseling, Case Management and Referral	388	66	932
Financial Assistance	19		19
Holiday Assistance	30	12	17
Crisis Management	3		3
Emergency Assistance			
Tax Assistance	63		116
Special Events*	919		56*
Senior Center Attendees	4578		4578
Senior Center Meals	855		
Wellness Visits	102 medical visits; 93 exercise class participants		129
COPE Groups	61		61
Psychiatric Consultations	25		25
Training/ Presentations	45		3

TRENDS/CONCERNS:

- **Increasing financial difficulties for many families**
- **Lack of access to state offices, including Social Services and DMV**
- **Diminishing grant opportunities through the State**
- **General transportation issues, including access to senior center programs**
- **Continuing decline in participation in Senior Center meals**



Eastern Highlands Health District

4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3388

Quarterly Report, April 1, 2003 to June 30, 2003 Fourth Quarter

Accomplishments

- West Nile Virus Action Plan implemented for 2003. The main components of the plan include disease surveillance, mosquito management, and public health education. Examples of these components include dead bird surveillance and testing, mosquito complaint follow-up and distribution of educational brochures throughout the District.
- Bathing water-sampling program started in June. A student intern hired to conduct the sampling started in June. Samples are taken from 17 separated public bathing areas on a weekly basis to monitor water quality for bathing purposes.
- The Health District Cardiovascular Health Program completed its first year. Program accomplishments include recruitment of membership and completion of CVH assessment of community.
- Town of Coventry's sewer project continues to get regulatory and technical support from the Health District. The Health District is working with project engineers to identify private water supply wells at risk due to proximity to new sewer line.
- Bio-terrorism preparedness activities. Revisions to the Smallpox Mass Vaccination Plan are close to complete. Training seminars regarding biohazard worker safety and emergency management attended by staff. Plans to train volunteer vaccinators initiated.
- Health District Bio-terrorism draft plan revised. The District now participates and is a member of the Windham Hospital Bio-terrorism Work Group.
- The District continues to support the Town of Mansfield on a number of issues. Participation in the TRC Fenton River study. Participation on the UConn Landfill study TRC. Providing technical support to staff regarding citizens concerns on the Separatist Road Detention Pond.
- The Health District facilitated and continues to support the Mansfield, Coventry, Tolland Board's of Education Tools for Schools programs. Staff attended training sessions conducted by State DPH for school staff this last quarter.

- A two-day training seminar for sanitarians around the state on site and soils evaluation sponsored and supported by the District was conducted in June at the University of Connecticut.
- Health educator's activities for the quarter are detailed in his attached quarterly report.

Plans for Next Quarter

- Bio-terrorism preparedness activities planned for next quarter include training volunteer vaccinators on the smallpox inoculation, completing and submitting to the State DPH smallpox mass vaccination and Bio-terrorism preparedness plans, a report on BT related staff training activities and regional BT preparedness activities.
- Continued promotion of the Cardiovascular Health Program and recruitment of members to the Matters of the Hart Partnership. Development of an Action Plan for year two of the program.
- Submit application for second year of BT preparedness grant funding.
- Continued support of Towns with various issues and projects i.e. Coventry sewer project, UConn Landfill, School Indoor Air Quality, etc.
- Continued implementation of West Nile Virus Action Plan. It is anticipated that
- WNV activity in the District will amplify as the summer progresses.
- Continued monitoring of bathing water quality at 17 sites around the District.

Statistical Report

Figures located in the "year to date" column represent "end of year" figures for fiscal year 2002/2003 activity indicators. Note that many of the revenue generating activities figures, such as well permits, septic permits and soil testing, are less then previous years.

EASTERN HIGHLANDS HEALTH DISTRICT FOURTH QUARTER FISCAL YEAR 2002-2003

April 1, 2003 -- June 30, 2003

Activity Indicators	MONTHS					
	April	May	June	Total	Yr. To Date	Prev. Yr. To Date
COMMUNITY HEALTH ACTIVITIES						
<i>Communicable Disease Control</i>						
Case reports reviewed	52	43	41	136	989	561
Preliminary follow ups	1	3	0	4	65	49
Investigations	1	1	1	3	8	26
<i>Public Health Education</i>						
Programs	3	2	2	7	41	22
(see narrative for program discrp)						
<i>Health/Support Service</i>						
Referrals	0	0	1	1	6	7
ENVIRONMENTAL HEALTH ACTIVITIES						
<i>Office Service</i>						
Consultations	1085	631	740	2456	11,118	12839
Correspondence sent	129	83	91	303	3,481	2075
<i>Complaints</i>						
Food protection	1	0	0	1	13	14
Housing	1	0	3	4	25	17
Refuse/garbage	0	1	0	1	24	16
Rodents/insects	0	0	0	0	10	7
Water quality	1	0	0	1	5	12
Air quality	0	0	0	0	2	8
Sewage disposal	0	0	1	1	14	13
Other	0	1	2	3	10	7
<i>Health Inspection</i>						
Group Homes	1	0	0	1	6	4
Day Care	1	0	0	1	18	16
Camps	0	0	0	0	2	3
Mobile Homes	0	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0	0
Schools	0	0	0	0	2	0
Mortgage, FHA, VA	0	1	1	2	7	4
Public pools/bathing areas	0	2	1	3	3	7
Other	0	1	0	1	1	15
<i>On-site Sewage Disposal</i>						
Site inspection -- all site visits	165	238	233	636	1,824	2072
Deep hole tests -- # of holes	163	134	137	434	1,324	1568
Percolation tests -- # of holes	19	18	30	67	218	283
Permits issued, new	15	18	26	59	219	232
Permits issued, repair	13	7	13	33	105	120
Site plans reviewed	19	31	25	75	269	443
B100a	82	87	85	254	682	672
<i>Wells</i>						
Well sites inspected	22	34	28	84	305	322
Well permits issued	18	27	15	60	239	379

BOLTON QUARTERLY REPORT

April 1, 2003 -- June 30, 2003

Activity Indicators

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>District Total</u>
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	60	5	73	138	2456
Correspondence sent	6	9	12	27	303
<i>Complaints</i>					
Food protection	0	0	0	0	1
Housing	0	0	0	0	4
Refuse/garbage	0	0	0	0	1
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	1
Other	0	0	0	0	3
<i>Health Inspection</i>					
Group Homes	0	0	0	0	1
Day Care	0	0	0	0	1
Camps	0	0	0	0	0
Mobile Homes	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0
Schools	0	0	0	0	0
Mortgage, FHA, VA	0	0	0	0	2
Public pools/bathing areas	0	0	0	0	3
Other	0	0	0	0	1
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	13	8	6	27	636
Deep hole tests -- # of holes	4	50	30	84	434
Percolation tests -- # of holes	2	1	4	7	67
Permits issued, new	0	0	1	1	59
Permits issued, repair	3	0	1	4	33
Site plans reviewed	2	2	2	6	75
B100a	12	11	11	34	254
<i>Wells</i>					
Well sites inspected	0	0	0	0	84
Well permits issued	0	0	0	0	60
<i>Laboratory Activities (samples taken)</i>					
Potable water	0	0	0	0	7
Surface water	0	0	9	9	69
Ground water	0	0	0	0	0
Rabies	0	0	0	0	0
Lead	0	0	0	0	1
Other (birds, etc)	0	0	1	1	5

COVENTRY QUARTERLY REPORT

April 1, 2003 -- June 30, 2003

Activity Indicators

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>District Total</u>
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	250	189	254	693	2456
Correspondence sent	19	25	31	75	303
<i>Complaints</i>					
Food protection	0	0	0	0	1
Housing	0	0	0	0	4
Refuse/garbage	0	0	0	0	1
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	1
Other	0	0	0	0	3
<i>Health Inspection</i>					
Group Homes	0	0	0	0	1
Day Care	0	0	1	1	1
Camps	0	0	0	0	0
Mobile Homes	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0
Schools	0	0	0	0	0
Mortgage, FHA, VA	0	2	0	2	2
Public pools/bathing areas	0	0	0	1	3
Other	0	0	0	0	1
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	63	111	101	275	636
Deep hole tests -- # of holes	34	22	46	102	434
Percolation tests -- # of holes	2	6	9	17	67
Permits issued, new	4	4	3	11	59
Permits issued, repair	3	2	5	10	33
Site plans reviewed	6	5	7	18	75
B100a	20	13	17	50	254
<i>Wells</i>					
Well sites inspected	10	16	9	35	84
Well permits issued	7	9	2	18	60
<i>Laboratory Activities (samples taken)</i>					
Potable water	2	2	0	4	7
Surface water	0	0	36	36	69
Ground water	0	0	0	0	0
Rabies	0	0	0	0	0
Lead	0	0	0	0	1
Other (birds, etc.)	0	0	0	0	5

MANSFIELD QUARTERLY REPORT

April 1, 2002 -- June 30, 2002

Activity Indicators

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>District Total</u>
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	525	186	144	855	2456
Correspondence sent	76	24	21	121	303
<i>Complaints</i>					
Food protection	1	0	0	1	1
Housing	1	0	3	4	4
Refuse/garbage	0	1	0	1	1
Rodents/insects	0	0	0	0	0
Water quality	1	0	0	1	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	1	1	1
Other	0	1	0	1	3
<i>Health Inspection</i>					
Group Homes	0	0	0	0	1
Day Care	0	0	0	0	1
Camps	0	0	0	0	0
Mobile Homes	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0
Schools	0	0	0	0	0
Mortgage, FHA, VA	0	0	0	0	2
Public pools/bathing areas	0	0	0	0	3
Other	0	1	0	1	1
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	13	16	11	40	636
Deep hole tests -- # of holes	10	10	6	26	434
Percolation tests -- # of holes	7	3	4	14	67
Permits issued, new	2	4	12	18	59
Permits issued, repair	4	0	2	6	33
Site plans reviewed	0	0	0	0	75
B100a	8	21	15	44	254
<i>Wells</i>					
Well sites inspected	0	3	2	5	84
Well permits issued	4	9	3	16	60
<i>Laboratory Activities (samples taken)</i>					
Potable water	0	0	1	1	7
Surface water	0	0	8	8	69
Ground water	0	0	0	0	0
Rabies	0	0	0	0	0
Lead	1	0	0	1	1
Other (birds)	0	0	3	3	5

TOLLAND QUARTERLY REPORT

April 1, 2003 -- June 30, 2003

Activity Indicators

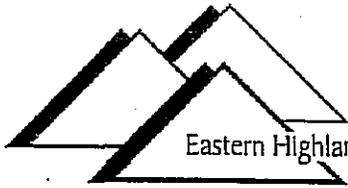
	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>District Totals</u>
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	199	183	211	593	2456
Correspondence sent	17	17	15	49	303
<i>Complaints</i>					
Food protection	0	0	0	0	1
Housing	0	0	0	0	4
Refuse/garbage	0	0	0	0	1
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	1
Other	0	0	0	0	3
<i>Health Inspection</i>					
Group Homes	0	0	0	0	1
Day Care	0	0	0	0	1
Camps	0	0	0	0	0
Mobile Homes	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0
Schools	0	0	0	0	0
Mortgage, FHA, VA	0	0	0	0	2
Public pools/bathing areas	0	0	2	2	3
Other	0	0	0	0	1
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	68	83	96	247	636
Deep hole tests -- # of holes	93	38	38	169	434
Percolation tests -- # of holes	5	6	10	21	67
Permits issued, new	8	7	9	24	59
Permits issued, repair	3	3	4	10	33
Site plans reviewed	7	15	12	34	75
B100a	30	32	36	98	254
<i>Wells</i>					
Well sites inspected	10	12	14	36	84
Well permits issued	5	6	7	18	60
<i>Laboratory Activities (samples taken)</i>					
Potable water	0	0	0	0	7
Surface water	0	0	8	8	69
Ground water	0	0	0	0	0
Rabies	0	0	0	0	0
Lead	0	0	0	0	1
Other (birds, etc)	0	0	1	1	5

WILLINGTON QUARTERLY REPORT

April 1, 2003 -- June 30, 2003

Activity Indicators

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>District Totals</u>
<u>ENVIRONMENTAL HEALTH ACTIVITIES</u>					
<i>Office Service</i>					
Consultations	51	68	58	177	2456
Correspondence sent	11	8	12	31	303
<i>Complaints</i>					
Food protection	0	0	0	0	1
Housing	0	0	0	0	4
Refuse/garbage	0	0	0	0	1
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	1
Other	0	0	2	2	3
<i>Health Inspection</i>					
Group Homes	1	0	0	1	1
Day Care	0	0	0	0	1
Camps	0	0	0	0	0
Mobile Homes	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0
Schools	0	0	0	0	0
Mortgage, FHA, VA	0	0	0	0	2
Public pools/bathing areas	0	0	0	0	3
Other	0	0	0	0	1
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	8	20	19	47	636
Deep hole tests -- # of holes	22	14	17	53	434
Percolation tests -- # of holes	3	2	3	8	67
Permits issued, new	1	3	1	5	59
Permits issued, repair	0	2	1	3	33
Site plans reviewed	4	9	4	17	75
B100a	12	10	6	28	254
<i>Wells</i>					
Well sites inspected	2	3	3	8	84
Well permits issued	2	3	3	8	60
<i>Laboratory Activities (samples taken)</i>					
Potable water	0	0	2	2	7
Surface water	0	0	8	8	69
Ground water	0	0	0	0	0
Rabies	0	0	0	0	0
Lead	0	0	0	0	1
Other (birds, etc)	0	0	0	0	5



Eastern Highlands Health District

4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3388

To: Rob Miller, Director of Health, EHHD
From: Curt Hirsch, Public Health Educator
Date: August 7, 2003

Re: Fourth Quarter Report – 02/03

I Zoning Permits reviewed: April 9
May 26
June 24

II Health education activity

A. Community action

- National Organ & Tissue Donation Awareness Week (April) Articles for *Tolland & Coventry Monthly Magazines*, *Bolton Community Newsletter* and shorter piece for *Tolland/Mansfield and Willington Seniors newsletters*.
- *Coventry Town Council Newsletter* article on the Matters of the Heart Partnership program.
- Physical Fitness & Sports Month (May) article for the *Tolland & Coventry Monthly Magazines*.
- National Nursing Home Week (May) article to the 'Senior's' newsletters.
- 'FOOD TALK' summer newsletter sent to foodservice licensees. This issue talked about the question of SARS transmission through food, and hand gels vs hand washing.
- SARS – Ticks – WNV article for *Tolland & Coventry Magazines*
- SARS article for 'Senior's' newsletters and for *Bolton Community Newsletter*.

Copies of articles submitted to newsletters or those published during the quarter are attached to this report.

- B. Resource material - During the quarter I received and reviewed information and materials on a variety of public health issues. Materials were distributed to the District satellite offices as appropriate for public display and distribution. Many of these publications serve to update our inventory of resource material. Topics covered in publications help direct my attention to issues that are timely for newsletter articles and to national educational campaigns (ie: Public Health Week, National Drug & Drunk Driving Week, Breast Cancer Awareness Week, etc.).

Organ & Tissue Donation

Written by Curt Hirsch for the
Highland Health District

April 20-26 is National Organ and Donor Awareness Week. There is a desperate shortage of organs available for transplantation in the United States and the National Kidney Foundation is challenging all Americans to sign organ donor cards. There are approximately 80,000 people waiting for an organ transplant right now. Approximately 6000 of those persons die while they wait. What better way to honor the memory of a loved one than to provide that their organs live on as a second life for another.

The purpose of this article is to help you thinking about what happens if a death occurs. All hospitals are required by law to notify the Organ Procurement Organization if any patient dies. The OPO will make a determination as to whether an organ donation is appropriate.

and may contact the family of the deceased to discuss donation. The sudden, unexpected loss of a loved one is a time filled with extraordinary emotion. It is not a time to calmly and clearly begin a discussion about organ donation, especially if the deceased is a child or young adult. But the medical necessities require that the decision about donation must be made immediately. The discussion must take place in an atmosphere of open, unpressured thought, with sufficient time to get answers to questions that will undoubtedly come up about organ donation.

Organs and tissues that can be donated include: heart, lung, kidney, liver, pancreas, bone and cartilage, corneas, skin and heart valves. Kidneys, corneas, bone marrow and even a lung can be secured through "living donations", provided by healthy, living persons. Medical and surgical advancements are providing very good survival rates for recipients of donated organs, virtually

giving a second life to many thousands of individuals every year.

The system of listing patients waiting for a transplant and for allocating donated organs is called the Organ Procurement and Transplantation Network (OPTN). Candidates for transplant are placed on a national waiting list. When a donated organ becomes available, recipients are prioritized according to approved sharing policies for each type of organ. Strict guidelines have been established to ensure that all potential recipients have a fair chance of being selected regardless of age, sex, race, financial, or social status. Sometimes the candidate at the top of the list will not be chosen. The selected candidate must be available, healthy enough for surgery and willing to be transplanted immediately. Vital organs such as the heart and lungs, only have a preservation life of about 4 to 5 hours and sometimes must be transported thousands of miles. Time can be critical and a potential recipient must be ready for surgery on short notice.

Identifying yourself as an organ or tissue donor is simple. You can declare it on your driver's license or sign an organ donor card, which becomes a legal document. Your family and your doctor should be made aware of your wishes to be a donor. In many states upon your death, your family will be asked about donation even if you have designated yourself as a donor. In some states, a signed donor card or other directive to be a donor will be honored without requesting permission of the family. Again, it is important that your family know and understand your wishes. All related costs of donation are paid for by the donor program. There is no cost to the donor's family or to the donating hospital. The removal of organs and/or tissue is done under the highest medical standards and usually will not interfere with normal funeral arrangements. Virtually every religious denomination supports organ and tissue donation as being consistent with religious and ethical beliefs and a gift expressing high humanitarian ideals.

The substantial changes in the world situation over the past eighteen months often have us asking ourselves what we can do as individuals to ease suffering and bring all of us closer together as one caring community. Most of us do not possess the skills or talents to have a profound impact on the current events yet we all want to help where we can. Your body itself, can be lifesaving to many persons hanging onto the hope that someone like you will step forward and become an organ or tissue donor. Give blood whenever and as often as you can. Become an organ and tissue donor.

Discuss donation with your family and get the answers you need to make the unselfish decision to become a donor. Contact the National Kidney Foundation for more information about becoming a donor. You can call toll free (800) 622-9010 or visit their website at www.kidney.org. They have an excellent free booklet titled "Take time to Talk", which provides information, and answers many questions about donation. Materials provided by the National Kidney Foundation served as the basis for this article.

Fundraiser to Benefit Horse Rescue

Wanted: Donations of new and used tack and horse-related items as well as donations of small household items to benefit Greener Pastures Rescue. Don't have anything to donate, but always looking for a bargain? Plan to attend the Spring Fundraiser on Saturday, April 26, from 11 a.m. to 3 p.m. at Raineau Farm in Plainfield.

The Spring Fundraiser will include an old-fashioned rummage sale, free raffles, free food and drinks, riding demonstrations and more. Plus, stop by to wish our twin mule mascots Rein and Beau a happy 2nd Birthday!

Greener Pastures Rescue, a nonprofit volunteer organization based in Salem, is dedicated to the rescue needs of horses in this region. "The Spring Fundraiser is a great opportunity for people to enjoy some family fun and become acquainted with our organization," said Dana Stillwell, a founder of Greener Pastures Rescue and publisher of Steed Read Horseman's Classified. "The

As the weather warms up (finally) so does the real estate market. The market had cooled off the last couple of months, undoubtedly the snow and sub-zero temperatures played a part in that. The good news is the phones are now ringing with buyers looking for homes. If a move is in your future I am sure I can help. Let me share my market knowledge and experience with you, to help you put the most money in your pocket, from the sale of your property. Thank you.



Eric Lindlau
742-5156
7 Days A Week for YOU!
E-mail me at: elindlau1@msn.com

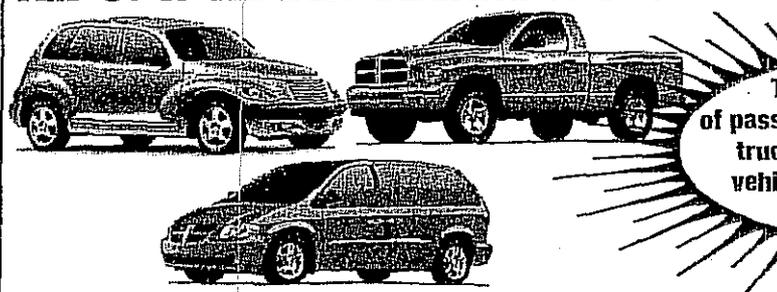
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Currents Monthly April 03

Sunny Spring Days Bring Hope for Peaceful Times

By Helen Blanchfield

A beautiful sunny morning—so welcome after the snow and zero temperatures of this past winter. Sad to say, we have more than weather on our minds with a war being waged in the Middle East.

When World War II ended in 1945, I did not think I would ever experience war again in my lifetime. Neither did I dream of beloved young family members being a part of it.

No matter our feelings, whether for or against, I think we all agree our military must have our support. Speaking personally, I have to think outside of my own feelings. Sharing

with others, hearing how they're coping will always be a source of strength.

Let's get back to the beautiful sunny morning. With spring and Easter approaching, we have to realize 'hope springs eternally.' As seniors, there is much we have to offer. Our life experience is invaluable, especially when we share it. When that happens, we forget about our own situation, depression, and sadness and try to put on a happy face.

I'll end with a blessing from a little prayer book: "May the Lord order our days and our deeds in lasting peace."

My wish for all dear friends at the Center and thanks for their friendship.



The Gift of Life: Organ and Tissue Donation

A message from the Eastern Highlands Health District

April 20-26 is National Organ and Tissue Donor Awareness Week. There is a desperate shortage of organs for transplant in the United States. The National Kidney Foundation is challenging all Americans to sign organ donor cards. Of the nearly 80,000 people waiting for an organ transplant, about 6,000 will die while they wait. How better to honor the memory of a loved one than to donate their organs so another may live.

The Organ Procurement and Transplantation Network places candidates for transplant on a national waiting list. When an organ becomes available, recipients are prioritized according to approved sharing policies for each type of organ. Strict guidelines have been established to ensure that all potential recipients have a fair chance of being selected.

You can identify yourself as an organ or tissue donor by declaring it on your driver's license or signing an organ donor card, which becomes a legal document. Your family and doctor should be made aware of your wishes. In many states, your family will be asked about donation upon your death even if you have designated yourself as a

donor. All costs of donation are paid by the donor program. Organs and/or tissue is removed under the highest medical standards and usually will not interfere with normal funeral arrangements.

Virtually every religious denomination supports organ and tissue donation as being consistent with religious and ethical beliefs and a gift expressing the highest humanitarian ideals.

Recent changes in the world situation may have us asking how we as individuals can ease suffering and bring people together as one caring community. Your body can be lifesaving to those hanging onto the hope that someone will step forward and become an organ or tissue donor. Give blood whenever and as often as you can. Become an organ and tissue donor.

Discuss donation with your family. For more information on being a donor, contact the National Kidney Foundation toll free at (800) 622-9010 or visit their website at www.kidney.org. They offer an excellent free booklet, Take Time to Talk, that provides information and answers questions about organ donation.

MANSFIELD SENIOR CENTER ASSOCIATION, INCORPORATED

**BOARD MEMBERS
(July 1, 2001 to June 30, 2003)**

- President Tim Quinn
- Vice Presidents Ted Lamb & John Brubacher
- Secretary Rita Braswell
- Treasurer Helen Malack
- Member-at-Large Jan Scottron
- Acting Finance Don Stitts
- Food Service Howard Raphaelson
- Program Planning Arppie Charkoudian
- Travel Chair Ann Druge
- Immediate Past President Phil Fichandler
- Past Presidents: Clarence Johnson, Mary Moss, Byron Janes, and Esther McCabe
- Computer Chair Philip Fichandler
- Computer Registrar Lori LaCombe
- Computer Education Hal Lucal

SENIOR CENTER STAFF

- Coordinator Marilyn A. Gerling,MSW
- Sr. Svc. Soc. Worker Jean Ann Kenny, LCSW
- Sr. Cntr. Secretary Linda C. Wohlbe
- Wellness Cntr. Sec. Katherine Ortyl
- Kitchen Mgr Elizabeth Glanz
- TVCCA & Mona Clark
- Dining Room Ulla Hussey
- Kitchen Asst Barbara Nutini

RECEPTIONISTS

- Lois Abt, Rita Braswell
- Edith Diesel, Gerry Jones
- Ruth Juhasz, Vivian Moore
- Connie Morrissette
- Frances Nichols, Maureen Orrell
- Joyce Roscoe, Mary Thatcher

TRAVEL RECEPTIONISTS

- Ann Druge, Alyce Douda
- Rose C. Ferreri, Midge Zuar



**GIVING THE "GIFT OF LIFE"™
Organ and Tissue Donation**

A Message from the Eastern Highlands Health District

April 20-26 is National Organ and Tissue Donor Awareness Week. There is a desperate shortage of organs available for transplantation in the United States and the National Kidney Foundation is challenging all Americans to sign organ donor cards. There are approximately 80,000 people waiting for a life-saving organ transplant right now. Approximately 6,000 of those persons will die while they wait. What better way to honor the memory of a loved one's life than to provide that their healthy organs live on as a second chance at life for another.

The system of listing patients waiting for a transplant and for allocating donated organs is called the Organ Procurement and Transplantation Network (OPTN). Candidates for transplant are placed on a national waiting list. When a donated organ becomes available, recipients are prioritized according to approved sharing policies for each type of organ. Strict guidelines have been established to ensure that all potential recipients have a fair chance of being selected regardless of age, sex, race, financial, or social status.

Identifying yourself as an organ or tissue donor is simple. You can declare it on your driver's license or sign an organ donor card, which becomes a legal document. Your family and your doctor should be made aware of your wishes to be a donor. In many states, upon your death, your family will be asked about donation even if you have designated yourself as a donor. All related costs of donation are paid for by the donor program. There is no cost to the donor's family or to the donating hospital. The removal of organs and/or tissue is done under the highest medical standards and usually will not interfere with normal funeral arrangements. Virtually every religious denomination supports organ and tissue donation as being consistent with religious and ethical beliefs and a gift expressing the highest humanitarian ideals.

The substantial changes in the world situation over the past eighteen months often have us asking ourselves what we can do as individuals to ease suffering and bring all of us closer together as one caring community. Most of us do not possess the skills or talents to have a profound impact on the current events, yet we all want to help where we can. Your body itself can be lifesaving to many persons hanging onto the hope that someone like you will step forward and become an organ or tissue donor. Give blood whenever and as often as you can. Become an organ and tissue donor.

Discuss donation with your family and get the answers you need to make the unselfish decision to become a donor. Contact the National Kidney Foundation® for more information about becoming a donor. You can call toll free (800) 622-9010 or visit their website at www.kidney.org. They have an excellent free booklet titled "Take Time to Talk", which provides information and answers many questions about donation. Materials provided by the National Kidney Foundation® served as the basis for this article.

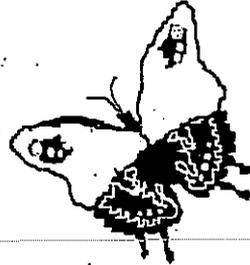
Lift Your Hearts and Voices in Song, Be as One

By Helen Blanchfield

A sign on the high school door proclaimed "sold out!" How great is that! I'm sure we could not have imagined it in our fondest dreams when we had our first Senior show more than 10 years ago. A far cry from our humble beginnings in 1994—I mean humble! Ten plus chorus members accompanied by tape recordings in the Tolland ambulance garage.

As news of our chorus travelled, new members drifted in. Best of all, Pat Wearne, organist extraordinaire, joined us. We were on our way! We meet each Monday morning at 9:30 and sing until noon. Mondays can be "blue," but when singing starts, there's nary a blue note to be found. Certainly our Senior Center plays a big part with space and light. Fran says our theme is fun, and that is ever present.

Meeting on Monday mornings for chorus



we've found so much more—dear friends who support us in happy times and sad.

The Notables, as we're known, are happy to be called on to sing for Senior groups and nursing homes. There's so much satisfaction in seeing the smiles of patients who may no longer be active.

We thank our community for its support. We couldn't have done it without you. From "One World, One Heart" by Susan Polis Schutz, I add a perfect definition of what we're about.

Music transcends barriers among people

Slow, soft songs, eyes are sad and misty

Fast songs, eyes are sparkling

Old familiar songs, eyes are dreaming

Witty songs, eyes are laughing

Religious songs, eyes are wistful

When listening to our own music

We are all one.

SARS: The New Disease

A message from the Eastern Highlands Health District

Severe Acute Respiratory Syndrome (SARS) has been in the news in recent weeks. SARS was identified as something "different" from known respiratory illnesses late last year. In general, SARS begins with a fever higher than 100.4 degrees. Other symptoms may include headache, an overall feeling of discomfort, and body aches. Some people also experience mild respiratory symptoms. After two to seven days, SARS patients may develop a dry cough and have trouble breathing. People with symptoms of SARS should contact their health-care provider. Be certain to report any recent travel to places where SARS has been reported or whether there was contact with anyone who also had these symptoms.

The primary way that SARS appears to spread is by close person-to-person contact. The virus can spread when someone who is sick with SARS coughs or sneezes droplets onto themselves, other people, or nearby surfaces that are then touched by

well persons. It is possible that SARS can be spread more broadly through the air or by other ways that are currently not known. Cases of SARS in the U.S. are reported mainly in people who have had close contact with an infected person. The number of "reported" SARS cases IS NOT the same as the number of people who actually have SARS. A person is designated as a SARS case when that individual presents symptoms consistent with the CDC's definition of a suspect case of SARS.

Personal protection against SARS can be as simple as avoiding travel to the countries/cities on the CDC advisory or travel alert list. Other precautions are the same as for other communicable diseases—avoid close contact with persons coughing or sneezing and wash hands often. Hand-to-mouth/nose/eyes contact often spreads any virus through a population. For more information on SARS, visit www.cdc.gov or www.dph.state.ct.us

SARS: The New Disease

~from the Eastern Highlands Health District

Severe Acute Respiratory Syndrome (SARS) has been the disease of the moment in recent weeks. What is SARS and how did it start? It was only identified as something "different" from the known respiratory illnesses late last year. Scientists had detected a previously unrecognized coronavirus in patients with SARS. Coronavirus is usually associated with colds and flu. Viruses often mutate into new forms and the new coronavirus (SARS-CoV) is likely a form of a virus that has been around for a long time.

In general, SARS begins with a fever greater than 100.4°. Other symptoms may include headache, an overall feeling of discomfort, and body aches. Some people also experience mild respiratory symptoms. After 2 to 7 days, SARS patients may develop a dry cough and have trouble breathing. People with symptoms of SARS should contact their health-care provider. Be certain to mention any recent travel to places where SARS has been reported or whether there was contact with anyone who also had these symptoms.

The primary way that SARS appears to spread is by close person-to-person contact. The virus can spread when someone who is sick with SARS coughs or sneezes droplets onto themselves, other people, or nearby surfaces, which are then touch by well persons. *It is also possible that SARS can be spread more broadly through the air or by other ways that are currently not known.* Cases of SARS in the U.S. continue to be reported mainly among people who have had direct close contact with an infected person, such as those sharing a household with a SARS patient or health-care workers not using infection control procedures around a patient. It is important to understand that the number of "reported" SARS cases IS NOT the same as the number of people who actually have SARS. A person is designated as a SARS case when that individual presents *symptoms* consistent with the CDC's definition of a suspect case of SARS. I've never heard our various "alarmist" media ever make that distinction.

Personal protection against contracting SARS-CoV can be as simple as avoiding travel to the countries/cities on the CDC advisory or travel alert list. Other precautions are the same as preventing many other communicable diseases. Avoid close contact with persons coughing or sneezing and wash hands often. It is the hand-to-mouth/nose/eyes contact that often spreads any virus through a population. For much more information on SARS visit these websites:

www.cdc.gov or
www.dph.state.ct.us

P.210

PHOTO EXHIBITION

by Richard P. Sallee
at the

Mansfield Senior Center

Monday, June 9 to June 20

Dick Sallee has been creating photographic art for about 50 years. The pictures you see are original images, individually hand printed on archival paper. Most of the subjects have been photographed with conventional camera/film combinations. A few were captured electronically with a digital camera.

Computer controls are far more sophisticated and accurate than those available in the "wet" darkroom. Things that were time consuming and sometimes almost impossible can be accomplished now with relative ease.

These photos are considered decorative art. They are purchased, hung on your walls until you get tired of them, and then given to the kids or put out in the yard sale. These are pictures to look at, not images to go into a collector's vault.

MEALS-ON-WHEELS DRIVER NEEDED

at the Mansfield Senior Center for every other Monday meal deliveries beginning June 9. Driver leaves the Senior Center about 10:30 AM, completing deliveries about noon. Please call Marilyn Gerling (x2) or Linda Wohlbebe (x100) at 429-0262, to arrange for training.

Read a Good Book this Summer and Win Prizes at the Same Time!

This summer join the Bentley Memorial Library and Bolton Center School for a summer reading adventure. Each week throughout the summer, students visiting the library will have their name entered in a weekly drawing for a \$10 gift certificate to either B is for Books & Beyond, Blockbuster, or the Movies at Buckland. There will also be two runner-up prizes each week of two passes to Mar-Lea Golf and two ice cream cones at Dairy Queen in Manchester. Thanks to Mark and Barbara Fiano and Dave and Jennifer Baum for these runner-up prizes. Local civic groups are currently being asked to donate the \$10 gift certificates and will be recognized at the end of the summer. If there are any organizations that have not been sent a letter of request, but would like to make a donation, please feel free to contact Evelyn O'Connor, Summer Reading Chair, at 649-6867.

Recommended reading lists will be available at the library. Each student will be allowed to enter the drawing once each week. Students will also be given a sticker to post in their summer reading log to reflect their visit to the library. There will be a different sticker for each week throughout the summer. There will also be an "End of Summer" raffle in early September at BCS, with one grand prize, and a runner-up prize. Students will be entered in the raffle by returning their completed Summer Reading Log to their September 2003 teacher by September 3 and by having read a book or entire magazine for *each* of the 10 weeks of summer, and having their reading log signed by their parent or guardian.

The Center School will be kicking off the Summer Reading Program at its annual awards assembly on Monday, June 16, with a skit performed by a group of seventh grade students. Bentley Memorial Library will host a kickoff on Saturday, June 14. Please see the Library news for details.

SARS: The New Disease

From the Eastern Highlands Health District

Severe Acute Respiratory Syndrome (SARS) has been the disease of the moment in recent weeks. What is SARS and how did it start? It was only identified as something "different" from the known respiratory illnesses late last year. Scientists had detected a previously unrecognized coronavirus in patients with SARS. Coronavirus is usually associated with colds and flu. Viruses often mutate into new forms and the new coronavirus (SARS-CoV) is likely a form of a virus that has been around for a long time.

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The primary way that SARS appears to spread is by close person-to-person contact. The virus can spread when someone who is sick with SARS coughs or sneezes droplets onto themselves, other people, or nearby surfaces, which are then

touched by well persons. *It is also possible that SARS can be spread more broadly through the air or by other ways that are currently not known.* Cases of SARS in the U.S. continue to be reported mainly among people who have had direct close contact with an infected person, such as those sharing a household with a SARS patient or healthcare workers not using infection control procedures around a patient. It is important to understand that the number of "reported" SARS cases IS NOT the same as the number of people who actually have SARS. A person is designated as a SARS case when that individual presents *symptoms* consistent with the Center for Disease Control's (CDC) definition of a suspect case of SARS.

Personal protection against contracting SARS-CoV can be as simple as avoiding travel to the countries/cities on the CDC advisory or travel alert list. Other precautions are the same as preventing many other communicable diseases. Avoid close contact with persons coughing or sneezing and wash hands often. It is the hand-to-mouth/nose/eyes contact that often spreads any virus through a population. For much more information on SARS visit these websites: www.cdc.gov or www.dph.state.ct.us.

MACC News

The MACC Mobile Foodshare will take place Tuesday, June 17, from 9:30 to 11:00 a.m. at the Church Mouse Thrift Shoppe at 46 Purnell Place in Manchester. Mobile Foodshare is intended for low- and fixed-income households. Please bring your own bags and boxes.

MACC would like to express their thanks to the residents of Bolton who supported their efforts in the recent Walk Against Hunger. The walk was a great success! Check the Bolton Community News Web site (www.boltonnews.org) in the near future for a tally of the monies that were raised.



SARS: The New Disease

From the Eastern Highlands Health District

Severe Acute Respiratory Syndrome (SARS) has been the disease of the moment in recent weeks. We see nightly pictures on TV news of so many Beijing and Hong Kong citizens going about their daily business donning surgical masks and a whole industry of designer masks has evolved. The CDC has issued advisories against nonessential travel to certain Asian countries and even a travel alert for our neighbor Toronto, Canada, which has a very high Chinese population. The UConn student suspected as a SARS case after returning from China - wasn't.

What is SARS and how did it start? It was only identified as something 'different' from the known respiratory illnesses late last year. Scientists had detected a previously unrecognized coronavirus in patients with SARS. Coronavirus is usually associated with colds and flu. The new coronavirus (SARS-CoV) is the leading hypothesis for the cause of SARS, however, other viruses are still under investigations potential causes.

In general, SARS begins with a fever greater than 100.4°. Other symptoms may include headache, an overall feeling of discomfort, and body aches. Some people also experience mild respiratory symptoms. After 2 to 7 days, SARS patients may develop a dry cough and have trouble breathing. People with symptoms of SARS should contact their health-care provider. Be certain to tell them about any recent travel to places where SARS has been reported or whether there was contact with anyone who also had these symptoms.

The primary way that SARS appears to spread is by close person-to-person contact. A 4/14/03 *Newsweek* article reported that SARS has been traced to one doctor, who contracted the disease in the Guangdong Province of China, then passed it to 12 hotel guests in Hong Kong, spreading the virus to 18 countries on five continents. The virus can spread when someone who is sick with SARS coughs or sneezes droplets onto themselves, other people, or nearby surfaces, which are then touched by well persons. *It is also possible that SARS can be spread more broadly through the air or by other ways that are currently not known.* Cases of SARS in the U.S. continue to be reported mainly among people who have had direct close contact with an infected person, such as those sharing a household with a SARS patient or health-care workers not using infection control procedures around a patient. Of the 39 *probable* SARS patients in the U.S. (all statistics in this article are based on data reported as of 4/23/03), 94% had traveled to a country on which a CDC travel advisory has been placed. In the U.S., there is no indication of community spread at this time. In Connecticut the six reported cases are widely scattered geographically throughout the State and none has any relationship to any other patient. None have been confirmed to be infected with SARS-CoV.

Which brings up a need to identify the terms that are being tossed around regarding the number of reported SARS cases. There have been 245 reported SARS cases in the U.S. These are further broken down as 206 *suspect* cases and 39 *probable* cases. 45 (18%) of these have diagnostic SARS-CoV laboratory findings (*positive* cases). Dr. Kenneth

Dardick, Medical Advisor to the Eastern Highlands Health District, informs me that a new category for patients testing negatively for SARS-CoV is being created, called MARS (Mild Acute Respiratory Syndrome). Each defined category has its own set of criteria based upon the presence and severity of known symptoms and laboratory test results. As stated above, of the 245 reported SARS cases in the U.S., only 18% have been determined as positive for SARS-CoV. There have not been any reported deaths in the U.S. from SARS.

Personal protection against contracting SARS-CoV can be as simple as avoiding travel to the countries/cities on the CDC advisory or travel alert list. Other precautions are the same as preventing many other communicable diseases. Avoid close contact with persons coughing or sneezing and wash hands often. It is the hand-to-mouth/nose/eyes contact that often spreads any virus through a population. If you are caring for or live in the same household as someone who is a suspect SARS case, the basic precautions should be followed for 10 days after respiratory symptoms and fever are gone. During that same time, SARS patients (any case level) should stay at home or limit interactions outside of the home. For much more information on SARS visit these websites:

www.cdc.gov or www.dph.state.ct.us

Because summer is just ahead and the next issue of this magazine won't be read until July (three months away) I should remind you about two villains that regularly visit our area this time of year. The deer tic and the mosquito are back in our thoughts and yards.

Taking some time to address the maintenance of your property can go a long way in minimizing contracting the diseases that are associated with these pests: Lyme Disease and West Nile Virus.

Tics thrive in moist, shaded environments, especially areas with leaf litter, and low-lying vegetation in wooded, brushy or overgrown grassy habitat. Eliminate or control these conditions in close proximity to homes and in yards where you play or work and where pets may be confined outdoors. Limit areas of skin exposure on ankles and legs when working or walking on trails in woods or fields. Do a tic-check on yourself, children and pets after outdoor activity and remove attached tics carefully and completely. I removed two embedded tics (CNN affiliated) yesterday after a weekend of yard work and canoeing.

Mosquitoes can only breed where standing water is present. Any puddle or standing water that lasts more than 7 to 10 days during the summer can become a breeding source. The usual suspects include, empty containers, wheelbarrows, bird baths, discarded tires, clogged roof gutters, an unused wading pool, tarps and pool covers, and any depression in the yard where water does not drain. Minimize your time outdoors during dusk and dawn, maintain door and window screens, wear clothing that covers the skin if outdoors when mosquitoes are most active and consider the use of repellents, according to directions. The Health District will again be conducting surveillance for WNV in wild birds. If you find a dead bird, often crows, that appears 'fresh' and shows no signs of traumatic death, contact your Health District Office and report your find. They will get a little information from you to determine whether collection and testing of the bird is appropriate.

4-28-03 For June
Tull/Cow MAGS-2mes

Go Outside and Play

A message from the Eastern Highlands Health District

The calendar says we're into the fourth week of spring but last night's ice and snow has many grumbling about the cruel hoax. May is Physical Fitness and Sports Month. The President's Council on Physical Fitness and Sports encourages everyone regardless of age, to make physical activity a part of their daily lifestyle. I've mentioned in previous articles that I am a whole-life runner, so this topic has a special interest for me. I don't run to be healthy but I am healthier because of the regular activity I get from my sport. A sedentary lifestyle is a major risk factor across the spectrum of preventable diseases that lower the quality of life and kill Americans.

Significant health benefits can be obtained by including a moderate amount of physical activity into your daily routine. Moderate *daily* physical activity can reduce substantially the risk of: cardiovascular disease, type 2 diabetes, high blood pressure, high cholesterol, being overweight/obese, osteoporosis, anxiety and depression, arthritis and other maladies. Any movement you make will burn calories. The more you move the more you burn. It is generally accepted that you should spend 30 minutes in moderate activity daily. You don't even have to do it all at once. You can get the same benefits from two fifteen-minute workouts or three ten-minute sessions.

The best type of physical activity is the one or two that *you will do*. Park away from your workplace and walk 10-15 minutes to the office. Do you shop –DUH? Walk the mall or grocery isles for 15 minutes before you stop and shop. Do you listen to the radio at home? – Dance to the music (your young kids will love this, your older ones may hide). My wife puts light weights on her ankles and does leg raises while she stands at the table reading the paper. Other types of moderate activity include yard raking, gardening, vacuuming, bowling and easy bicycling. If you already consider yourself fit you can get additional health benefits by increasing the intensity of your activity or taking on a more vigorous form of exertion.

You can start an exercise program at work by getting some co-workers to go walking at lunch. Get a family member(s) or neighbor to walk or play after school or work. Exercising before you eat will provide better weight-reducing benefits because your body continues to burn extra calories for a while after activity ceases. If you are over the age of 50, have been sedentary for a number of years or have other health issues, you should talk to your doctor before starting a regular exercise program. You should start any new activity slowly and gradually increase (over a period of weeks or even months-not days) the intensity of the activity until you reach your goal and then maintain a regular routine.

The Eastern Highlands Health District is the beneficiary of a 3-year grant from the Centers for Disease Control and Prevention (CDC) and the CT Dept. of Public Health, to reduce the incidence of cardiovascular disease in the five-town health district. Our *Matters of the Heart Partnership* is part of the Cardiovascular Health Policy and Environment Change Program, a nation-wide initiative of the CDC to prevent death and disability from cardiovascular diseases through the modification of risk factors that contribute to these diseases. More simply so I can understand it, the program will look at the people and the physical environment in our towns and identify areas that can help residents to live healthier.

The focus of the Matters of the Heart Partnership is to promote and assure that all groups and ages have access to physical activities and good nutrition for the maintenance of appropriate body weight. Creating local environments and establishing town policies, which support healthy behaviors are critical to reducing cardiovascular disease. Examples of policy and environmental changes may include:

- Opening school gyms after hours for community use
- Establishing a community garden or farmer's market
- Offer & identify healthy meal options at schools and local restaurants
- Improve safety at local parks (walkway maintenance, lighting, etc)

The first job of the partnership is to conduct an assessment of the population's current activity level and of the existing physical facilities. This information will help the committee evaluate our community's existing activity involvement and identify existing obstacles or barriers to exercise and a healthy diet. The "Questionnaire for the Individual" is available in various town buildings and also on the Health District's website at: www.mansfieldct.org/town/Departments_and_Services/ehhd/cvh.htm

Please help the partnership and your community by taking a few minutes to complete and return the questionnaire. The data will provide the partnership with your opinion of the opportunities existing and/or needed in our community to allow you (better) access to physical activity and good nutrition. Residents are encouraged to become members of the partnership committees and may contact Jodi Nafis, the program coordinator for more information.

(649-8066 ext. 113 or e-mail: EHHD-CVH@mansfieldct.org)

file: ~~health~~ / sports month

Coventry Tolland Monthly Magazines
for May 03

Celebrate May! Mother's Day, Parades, New Flowers

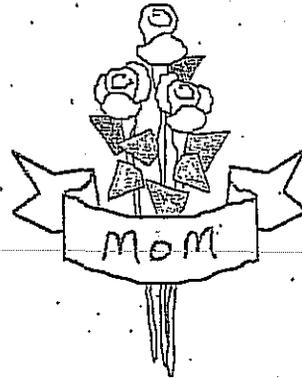
By Judy Goodman

Welcome May with its blooms, Mother's Day, and bright parades. How we will relish the warmer days and fresh breeze.

According to Beeton's *Book of Garden Management*, published in England in 1862, May is said to have derived its name from the pastoral custom of English maidens to rise early on a May morning and proceed to the meadows to milk the cows and there select the most beautiful maid to be "Queen of the Mays." All mothers, in my estimation, are our current "Queens of the May." So celebrate a mother and celebrate yourself if you, indeed, are a mother.

Flags will wave on Memorial Day, as fallen

heroes of past conflicts are remembered. This year, especially, we are reminded of their great and ultimate sacrifice. Celebrate a veteran. Attend a parade and wave a flag.



In addition to Mother's Day and Memorial Day celebrations, May finds many of us returning to the garden. Here we are among the perennials, setting out annuals like marigolds, ageratum, and petunias. Geraniums are in full bloom in reds and pinks. Plant them in a pot or window box with vinca vine and petunias.

I, for one, look forward to the flowers that will soon bloom at the Senior Center as they are cared for by our own "Maids of May." Happy Mother's Day and happy gardening! Have a safe holiday and don't forget the parades.

National Nursing Home Week

A message from the Eastern Highlands Health District

Mother's Day, May 11, marks the beginning of National Nursing Home Week, a week-long celebration established by the American Health Care Association (AHCA) in 1967. This year's theme—Reflections of a Lifetime—calls on patients, family members, caregivers, and volunteers to reflect on the past and to contemplate the future. The week recognizes the dedication and services of nursing facility staff, and provides an opportunity to highlight the continuing importance of family and volunteers in maintaining the quality of life of our seniors. Most of us would like to remain independent of family and others for our daily care as long as possible. Sometimes, however, age-related illnesses and family situations leave no option but to seek the full-time care that nursing homes provide.

The transition from a house that has been one's home for decades, to a living facility, which in most situations will be their last home, can be dif-

ficult. It is very important that family and friends continue to visit a nursing home resident as often as they did prior to the move. The nursing home is usually not near the former community and the transition to new surroundings and unfamiliar people can be made easier when personal and family connections are maintained. If they are not disruptive, both grandchildren and pets are welcome in most nursing homes. Check with the home before bring in pets.

Many nursing home residents are as mentally sharp as they ever were and are restricted only by physical limitations. Within those limitations, visits can include outside trips to parks, shopping, movies, and friends and activities previously enjoyed. If you are looking for activities to enrich your own experiences, consider volunteering at a nursing home. We all have life experiences to share and nursing home residents have their own stories to tell.

SENIOR HAPPENINGS

P.216 "nd / May 03

Matters of the Heart Partnership

From the Eastern Highlands Health District

The Eastern Highlands Health District (EHHD), is the beneficiary of a 3-year grant from the Centers for Disease Control and Prevention (CDC) and the CT Department of Public Health, to reduce the incidence of cardiovascular disease in the five-town district. The Cardiovascular Health Policy and Environmental Change Program (CVH Program) is a nation-wide initiative of the CDC to prevent death and disability from cardiovascular diseases through the modification of risk factors that contribute to these diseases.

The focus of the Matters of the Heart Partnership is to promote and assure that all groups and ages have access to physical activities and good nutrition for the maintenance of appropriate body weight. Creating local environments and establishing town policies, which support healthy behaviors are critical to reducing cardiovascular disease. Examples of policy and environmental changes may include:

- Opening school gyms after hours for community use
- Establishing a community garden or farmer's market
- Offer & identify healthy meal options at schools and local restaurants
- Improve safety at local parks (walkway maintenance, lighting etc)

The first job of the partnership will be to conduct assessments of the various *existing* environments to identify *existing* obstacles or barriers to exercise and a healthy diet. You will see questionnaires at the Town Hall and the library, as well as some local businesses and civic groups. Please take one home and take the few minutes to complete it. The returned forms (by 5/10 please) will provide the partnership with *your opinion* of the opportunities existing or needed in our community to allow you (better) access to physical activity and good nutrition. Residents are encouraged to become members of the partnership and may contact Jodi Nafis, the CVH Program coordinator for more information. (649-8066, ext. 113 or e-mail: EHHD-CVH@mansfieldct.org)

mansfieldct.org/town/Departments_and_Services/ehhd/cvh.htm P.217

COU, Spring/Summer 03
Town Council Newsletter

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INTENTIONALLY



BENTLEY MEMORIAL LIBRARY

by Elizabeth Thornton, director

We have one Entertainment Book left! It's not too late to take advantage of the savings the book offers, including Highland Park Market coupons.

Expansion Grant

Good news! The Connecticut State Library has approved the changes that were made to the plans for the addition to the library. This means the town can still utilize the \$500,000 grant funds. But time is running out. A commitment to expand the library must be made before the summer or the town will be in jeopardy of losing these funds. Copies of the expansion plans are available at the library. For more information please see the selectmen's flier in this issue.

Word Processing Assistance

Have you ever had trouble creating a document on your computer? Has your printer crashed and you need to print a letter? Do you want assistance with word processing? The library, in conjunction with Bolton High School, is providing word processing assistance at the library. The library has a computer and color printer for your use. Students participating in a community service project will be available at the library on Monday and Wednesday evenings from 6 to 8 now through June 11. Please bring your word processing questions to the library; the students will be happy to assist you. We are very excited to bring this much-needed service to our library patrons.

"Once Banned, Now Classic"

Our adult book discussion continues. The next books to be read include "The Awakening," by Kate Chopin, on Tuesday, April 15 and "The Catcher in the Rye," by J.D. Salinger, on Tuesday, May 20. All discussions are from 7:30 to 9:00 p.m. and are lead by Jim Coleman. The books and discussion leader are made available through the Connecticut Humanities Council. Please join us for an evening of lively discussion.

Coin Evaluation - April 26

Numismatist Robert Hewey of Bolton will hold a free coin evaluation at Bentley Memorial Library on Saturday, April 26, from 10 a.m. to 2 p.m. Please bring your coins and questions.

Harry Potter Donation

A copy of the latest book in the Harry Potter series, "Harry Potter and the Order of the Phoenix," will be donated to the library by B is For Books of Bolton. A special thank you to proprietor Laurie Squires for this donation. Reserves for the book will be taken beginning in May.

One Book, One Region returns

Last year's "One Book, One Region" program was a great success. Participants throughout eastern Connecticut all read the book "Snow In August," by Pete Hamill. This year's selection, "Fahrenheit 451," by Ray Bradbury, is a novel that celebrates the value of books. We are looking forward to encouraging everyone in the area to read the same book. A discussion of the book will be held at the library.

Special Poetry Program - April 9

Celebrate National Library Week with "When Poetry Happens and What To Do About It," a special program featuring Bessy Reyna of Bolton. Bessy is the author of two poetry chapbooks and a book of short stories. She was selected as a Master Teaching Artist by the Connecticut Commission on the Arts and has received several poetry awards. In 2001 she was named "Latina Citizen of the Year" by the State Commission on Latino and Puerto Rican Affairs. She is also a columnist for the editorial section of the Hartford Courant. Join us for an interesting evening of poetry reading and refreshments on Wednesday, April 9, from 7 to 8 p.m. As an "entrance fee" we are asking that participants bring a book of poetry to donate to the library. Please call to register.

Preschool Storytime

Preschool storytime for ages 2-5 will be held every Tuesday at 11 a.m. through April 15.

Mother's Day and Father's Day

The library will hold special Mother's Day and Father's Day storytimes and activity programs at both 11 a.m. and 7 p.m. on Tuesday, May 6, and Tuesday, June 3. Children will hear stories and create a lovely Mother's Day item and a special gift for Dad. These programs are for children of all ages. Refreshments will be served. Registration required.

Sweets for Seniors

The library will hold the Sweets for Senior program on Thursday, June 5 at 2 p.m. Don't miss this opportunity for delicious refreshments and the newest library materials. Remember, the senior van is always available to bring seniors to the library. Just call Cheryl or Karen at the Bolton Senior Center to schedule your ride.

Smart Couples Finish Rich - April 29

You're cordially invited to an evening of financial guidance for couples. Kyle Egress, Financial Advisor for Morgan Stanley returns for another seminar, this time focusing on the unique financial concerns of couples. Topics such as: how to protect yourself financially in good times and bad, how to really talk about money without fighting, the three biggest retirement account mistakes couples make, and how to identify your values and make prudent financial decisions as a team will be discussed. This is an educational opportunity not to be missed. Come to the library on Tuesday, April 29, from 7 to 8 p.m. and receive information on how to plan for your goals and dreams and also receive a free 30-page financial workbook to help organize your finances. Call the library to register.

Meet a Caldecott Award Winner

B is For Books proprietor Lori Squires is arranging for Eric Rohmann, the 2003 Caldecott Award winner, to come to Bentley Memorial Library for a program and book signing. Copies of his prize-winning book "My Friend Rabbit" will be available for purchase. The date had not been determined at press time; watch local papers for details. Call the library at 646-7349 or B is For Books at 646-2665 for more information and to serve a copy of the book.

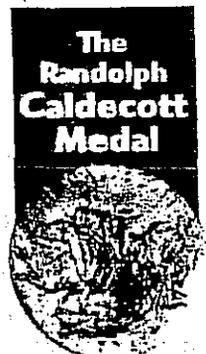
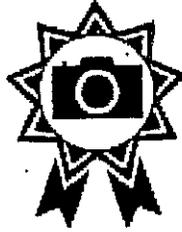


Photo Contest Winners Announced

See the Winning Photos at
www.boltonnews.org



The Bolton Conservation Commission is pleased to announce the winners of its 2002 Photo Contest:

Category: Open Space and Nature

1st Place, Brenda Cataldo - Fawns on Brookfield Rd.

2nd Place, Ashley Schempf - Paggioli Farm, Birch Mtn.

3rd Place, Jim Pendergrast - Lodi Farm, West Street

Category: Historic Landscapes & Landmarks

1st Place, Elna Dimock - High Acres Farm, Dimock Lane

2nd Place, Dennis & Alycia Eslinger - Old House at

School & Hebron Rd

3rd Place, Blake Scopino - Rose Farm from behind the town hall

Honorable Mention, Mike Osley - Barn at Corner of Brandy and Bolton

As you explore Bolton's open spaces this year, don't forget to pack your camera. Enter your best photos, showing why you love our scenic and rural town, in the 2003 Photo Contest!

A new category titled "Green Building Concepts" promises to make the contest even more exciting. In addition to the "Beauty of Open Space & Nature" and "Historic Landscapes & Landmarks" categories, your subject matter can now be beautifully innovative as well. You can submit any photos associated with environmental and energy efficient design techniques utilized in Bolton, during or after the construction process of commercial or residential buildings. Some other examples of Green design techniques can include landscaping that minimizes visual impact by adding natural aesthetic screening, proper site selection, and the utilization of Best Management Practices that controls erosion with the installation of hay bales and/or silt fences. Green concepts can also include low energy consumption, renewable energy, day-lighting associated with passive solar, active solar, composting, storm-water management, limited light pollution, conserving water use, use of recyclable and renewable building materials and improving indoor air quality.

For complete contest rules, and to view the winning photos, visit the Conservation Corner of the Bolton Community News Web site at www.boltonnews.org.

Giving the "Gift of Life"[™] Organ and Tissue Donation

A message from the Eastern Highlands Health District

April 20-26 is National Organ and Tissue Donor Awareness Week. There is a desperate shortage of organs available for transplantation in the United States and the National Kidney Foundation is challenging all Americans to sign organ donor cards. There are approximately 80,000 people waiting for a life-saving organ transplant right now. Approximately 6,000 of those persons will die while they wait. What better way to honor the memory of a loved one's life than to provide that his healthy organs live on as a second chance at life for another?

The purpose of this article is to start you thinking about what happens when death occurs. All hospitals are required by law to notify the local Organ Procurement Organization (OPO) when any patient dies. The OPO will make a determination as to whether an organ or tissue donation is appropriate and may contact the family of the deceased to discuss donation. The sudden, unexpected loss of a loved one is not a time to calmly and clearly begin a discussion about organ donation, especially if the deceased is a child or young adult, but the medical necessities require that the decision be made immediately. The discussion should take place in a pressure-free atmosphere, with sufficient time to get answers to questions that will undoubtedly arise about organ donation.

Organs and tissues that can be donated include: heart, lung, kidney, liver, pancreas, bone and cartilage, corneas, skin and heart valves. Kidneys, corneas, bone marrow and even a lung can be secured through "living donations," provided by healthy, living persons. Medical and surgical advancements are providing very good survival rates for recipients of donated organs, virtually giving a second life to many thousands of individuals every year.

The system of listing patients waiting for a transplant and for allocating donated organs is called the Organ Procurement and Transplantation Network (OPTN). Candidates for transplant are placed on a national waiting list. When a donated organ becomes available, recipients are prioritized according to approved sharing policies for each type of organ. Strict guidelines have been established to ensure that all potential recipients have a fair chance of being selected regardless of age, sex, race, financial, or social status. The selected candidate must be available, healthy enough for surgery and willing to be transplanted immediately. Vital organs such as the heart and lungs only have a preservation life of four to five hours and sometimes must be transported thousands of miles.

Identifying yourself as an organ or tissue donor is simple. You can declare it on your driver's license or sign an organ donor card, which becomes a legal document. Your family and your doctor should be made aware of your wishes to be a donor. In many states, upon your death your family will be asked about donation even if you have designated yourself as a donor. In some states, a signed donor card or other directive to be a donor will be honored without requesting permission of the family. All related costs of donation are paid for by the donor program. There is no cost to the donor's family or to the donating hospital. The removal of organs and/or tissue is done under the highest medical standards and usually will not interfere with normal funeral arrangements. Virtually every religious denomination supports organ and tissue donation as being consistent with religious and ethical beliefs and a gift expressing high humanitarian ideals.

Discuss donation with your family and get the answers you need to make the unselfish decision to become a donor. Contact the National Kidney Foundation for more information about becoming a donor. You can call toll free (800) 622-9010 or visit their Web site at www.kidney.org. They have an excellent free booklet titled "Take Time to Talk," which provides information and answers many questions about donation. Materials provided by the National Kidney

DRAFT
NOT REVIEWED OR ACCEPTED BY COMMITTEE
ATTACHMENTS NOT INCLUDED

Mansfield Advisory Committee on the Needs of Persons with
Disabilities

Regular Meeting
Tuesday, June 24, 2003

Minutes

- I. **Attendance:** members: Scott Hasson, Mary Thatcher, Tom Miller; staff: Sheila Thompson, Kevin Grunwald; invitees: Recreation Director, Curt Vincente, Resident, Robert Gouldsbrough

- II. **Minutes:** Minutes of March 25, 2003 were reviewed and approved.

- III. **New Business:** John Dewolf will review a building application for Gibbs Oil Co., and make recommendations regarding accessibility to the Planning and Zoning Committee.

- IV. **Old Business:**
 - a) **Membership:** Mr. Gouldsbrough announced that he would not be able to serve on the Committee and recommended that Lorraine Spofford be contacted to serve in his stead.

 - b) **Report on Real Choice Grant:** Kevin Grunwald reported that Mansfield was not awarded this grant. He further suggested that a steering committee, using the MACPD as a basis, be formed, with the committee's focus being the study of full participation in life of people with disabilities. This committee would be then utilized for future grant development.

 - e) **Report on Fee Waivers:** Curt Vincente indicated that the fee waiver provisions have been proposed to the Town Council in the form of an ordinance, which would apply to other Town programs and services, as well as Recreation programs and services. No action has yet been taken by the Council.

 - f) **Report on Transportation Coalition:** Mary Thatcher reported that the Transportation Coalition is in the process of printing a

directory of transportation services, which will be distributed to towns within Eastern CT.

The meeting adjourned at 3:30PM. Next regularly scheduled meeting: Sept. 23, 2003.

Respectfully submitted,

Sheila Thompson

ARTS ADVISORY COMMITTEE
Meeting of Tuesday, 2 September 2003
Beck Municipal Building, Conference C

MINUTES

1. The meeting was called to order by Carol Pellegrine at 7:05p. Members present: Scott Lehmann, Derri Owen, Carol Pellegrine, Tim ; Jay Ames arrived at 7:50p. Members absent: Steve Pringle. Carol Pellegrine. Others present: Jay O'Keefe (staff).

2. **Minutes** of 3 June 2003 meeting. Typos: "cost" not "cose" (Old business, paragraph 1, sentence 2); "to pay" not "ti oat" (Old business, paragraph 2, sentence 1); "filling" not "filing" (Old business, paragraph 7, sentence 1). The minutes were accepted as corrected.

3. **Arts 300 Festival.**

a. The Town will not pay Holiday Hill the "rest of the money" (minutes of 3 June meeting, old business, paragraph 2) without a bill. Derri will ask Holiday Hill to bill the Town for \$194, which is what is left from gate receipts after paying Thread City Music for rental of the sound system.

b. Some of the artists who participated have urged that the festival be an annual event. Derri argued that organizing Arts 300 was a lot of work for the Committee (or for some Committee members), and that organizing another event of this type should fall to a separate committee. Tim asked what we would do for the coming year if we decide not to work on Arts 301. Derri suggested promoting the use of display space in local businesses and working on arts components of the proposed downtown development project. Carol will prepare a letter to organizations and artists indicating as much and calling for volunteers to organize Arts 301; she will bring a draft to the next meeting. Jay O'K. suggested distributing the letter to parents connected with special arts events in the schools, such as the December production of *The Nutcracker*.

4. **Community Center display areas.** We have been asked by Parks and Recreation to arrange for art to be displayed in the Community Center showcases. October 1 is the hoped-for opening date. There are two 6 x 3 foot cases with four glass shelves near the entry and seven fabric wrapped panels. Since time is short, Derri and Jay A. will look at the space and contact likely artists. The committee agreed that the display period would be 3 months, that artists could leave business cards and information sheets, and that art displayed must be appropriate for a family setting. There should be a release statement, absolving the Town of responsibility for displayed art, for artists to sign.

5. **Downtown Partnership.** Jay A. thinks we should keep abreast of developments and perhaps send a representative to meetings. He will call Cynthia Van Zelm and ask for a schedule of meetings. Scott may be able to attend if their meetings do not conflict with other obligations.

6. **Committee membership.** Those not on the committee cannot be expected to continue indefinitely, so we should start to identify new potential members.

7. **Meeting schedule.** The Committee agreed to meet on the last Monday in September (29th) and October (27th) at 7:00p.

8. **Adjourned** at 8:20p.

Scott Lehmann
Acting Secretary

Mansfield Parks Advisory Committee, Draft Minutes for September 3, 2003

Members present: Sue Craig, Jean Haskell, Jacquelyn Perfetto, David Silsbee. Excused: Pat Bresnahan. Absent: John Fisher. Guests: none.

I. The meeting was called to order at 7:37 pm. The minutes from the August meetings were accepted.

II. Annual PAC selections for 2003-2004. Three PAC positions are open for recruitment. A new brochure about PAC will be at Town Fair. Our officers this year will be Sue Craig as chairperson and Jean Haskell as Secretary.

III. Continuing Business

A. PAC's recommendations for the new POCD were discussed and accepted, and will be forwarded to Greg Padick by Jean.

B. PAC Reports

1. Management. The Land Management Plan Assignment List was reviewed and twelve properties were agreed on as PAC concerns: Schoolhouse Brook, Common Fields, Coney Rock, Dunhamtown, Eagleville, Fifty-Foot, McGregor, Merrow, Mt. Hope, Old Spring Hill, Shelter Falls, and Torrey. David Silsbee volunteered to organize their management plans for a steady PAC review process for the coming year. A sample steward's quarterly management report was exhibited. 2. Volunteers. The new NAV brochure is ready for Town Fair. Steward recruitment continues. A newsletter will be mailed to current volunteers encouraging them to attend the fall training/workdays. Work continues on the steward job manual. 3. Communications. The group and research permits were approved for use, correcting for group size appropriateness. 4. Enhancements. Suggestions for a special project waiting list included: Merrow Meadow bridge, cleanup of Schoolhouse Brook pond and dam area, Woodduck houses and bench at Eagleville. stonewall restoration at Old Spring Hill Field. Dena Mehalakes, instructor at Mansfield Middle School, will be working with her students, Jennifer and Sue on a trail guide project for Schoolhouse Brook. 5. Budget. Jennifer reported that PAC is allocated a budget for printing, supplies, and training for this year through June, 2004. Next year's proposal process begins in January. 6. Education. A new FOMP subscription brochure was presented and is ready for Town Fair. The fall event will be "Let's Talk Turkey" Nov. 2, at Mansfield Historical Society/Fifty-Foot, leader Jack Barclay. 7. There were no reports for Acquisition, Science, Executive.

C. Park Updates. The Mt. Hope picnic table and benches have been completed. Jacquelyn and Sue will clear the back trail at Merrow Meadow.

D. Non-PAC Reports. A sample OSPC checklist from 1994 was considered out of date and PAC would prefer to see a current "checklist" process, perhaps as it is written in the new POCD. David Silsbee brought up for discussion that the Town has an opportunity to buy Hanks Hill Pond, and it was decided (for Jean) to send a memo from PAC to OSPC that we recommend considering this purchase as an effort to create and develop neighborhood parks.

IV. New Business

A. PAC subcommittees assignments. PAC members volunteered as follows for this year: Management, David Silsbee; Volunteers, Jean Haskell; Education, Sue Craig. If absent for a meeting, please send in your report by email so it can be presented at the monthly meeting. PAC recruitment can be targeted for interests in Acquisition, Budget, Communications, Enhancements, and Science.

B. PZC Woods File# 1210. Discussion results will be sent (by Jean) to PZC questioning the quality of the proposed open space easement, as to its extreme slope and amount of wetland, and whether this is a fair representation of the whole property or just the unbuildable land.

V. Future Agendas. Organize the winter (and spring?) FOMP event before October 31, so it can be included in the Winter Parks and Rec. Magazine. The meeting adjourned at 9:45 pm.

Respectfully submitted,

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

Thursday, September 4, 2003; 2:30 PM

AUDREY P. BECK BUILDING, CONFERENCE ROOM B

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

I. MINUTES:

The minutes of the June 5, 2003 meeting were approved as written.

II. COMMUNICATIONS/REPORTS:

A. Discussion with SSD Director, Kevin Grunwald

K. Grunwald reported on a number of activities that have occurred over the course of the summer including the following:

- Fund raising for the Special Needs
- Hiring of a Senior Services' Coordinator and Wellness Center secretary
- Current local underage drinking initiative
- Participation in a State planning grant at E.O. Smith High School
- Attendance at the CT Eldercare Action Network's Annual Meeting
- Involvement in the Windham Regional Coalition on Aging
- Plans for the "Know Your Town Fair"

B. Review of Department activity and other items in packet

An update was provided on proposed relocation of the YSB office. Minutes were provided from the YSB Advisory Group, Commission on Aging, and the Mansfield School Readiness Council.

C. Program funding updates

- Graustein Foundation: new plans call for base level funding of all communities for \$10,000 a year through 2007, with an opportunity to apply for up to \$40,000 a year in additional funds.
- Special Needs Fund/copy of article and letter: At this time the fund has received close to \$3000 in contributions.
- LWVCT Community Conversations: The grant of \$2000 was awarded to Mansfield, and we have begun to assemble a 20 member-planning group.

- School Readiness Grant: Legislation was passed at the end of the session making Mansfield eligible for decreasing funding over the next 3 years. We are still required to support 15 full-time slots, and are working with the 3 participating Centers to negotiate rates and get a commitment to support these slots.
- Senior Services Nurse/Wellness Center: We have been approved for funding from Senior Resources through the McSweeney Center to continue to subsidize the services of the wellness nurse.
- General impact of State budget cuts/closure of Willimantic DSS office: Staff report that we continue to see increasing numbers of clients having difficulty with fixed expenses including rent, utilities and food. Access to the DSS office in Uncasville continues to be problematic.

D. Other: none

III. OLD BUSINESS:

- A. Discussion of process for Agency Funding requests: It was decided that we would form a sub-group (including representatives from the COA and MACNPD) to make recommendations at the Oct. meeting as to how to change the process. It was agreed that putting other criteria aside, the purpose of funding agencies is to support the mission of the Department. We also agreed that there is a need to develop more specific criteria to assist us in this process. K. Grunwald will explore the possibility of getting a budget from the Council to start with and work from this; there was not total agreement on taking this approach. The sub-group will meet to develop recommendations for changing the funding processes and will report back to this committee.
- B. Update on SSAC collaboration with Recreation Advisory Committee on Community Center fee reduction policy/schedule: A copy of an email was distributed on proposed revisions to fee waiver ordinance; the changes will be presented to Council on 9/8. Advisory committee members were encouraged to attend to support the notion of developing alternative funding to support full access to programs.
- C. Revisit issue of the need for a December legislative meeting: The question was raised of whether or not this is still a helpful mechanism. There was a general feeling expressed that there are other legislative meetings held in the area that would accomplish this. The suggestion was made that we speak to Denise Merrill and other local agencies about how to approach this issue; K.Grunwald will follow-up.

D. Mansfield Community Fund: K. Grunwald distributed a copy of a letter to be sent to community members who may be interested in being involved in this initiative. It was agreed that there is a need for more clarification about what is being requested in the letter. The Question was also raised about what the role is of an advisory committee in this initiative. K.Grunwald will revise the letter and email the changes to the advisory committee for their review. He will also request that each member submit potential names to be included in a mailing list for this letter.

E. Other

IV. NEW BUSINESS:

A. Other: none

V. PLANS FOR FUTURE MEETINGS

- October 2: Orientation to Social Services' Programs and Advisory Committees/Mansfield Downtown Partnership/Community Center/Patty Hope
- November 6: Agency funding requests
- December 4: Legislative meeting

VI. ADJOURNMENT

Meeting adjourned at 4:50 PM.

Town of Mansfield
Transportation Advisory Committee
Minutes of the Meeting
September 18, 2003

Present: Stephens (Chair), Thorkelson, Taylor, Hall, Koehn, Hawkins

The meeting was called to order by Chair Stephens at 7:34 p.m.

The minutes of the June 12, 2003 meeting were reviewed and approved with Thorkelson and Hall abstaining.

Hultgren summarized the recent DOT planners' "listening session" at ECSU noting that the DOT is requesting input on their twenty year long-range plan.

Hultgren reported that both the Undergraduate and Graduate students had approved the fare-free program for this year and it would be fully operational shortly. He said Nash and Perkins were working on publicity and that a stakeholders meeting would be set up in October.

Al Hawkins of the Downtown Partnership summarized the partnership's status in hiring a designer and developer to prepare plans and suggested the TAC may wish to provide input. Members felt that comments similar to what the Committee provided previously were still appropriate (Transportation Center, Public Hearing, review of draft plans) and Hultgren will find the previous communication and update it for forwarding to the partnership in the near future.

Hultgren updated members on the bikeway/walkway projects (Mansfield Center, Route 44, Separatist Road) and the traffic calming projects (Baxter Road, Hillside Circle and Hunting Lodge/Birch intersection). He said further discussions with Eagleville Fire about the proposed roundabout in the Hunting Lodge/Birch intersection will be held. Members suggested the "stop for pedestrians" sign on Rt. 195 near E.O. Smith be located and used again. They also suggested actively enforcing the "stop for pedestrians in crosswalks" laws on Rt. 195.

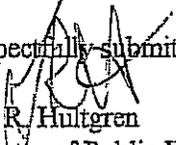
Hultgren distributed a memo discussing the ADA corridor around the WRTD fixed route service noting that there are two or three ADA people that now reside in the extended corridor (3/4 - 1 1/2 mile from the route). He said the Social Services Department was looking into these folks' transportation needs prior to action on the extended corridor.

Hultgren said that the Town will be receiving a grant to reclaim the pavement on the Clover Mill Road loop and that in the grant application process it was discovered that there are many rear-end accidents on Rt. 195 at the south end of Clover Mill Road. He said the DOT would consider looking at this intersection as part of the Chaffeeville Road project design if the Town requested it so he was preparing a memo to the Council on this.

The next meeting will be held in November unless an October meeting is required.

The meeting adjourned at 8:25 p.m.

Respectfully submitted,


Lon R. Hultgren
Director of Public Works

cc: ✓ Town Manager, Town Clerk, Town Planner, Assistant Town Engineer, Transportation Planning Aide, Social Services Director, UConn Transportation, H. Koehn, file

**AGRICULTURE COMMITTEE
MINUTES OF SEPTEMBER 10, 2003 MEETING**

PRESENT: Bill Hopkins, Charlie Galgowski, Bob Peters, Carol Stearns, and Vicky Wetherell

1. Bill Hopkins was acting chairman.
2. Minutes of the June 11 and July 9 meetings were approved.
3. **Mansfield Downtown Partnership**
Al Hawkins presented current plans for development of the "Storrs Downtown" area, including commercial and residential buildings and a green. The committee discussed the proposal for a farmers' market in this location, and they agreed to continue the discussion at the next meeting.
4. **Street Signs**
Carol Stearns reported that the five farms with operations on both sides of the road expressed appreciation for the Town's offer of "Farm Crossing-Slow" signs for their farms. Public Works will order the signs and consult with farmers about specific locations of the signs.
5. **Update of Plan of Conservation and Development**
The committee reviewed a draft of text from the plan's history section concerning agriculture in the last hundred years, and they recommended several changes.
6. **Farmland Preservation**
The Albino-Micacci property is for sale, and the Open Space Preservation Committee referred the property to the Agriculture Committee for comments. The committee recommended preservation of the prime farmland and pursuing cooperation with conservation partners to address the cost.

Mansfield YSB Advisory Board Minutes
Tuesday, September 2, 2003
@10am @ YSB Office

In attendance were: Frank Perrotti, Assistant Chairperson; Kevin Grunwald, Director, Department of Social Services, Town of Mansfield; Ethel Mantzaris, Chairperson; Janit Romayko, Coordinator, Mansfield Youth Service bureau; Molly Kirouac, Resident.

Agenda items included:

1. Update: August was a high demand month for clinical services as summer camps ended and parents connected with the YSB again for services. There were several DCF referrals for "at risk" situations. Activities for staff included: a. Involvement with the GrandParents Network. Connecticut Public Television will be starting a fall series on elders and grandparents raising grandchildren will be featured as one of the segments. Channel 24 was present to film the August meeting to be shown at a later date. B. YSB was able to obtain 5 older recycled computers from the Town and we distributed them to needy families in time for school. C. The Wednesday morning Mother's Group began and there are now 3 mothers and their 16-18 month olds in attendance. D. School Readiness council held a resource/brainstorming meeting and business, community and service organizations were identified for possible resource sharing.
2. Graustein Grant Update: The grant may be reduced and it presents limitations to day care providers. Discovery Depot has decided to limit its participation for the upcoming year because of the regulations. The League of Women Voters will be applying for a Community Conversations grant for \$2,000 to be used for a series of November meetings. The possibility of all day kindergarten as an option will be discussed.
3. Community Center Update: It appears that the center will open in the fall and that the pool may open first as the remainder of the building will be finished at a later date.
4. Other YSB Advisory Board membership suggested names were: a parent, Lila Tulin, Nora Stevens, Carol McMillan, and Carol Iwanicki. Frank Perrotti will pursue some of the individuals as to their availability. Barbara Ivry has agreed to serve and JR will be meeting with interested students on 10/06/03.

Meeting adjourned 11:20am
Respectfully submitted,

Janit P. Romayko
Recording Secretary

JR/jr

**Mansfield Commission on Aging
Minutes**

Monday, September 8, 2003 2:30 PM – Senior Center

Present: Kevin Grunwald (staff), Patty Hope (staff), Susanna Thomas (chair), Phil Secker, Lib Norris, Carol McMillan, Carol Phillips, Nora Stevens, Ray Moore, Jean Ann Kenny (staff), John Brubacher (President, Mansfield Senior Center Association), Beth Acebo

Regrets: Barbara Ivry

- I. **Call to Order.** The Chair called the meeting to order at 2:36 PM
- II. **Appointment of Recording Secretary:** K. Grunwald agreed to take minutes for this meeting.
- III. **Acceptance of Minutes of the June 9, 2003 meeting:** Lib Norris noted that on Section V. D. the minutes should read WRCA; not WRCC. Phil Secker noted the correct spelling of his name. Other than those corrections the minutes were accepted as written.
- IV. **Correspondence - Chair and Staff**

K. Grunwald reported on the receipt of the Community Conversation grant from LWV-CT for a conversation on education. Carol McMillan will be on the planning committee representing the Mansfield LWV and seniors.
- V. **Optional Reports on Services/Needs of Town Aging Populations**
 - A. **Health Care Services**

Wellness Center and Wellness Program - J. Kenny

Jean distributed copies of her reports for June, July and August. Wendy Murakami has changed her hours to Monday. The visiting nurse is still coming from the VNA, despite the decision by the Town not to provide funding through the agency funding request process. The VNA will be charging full fees for services, and the Town has agreed to subsidize residents who cannot afford this.

Two presentations that were done by staff from Yale on Fall Prevention were very well received.

There will be upcoming presentations on Alzheimers and Foot Care. The Annual Flu Clinic will be offered on October 23. A presentation on Bladder Health is scheduled for November 12.

Mansfield Center for Nursing and Rehabilitation - J. Kenny

The center is offering programs on outpatient rehab., fall prevention, and incontinence.

B. Social, Recreational and Educational

Senior Center – Kevin Grunwald; Senior Center Assoc. – John Brubacher
Copies of reports were distributed for June, July and August. J. Kenny mentioned the success of the retirement party that was held for Marilyn Gerling on her last day. She also worked with Ellie Lamb on the birthday luncheons that were held in July, August and September.

C. Housing

Assisted Living Project – Chair

K. Grunwald mentioned that there are several individuals who have expressed interest in congregate housing/assisted living for seniors. There was some discussion about the history of this initiative in Mansfield, and it was decided that the Department of Social Services will attempt to integrate these efforts.

Juniper Hill, Jensen's Park, Other: B. Acebo reported that she has been attending "council" meetings at Juniper Hill. They will start enlarging the kitchen on October 1. She has raised concerns about the need for a fire alarm system in the cottages, as there are no staff there in the evening. J. Kenny noted that the building is under HUD supervision, and is inspected on a regular basis.

D. Related Town and Regional Organizations

Com. on Physically and Sensorily Impaired - Mary Thatcher

Senior Resources of Eastern CT – Carol McMillan: C. McMillan distributed the copies of the final funding distribution by Senior Resources. She noted that funding for Dial-A-Ride in this region was reduced. Community Companions and Homemakers were funded at the same level as last year.

Town Plan of Conservation and Development – Carol Phillips: C. Phillips reported that the plan has not been finalized. Greg Paddick of the Planning and Zoning department will be making a presentation to the LWV of Mansfield on the plan at the end of September.

Town Community Center – Ray Moore

R. Moore reports that there have continued to be delays in the delivery of the windows to complete the project. Tours were offered this past Saturday during "Know Your Town Fair." The walking track has been completed, and the pool is being filled.

VI. Old Business

Status of search for Senior Center Director: Patty Hope, new Senior Services Coordinator started working today and introduced herself to the Commission.

Plans for the Fall – membership and topics for study: S. Thomas reported that the Commission is responsible for making recommendations to the Town Council for agency funding requests. Assignments to review applications will be made at the October meeting, and presentations will be made in November and December. Agencies may be asked to come in to make a presentation to the Commission.

VII. New Business

Report of Nominating Committee – Nora Stevens and Lib Norris: N. Stevens reported that C. McMillan and C. Phillips have agreed to stay on. She has also approached several other individuals about their interest in becoming members. There is still a need to fill an open term that will expire in one year. The committee is open to suggestions from other Commission members for new members; please give N. Stevens a call if you have a recommendation.

VI. **Adjournment:** meeting was adjourned at 3:47

(next meeting set for *Tuesday, Oct 14, 2003* at 2:30, Senior Center)

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TOWN OF MANSFIELD
Community Center Building Committee Meeting
September 15, 2003
MINUTES

Present: M. Johnson, A. Rash, M. Paquette, D. Hoyle, C. Kueffner, S. Goldman

Staff: Town Manager M. Berliner, Capital Projects and Personnel Assistant L. Patenaude,
Director of Parks and Recreation C. Vincente

Others: Construction Manager, D. Yoder, Construction Manager, K. Boutin, Architect, D.
Harazin, Guests: C. van Zelm and A. Hawkins, Mansfield Downtown Partnership

1. Call to Order

A. Rash convened the meeting at 7:02 p.m.

2. Approval of Minutes

Minutes of the September 2, 2003 meeting were accepted.

3. Audience to Visitors

C. van Zelm and A. Hawkins gave a brief presentation to the Committee on how the Downtown Partnership would affect the Community Center.

4. Additions to the Agenda

None

5. Staff Reports

- a. Construction Manager's Report – K. Boutin gave a brief update on the progress of the work at the site. D. Yoder asked if the maintenance person is on board. C. Vincente replied that as of this time no, but that J.Gaudreau is aware of the above ceiling mechanics. C. Kueffner questioned if there were any surprises yet. D. Yoder replied, we're not at that stage of the game.

M. Berliner asked if the meeting with Vista Wall can be moved up earlier than Wednesday, due to incorrect fabrication.

M. Paquette asked if it was feasible for the doors to be open the first week in October. C. Vincente stressed the fact that he needs target dates as he has programs planned. C. Kueffner asked what a realistic date might be. K. Boutin replied October 10th since we still need approvals for the elevator and boilers, from the Health Dept. (both State and local), the Fire Marshal and the Building Inspector.

C. Kueffner questioned how much more money was anticipated to be spent on cleanup for this project. K. Boutin replied around \$3,000. D. Yoder stated that final cleanup is in LaRosa's contract to be done.

S. Goldman questioned if prices and wiring for the extra six circuits for the treadmills could be obtained after the building was opened. D. Hoyle and M. Paquette stressed the need to have all treadmills operational at the time the building is opened.

M. Paquette made the motion to approve change proposal no. 63 (revise door 213 to add transom) – D. Hoyle seconded. Passed unanimously. M. Paquette made the motion to approve change proposal no. 64 (T&M Labor and Cleanup for July and August 2003) – D. Hoyle seconded. Passed unanimously. M. Paquette made the motion to approve change proposal no. 62 (monitor elevator shunt trip) – D. Hoyle seconded. Passed unanimously with S. Goldman opposing. S. Goldman would like to check on the law that says the shunt trip is required.

b. Architect's Report – D. Harazim had nothing to report.

6. Old Business

None

7. New Business

C. Vincente reported that the Planning and Zoning Commission has authorized the officers and zoning agent to approve a Certificate of Compliance – passed unanimously by the Commission. This means the certificate can be obtained without going before the entire Commission.

C. Vincente also reported that there is another membership drive. The latest count is over 1,100. Close to 50 memberships have been obtained by Windham Hospital employees.

M. Johnson asked how the "Know Your Town Fair" tours went. C. Vincente replied that tours were running constantly. He is now focusing on the school open houses. C. Vincente also stated that he has verbal commitments for the sitting room, viewing area and child care room.

The next meeting is September 29th at 6:30 p.m. for a brief site tour.

M. Paquette moved to adjourn at 8:20 pm. D. Hoyle seconded.

Respectfully Submitted,

Linda Patenaude,
Capital Projects and Personnel Assistant

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
September 25, 2003

Present: Gogarten (chair), Ames, McLaughlin, Hultgren (staff), Walton (staff), van Zelm (Downtown Partnership), Emery (guest), Knox (guest), Squires (guest).

The meeting was called to order by Chair Gogarten at 7:30 p.m. Introductions were made.

The Minutes of the June 26, 2003 meeting were discussed and no corrections made.

Cynthia van Zelm from the Downtown Partnership explained the status of the downtown area project and listened to comments from committee members. She outlined ways for residents and committee members to participate in the design process. The Municipal Development Plan will be adopted within the next six months or so.

Hultgren and Walton summarized the public comments that were offered at the public meetings on the proposed pre-paid bag system. They said they would be re-working the proposal between now and the next meeting to try to reduce the base fee. A discussion of rates that would result from different bag prices ensued. Committee members pointed out that the Town parks and recreation areas was a significant user of the transfer station as well, and that gives some rationale to having a portion of a base fee paid from general taxation. The proposal will again be discussed at the October meeting.

Hultgren reported that September would be the first full month of transfer station bulky waste data without the commercial component. This data will be reviewed in early October to check fees collected versus costs to ship and tip bulky waste.

Hultgren reported that the landfill closure work was underway and that cover material was being spread on the first of four closure sub-areas. When this material is to grade, this sub-area will be topsoiled (six inches) and seeded.

Hultgren reported that the multi-family collection contract was revised to be volume-based (no weighing component) since the scales are no longer NTEP certifiable. Bids will be due in mid-October for implementation and volume-based rate changes this fall.

Walton explained that the single-family collection contract would be continued with the current collector until the pre-paid bag proposal was either ready to implement or discarded. The contract will be renegotiated or bid then (likely Spring of '04).

Walton gave the recycling coordinator's report which included:

The fall rid litter day will be October 15th. She attended the school beginning of year open houses and the Know Your P.237 - Fair. Southeast school received the

Green Flag Award for their recycling program. The solid waste pages of the Town's website were visited 471 times since mid-summer.

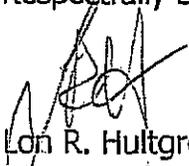
Park recycling containers (and the lack thereof) were discussed. Walton will check on getting some fabricated for use - - including the local technical schools. A clear plastic bag holder type looked to be promising.

Members suggested placing additional recycling instruction signs at the transfer station (in particular no plastic bags in the paper).

The next meeting was set for October 23rd.

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

Respectfully Submitted,



Lon R. Hultgren
Director of Public Works

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

**WINDHAM REGION COUNCIL OF GOVERNMENTS
MINUTES
September 5, 2003**

A meeting of WINCOG was held on September 5, 2003 at the Windham Town Hall, 979 Main Street, Willimantic, CT. Chairman Michael Paulhus called the meeting to order at 8:30 a.m.

Voting COG Members Present: John Zulick, Ashford; Adel Urban, Columbia; John Elsesser, Coventry (alt.); Margaret Haraghey, Hampton; Martin Berliner, Mansfield (alt.); and Michael Paulhus, Windham.

Staff Present: Barbara Buddington, Jana Butts.

Others Present: Roger Adams, Windham Region Chamber of Commerce; Roberta Dwyer, NE Alliance; John Jackman, Town of Mansfield; Virginia Sampietro, NE CT Workforce Investment Board; Dennis Twiss, CT Small Business Development Center.

PUBLIC COMMENT

Roberta Dwyer announced that CEDAS and CERC are seeking nominations from eastern Connecticut for the TEAM CT annual awards. She distributed a promotional flyer with more information.

MINUTES: MOVED by Mr. Zulick, **SECONDED** by Ms. Haraghey, to approve the minutes of the 6/6/03 meeting as submitted. **MOTION CARRIED** with Mr. Elsesser and Mr. Zulick abstaining.

UPDATES

Workforce Investment Area Consolidation: Ms. Sampietro reported that Workforce One has been officially dissolved and that the final audit is complete. A meeting of the new Eastern Connecticut Workforce Investment Board is scheduled for September 23rd. The CEO advisory council has met twice. At these meetings, the Workforce Investment Board is primarily looking for confirmation from local officials that their work plan is addressing local needs. Ms. Sampietro thanked Ms. Urban for her significant contributions to the process to date. Ms. Sampietro reported that the career centers are operating full time but that some programs have reduced hours due to DOL layoffs. All in all, the merger of the workforce investment areas went smoothly.

Tourism District Consolidation: There has been no report from the Tourism District.

TRANSPORTATION

STIP amendments: All of the pending STIP amendments apply to statewide projects so it is unclear if they will result in any projects specific to the Windham Region. **MOVED** by Mr. Elsesser and **SECONDED** by Ms. Urban, that the Board endorse the following amendments:

#170-2431 Installation of Durable Pavement Markings, various locations (+\$400,000 in 2004) - New Project

#170-2431 Same, 2005 (+\$400,000 in 2005) - New Project.

#170-2432 Same, CON phase, (+1,400,000 in 2004) - Add new phase.

#170-2433 Same, CON phase, (+\$1,000,000 in 2004) - Add new phase

#170-2462 Install internal close loop controllers to upgrade control signals, CON phase (+\$400,000 in 2004) - Add new phase

#170-H796 Design of STC approved traffic signals, PE (+\$740,000 in 2004) - Add new phase

#170-H851 Pavement Management Analysis & Data Collection, PE (+\$240,000 in 2004) - Add new phase

MOTION CARRIED UNANIMOUSLY.

Transit District Report: Ms. Buddington reported that we are waiting to hear from UConn's undergraduate student government as to whether they will help to fund the pre-paid fares program. She also reported that the Eastern CT Transit Collaborative is initiating a new WRTD bus service between Willimantic and the Mohegan Sun Casino. The route is expected to make two round trips a day, seven days a week, beginning in October.

Non-Metro Consultative Planning: COG members received a draft of ConnDOT's "Non-Metropolitan Areas Consultative Planning Process", a three-page document outlining local input procedures for transportation planning as required by the federal government. There was consensus among board members that the document fairly reflects what ConnDOT is currently doing.

FEMA / OEM GRANT UPDATES

Ms. Buddington provided a brief update of the four emergency planning grants. Full grant updates are in the September Director's Report. Mr. Elsesser expressed concern that the federal funds that pass through to municipalities are sometimes required to be committed within forty-five days, which may lead to rushed decision making on the local level. Mr. Elsesser also noted the need for more regional coordination of public safety communications.

WINDHAM REGION EMERGENCY PLANNING TASK FORCE

FEMA requires that the process of updating municipal emergency operating plans include provisions to allow all stakeholders to participate. One way to meet this requirement would be to form a regional Emergency Planning Task Force as a permanent subgroup to the COG, much like the RPC. **MOVED** by Mr. Elsesser and **SECONDED** by Mr. Zulick, that the WINCOG board will serve as the Emergency Planning Task Force and will appoint a working group made up of municipal representatives as needed. **MOTION CARRIED UNANIMOUSLY.**

REGIONAL PLANNING COMMISSION REPORT

Ms. Butts reported that the RPC had made several updates to the Regional Land Use Plan concerning historic resources, signage, lighting, and energy efficiency. These changes will be forwarded to the COG for adoption into the Regional Land Use Plan when more changes have been compiled. Ms. Urban asked for clarification on the recommended changes related to signage. Additionally, the RPC is looking for a project to help implement the plan. If COG members have suggestions, they should contact either Ms. Butts.

LEGISLATIVE ISSUES

Ms. Buddington reported that there is currently no funding for the RPO 's for FY '05 in the biennial budget. Mr. Berliner requested the WINCOG staff look into the consequences if the funding is not restored. Mr. Elsesser noted that the legislature mistakenly used the wrong budget figures when calculating Education Cost Sharing Program (ECS) aid to municipalities, giving more money to very wealthy towns while other towns ' funding was reduced. Mr. Paulhus noted that the Department of Motor Vehicles is ending its practice of enforcing payment of local motor vehicle taxes by withholding car registrations. This could lead to serious problems with municipal revenue collection in the future. Mr. Elsesser also reported that the state is no longer going to pick up prisoners from holding cells and that the burden of transporting prisoners would go to the towns. Ms. Urban noted that Columbia is receiving only \$40,000 in funding from the Town Aid Roads Program (TAR), which is less than it received in the 1960 's.

MEMBERS FORUM

Ms. Buddington asked where most towns purchase their gasoline and diesel fuels. Most reported that they purchase fuel for school buses and town vehicles through EASTCONN; however, Coventry buys their unleaded fuel independently and Hampton purchases all of its fuel independently. Mr. Berliner provided the executive director with a letter from DEP regarding an emergency task force on municipal discharges in the Southeastern Planning Region.

DIRECTOR'S REPORT

Ms. Buddington distributed a written director 's report and drew attention to the upcoming "listening session" for ConnDOT's Long-Range Transportation Plan to be held at ECSU on Sept 9.

NEW BUSINESS Items for October 3 Meeting: No one raised any issues at this time.

ADMINISTRATION

Executive Committee: The Executive Committee met on July 31 to authorize contracts with the Department of Public Health for regional bioterrorism planning assistance and with TECTONIC Engineering & Surveying Consultants for emergency planning and consulting services. The minutes from that meeting were distributed to the board*.

Budget: A FY '04 budget update was distributed*.

Annual Evaluation of Executive Director: **MOVED** by Ms. Urban and **SECONDED** by Mr. Elsesser, to go into Executive Session at 9:35 a.m. The meeting was reconvened at 9:45 a.m. **MOVED** by Mr. Elsesser and **SECONDED** by Mr. Zulick, to accept the recommendation of the Executive Committee regarding compensation for the Executive Director for FY '04. **MOTION CARRIED** with Ms. Urban abstaining.

There being no further business, the meeting adjourned at 9:47 a.m.

Respectfully submitted by Barbara Buddington, staff.

Mohegan Sun Trip

September 16, 2003

It is amazing to see how many people it takes to run a casino!

The bus arrived at CT Works approximately at 8:45am. As the applicants arrived they were given their applications along with a folder. There were 3 standbys hoping there would be an empty seat. At 9:20am I was able to have 2 of the standbys have a seat due to no-shows. We left the parking lot at around 9:25am.

Upon arriving at Eagleview we boarded on a Mohegan Employee Bus to go over to the Employee Entrance. These buses run constantly so there is about a 5 minute wait time. When we arrived at the Employee Entrance we were welcomed by John Fratoni HR Housekeeping Recruiter. We were all taken to their conference room.

The Director of Housekeeping spoke to all the applicants. He explained a handout he had given indicating exactly what the training entailed. Step by step he showed everyone what they will be expecting from each new employee broken down day by day. The handout also showed the training they will be given step by step.

John Fratoni along with the Director of Housekeeping went over attendance, benefits, and answered any questions.

They were all taken on a tour of the casino floor. The restaurants, shopping area and employee areas were all shown. The clients were very excited to see the casino, some for the very first time.

At about 1:00pm we had lunch and brought over to the conference room to begin interviews. The recruiters were impressed on the applications being neat and completely filled out. Out of 24 that attended 11 people were offered FT Housekeeping positions. One was offered Human Resources Bi-Lingual Receptionist. The recruiters were interested in a couple more for other positions. They will be getting back to the applicants or myself by the end of this week.

Mohegan Sun along with the 12 applicants will be here today to fill out their licensing packets. Friday, September 19, 2003 they will be heading back down to Mohegan Sun to turn in packets, be fitted for uniforms and fingerprinting.

Mohegan Sun Trip

September 16, 2003

The following are some client response's to the whole event:

" Please tell whoever was involved that I appreciate everything they have down to put this transportation together. I have been through a lot, loosing my car even my housing. In order to get a good job you need a reliable car. Which I don't have. I'm glad someone is helping me out."

Manuel Diaz

Future Mohegan Sun Employee (Housekeeping)

" I plan on being here a long time! I also will use my skills to help people that will be in my spot looking for work."

Wanda Matos

Future Mohegan Sun Employee (Human Resources)

" Everything you said might be asked at the interview, was! How did you know that?! I'm so happy! I appreciate this opportunity so much, you just don't know!!!

Leslibeth Cruz

Future Mohegan Sun Employee (Housekeeping)

" I'm so happy I will not have to worry about how I will be getting to work. I also wasn't scared that my limited English would be a problem. Everyone seemed so friendly. Please tell the people involved that I am very thankful."

Wanda Mass

Future Mohegan Sun Employee (Housekeeping)

MINUTES

MANSFIELD INLAND WETLANDS AGENCY Special Meeting, Monday, September 15, 2003 Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Barberet called the meeting to order at 7:08 p.m., appointing Alternate Pociask to act as a voting member.

The purpose of this special meeting was to discuss the application of Holt for a 4-lot subdivision (W1225) off Browns Rd. Holt and Goodwin had disqualified themselves from discussion and action, and Mutch and Ryan were appointed to act in their places. Mr. Meitzler's 9/11/03 memo was noted. Landscape architect P. Miniutti, project engineer M. Dilaj and applicant T. Holt presented the application. Mr. Miniutti displayed aerial conceptual mapping of the 11.2 acre subdivision site, only a portion of the Holt property. Lot boundaries were displayed in relation to significant nearby cultural, archaeological, ecological, and wetlands considerations, as well as historic districts. He pointed out that 2 of the 3 sides of the subdivision have dedicated open space belonging to the Town or Joshua's Trust. The entire subdivision site is wooded, with many stone walls; after development, 77 % of the site is still expected to be wooded, and the amount of stone wall would be increased. Walls disturbed by construction would be repaired or reused. There would be no activity within wetlands. The wetlands themselves were described as a seasonal stream with an uphill watershed. The proposed road, ending in a cul-de-sac, would approximate the route of an existing access road; 3 of the lots would front on the new road, with the 4th having frontage on Browns Rd. The 3 houses on the cul-de-sac would share one driveway, which includes emergency vehicle turnaround areas. The open space dedication would encompass the rock high point, which has significant winter views.

Mr. Miniutti said the conceptual plans differ little from the engineering plans of Mr. Dilaj. He said the latest plans are dated 9/10/03, and show the "Holt Trail," owned by Joshua's Trust, which will be moved farther from the project. The revised landscaping plan is dated 9/15/03. Separate mapping shows existing trees and vegetative species on the site. Some of the rocks within the wetlands would be used for various construction purposes. Many of the comments from the Town Planner's PZC memo are reflected in the revised plans, as are Mr. Meitzler's comments on drainage, which would flow away from the wetlands. At the close of discussion, Gardner MOVED, HALL seconded to grant an Inland Wetlands license under the Wetlands and Watercourses Regulations of the Town of Mansfield to Katherine Holt (file W1225) for a 4-lot subdivision involving work in regulated areas adjacent to inland wetlands on property owned by the applicant located on the north side of Browns Road near Route 195, as shown on a map dated 9/10/03 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 sediment and erosion controls shall be in place prior to construction, maintained during construction, and removed when disturbed areas are completely stabilized;
2. This approval is valid for a period of five years (until 9/15/03), 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.

W1228. Mango. Clover Mill Rd.. new house within 150 feet of wetlands – application withdrawn.

W1232. Ward. Spring Hill Rd.. declaratory ruling – After Mr. Meitzler explained that permission was being requested for placement of a 30-ft. drainage pipe in the applicant's yard to divert drainage from a Town culvert, Holt MOVED, Gardner seconded to exempt the proposed 30-ft. extension of drainage pipe, submitted by Jeff Ward (file W1232), on property owned by the applicant located at 355 Spring Hill Rd., as shown on a map dated 9/2/03, because the proposal is permitted by right as per Sectp. 243.D of the Wetlands and Watercourses Regulations of

the Town of Mansfield, provided the above plan is followed and the area is seeded and stabilized as soon as the work is done. This action is provided for under Sections 4.3 and 4.4 of the Wetlands and Watercourses Regulations of the Town of Mansfield. MOTION PASSED unanimously.

Communications and Bills – as noted on the Agenda or distributed at the meeting.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

300th STEERING COMMITTEE
September 10, 2003

The regular meeting of the Mansfield 300th Steering committee was called to order at 7:00 p.m. in Room C of the Audrey P. Beck Municipal Building by Chairman Fred A. Cazal, Jr.

ROLL CALL: Fred A. Cazal, Jr., Dona Stratton, Roberta Smith, Kay Holt, Rudy Favretti, staff Matt Hart and Joan E. Gerdson

COMMITTEE REPORTS

Fireworks on Sunday, September 7, 2003 were a huge success. Thanks to staff and Fire Departments for emergency services and traffic control. Thanks to DPW for mowing. All reports that everyone had a great time.

Beating the Bounds. Dona Stratton reported that four Scouts, their scoutmaster, herself and driver of van traveled with former Mayor Fred A. Cazal, Jr. to "Beat the Bounds" around town. The scouts found this to be a fascinating history lesson. This event followed the "Know Your Town Fair".

"Know Your Town Fair" was held all day on Saturday, September 6, 2003 at the Town Hall Building. The crowd was the largest ever, and everyone seemed to be having a great time. This annual affair is presented by the League of Women Voters, the Parks and Recreation Dept. and the University of Connecticut.

FUTURE EVENTS

BALL

Matt Hart handed out a work plan for the event. The biggest issue is selling tickets. Each person on committee should sell and urge others to purchase tickets. Mike Gergler will assist in calls to community persons. Kay Holt also volunteered.

The painting will be presented to the Town as a remembrance of the 300th Celebration.

PHOTO CONTEST

Joan Gerdson announced that the contest would be judged next Tuesday at 10:00 am in the Council Chamber

ADJOURNMENT

At 8:15 p.m. Mr. Favretti moved and Mr. Gergler seconded to adjourn the meeting.

NEXT MEETING

The next meeting will be on October 8, 2003 at 7:00 p.m. in Room C of the Audrey P. Beck Municipal Buiolding.

Fred A. Cazel, Jr, Chairman

Joan E. Gerdson, Town Clerk

MINUTES

MANSFIELD INLAND WETLAND AGENCY Regular Meeting, Tuesday, September 2, 2003 Council Chambers, Audrey P. Beck Municipal Building

Members present: A. Barberet (Chairman), R. Favretti, B. Gardner, J. Goodwin, R. Hall, K. Holt, P. Kochenburger (arr. 7:15 p.m.), P. Plante, G. Zimmer
Alternates present: B. Mutch, B. Pociask, B. Ryan
Staff present: G. Meitzler (Inland Wetlands Agent), G. Padick (Town Planner)

Chairman Barberet called the meeting to order at 7:03 p.m., appointing Alternate Ryan to act as a voting member until Mr. Kochenburger's expected arrival. Favretti moved and Holt seconded that an exemption request from Ward, at 355 Spring Hill Rd., be added to New Business; motion passed unanimously.

Minutes: 8/4/03 – Barberet noted she had heard the tapes of the meeting. Favretti moved, Plante seconded to approve the Minutes as presented; motion passed unanimously.

8/19/03 field trip – Favretti moved, Holt seconded to approve the Minutes as presented; motion carried, Holt, Gardner, Goodwin and Favretti in favor, all else disqualified.

Communications – Conservation Commission draft 8/20/03 Minutes with comments on W1222 (Aspen/Brine), W1223 (Best), W1224 (Parrow) and W1225 (Holt); Wetlands Agent's 8/27/03 monthly business memo.

Old Business

W1221, Mansfield Auto Parts, Inc., Rt. 32, renewal request – The Wetlands Agent's 8/27/03 memo was noted. After discussion regarding recent test well results and staff recommendations, Holt moved, Gardner seconded to renew the Inland Wetlands License issued to Mansfield Auto Parts (file W1221) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield, for an ongoing used car parts business on property owned by the applicant located at 214 Stafford Road, as requested in a letter dated 7/10/03. 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. All requirements imposed by other permits or other agencies shall be met. The applicant shall be obligated to obtain and renew a 404 permit if necessary;
2. Storage in areas east of Stafford Rd. (Rt. 32) shall be limited to level storage areas presently in use. There are two exceptions, which are:
 - A. Nothing shall be stored within a 25-foot-wide area adjacent to wetlands;
 - B. Nothing shall be stored in the rear area adjacent to the golf driving range without first obtaining the approval of this agency and, when necessary, the approval of the Planning and Zoning Commission
3. Continued tire storage on the site west of Rt. 32 shall be limited to piles of no more than 500 tires, separated from each other by 25 feet (for fire protection) unless limited by other permits. All lead weights shall be removed from the tires before storage;
4. The site next to the railroad tracks shall not be used for vehicle storage except for those waiting for crushing. All crushed cars shall be removed from the site expeditiously;
5. The operation shall not encroach on land west of the railroad tracks;
6. Continued groundwater monitoring of 3 monitoring wells (2 of which are east of Rt. 32 on parcel 3 and 1 of which is west of Rt. 32 on parcel 4), is a condition of this approval, with the following additional conditions:
 - A. Biennial monitoring well-testing shall be performed and results submitted to the Mansfield Inland Wetland Agency, with the testing done in April and the reports submitted no later than May 1st of each odd-numbered year;
 - B. These tests shall include testing for cadmium, chromium, lead, mercury and volatile hydrocarbons;
 - C. The exact locations of the 3 wells: One is immediately behind the garage building; one is near the south end of said building; one is the northerly well near the railroad tracks;
 - D. Any well which is dry when tested shall be deepened or reinstalled within 30 days and then retested.

7. All other ongoing testing results, such as well reports to the Motor Vehicle Department, shall also be submitted to the Mansfield Inland Wetland Agency;
8. All vehicles shall be drained only inside the building. All drainage plugs shall be replaced immediately after draining, before the vehicles are moved from the building. Vehicles which have not been drained shall be stored outside for the shortest period possible and only over an impervious surface;
9. The Inland Wetlands Agent shall inspect the site each month;
10. All violations shall be treated as per Section 8.3 of the Mansfield Inland Wetlands Regulations;
11. This permit is effective for two years only, until August 1, 2005 and, upon request of the applicant, may be renewed based on complete compliance with the above conditions. It will not be renewed and may be revoked if there are any outstanding Orders issued by this agency on the property. It is further clarified that this permit does not apply to the rear area (the area east of Rt. 32, near the golf driving range). The DEP Water Quality Division shall receive a copy of this permit.

Motion passed unanimously.

Kochenburger arrived at this point.

W1222. Aspen/Brine. Spring Hill Rd., attached garage addition – The Wetlands Agent's 8/13/03 memo was noted. Holt moved, Favretti seconded to grant an Inland Wetlands license under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Aspen Home Service, Inc. (file W1222) for the addition of a 2-car garage to an existing single-family home on property owned by Rebecca and Torin Brine located at 300 Spring Hill Road, as shown on a map dated 6/20/03 revised through 7/20/03 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. This approval is valid for a period of five years (until 9/2/08), 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.

W1223. Best. Brookside Ln., house addition within buffer zone – The Wetlands Agent's 8/13/03 memo was noted. Holt moved, Hall seconded to grant an inland Wetlands license under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Philip and Laurie Best (W1223) for the 12-ft. by 19-ft. enlargement of (2 rooms in) an existing single-family house on property owned by the applicants located at 19 Brookside Lane, as shown on a map dated 7/18/03 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 sediment or excavated material shall be placed near the dropoff to the Mt. Hope River;
3. This approval is valid for a period of five years (until 9/2/08), 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.

W1224. Parrow. Browns Rd., 3-lot subdivision – The Wetlands Agent's 8/11/03 memo was noted. It was also noted that issues raised in the Conservation Commission's Minutes were not IWA-related. Holt moved, Gardner seconded to grant an Inland Wetlands license under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Brian Parrow (file W1224) for a three-lot subdivision on property owned by the applicant located at 709 Browns Road, as shown on a map dated 7/30/03 and 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 double row of silt fence shall be placed along the driveway for Lot 2, starting at a point 280 feet back from Browns Road, for a distance of 200 feet further;

3. A drainage easement and a right-to-drain in favor of the Town of Mansfield shall be provided at the low point on Browns Road, in front of Lot 3;
4. Grading details shall be added for the Lot 2 driveway, showing 2-foot contour lines for final grading;
5. This approval is valid for a period of five years (until 9/2/08), 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.

W1225. Holt. Browns Rd., proposed 4-lot subdivision – Holt and Goodwin disqualified themselves and Ryan and Mutch were designated to act. The Wetland Agent's 8/25/03 memo was noted. After discussion, Favretti moved and Hall seconded that this matter be tabled to a special meeting on 9/15/03 at 7 p.m. The motion was unanimously approved.

New Business – All of the items below were discussed in the Wetlands Agent's 8/28/03 New Business memo except for the last item, W1232 (Ward).

W918. Dilaj. driveway bond release request. Chatham Hill subdivision, between 476 and 488 Browns Rd. – Holt disqualified herself and Ryan was designated to act in her place. After reviewing an 8/19/03 letter from M. Dilaj and an 8/21/03 memo from the Town Planner, Gardner moved, Hall seconded to release the site development bond for Michael Dilaj for driveway work off Browns Road. The motion was unanimously approved.

W1226. Ryan. Woodland Rd., shed replacement – Goodwin moved, Holt seconded to receive the application submitted by LeRoy M. Ryan and Pearl P. Thompson (file W1226) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for the replacement of an existing 8 by 16-foot shed with a 12 by 16-foot shed at 2 Woodland Road, on property owned by the applicants, as shown on a map dated 8/18/03 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.

W1227. Schwartz. Pleasant Valley Rd., addition within buffer zone – Goodwin moved, Holt seconded to receive the application submitted by Martin Schwartz (file W1227) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for a 350 sq. ft. bedroom and bathroom addition at 69 Pleasant Valley Rd., on property owned by the applicant, as shown on a map dated 9/8/78 revised through 8/22/03 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.

W1228. Mango. Clover Mill Rd., new house within regulated area – Goodwin moved, Holt seconded to receive the application submitted by Sharon Mango (file W1228) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for the construction of a single-family residence at the corner of Spring Hill and Clover Mill Roads, on property owned by the applicant as shown on a map dated 4/28/86 revised through 4/1/91 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.

W1229. Taylor. Hanks Hill Rd., 3-lot subdivision – Goodwin moved, Holt seconded to receive the application submitted by Michael Taylor (file W1229) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for activities within a 3-lot subdivision at Hanks Hill Road, behind 274 through 312 Hanks Hill Road, on property owned by Hunting Lodge Partners, LLC, as shown on a map dated 8/27/03 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.

W1230. Raynor. Moulton Rd., 1-lot subdivision – Goodwin moved, Gardner seconded to receive the application submitted by James Raynor (file W1230) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for the construction of a single-family residence on a 7.92 acre parcel at Moulton Road, on property owned by Barbara Larson and others, as shown on a map dated 8/7/03 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. Motion carried, all in favor except Holt, who p. 249 joined.

W1231. Reja Acquisitions, Coventry Rd., 6-lot subdivision – Goodwin moved, Holt seconded to receive the application submitted by Reja Acquisition Corp. (file W1231) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for activities within a 6-lot residential subdivision at Coventry Road, on property owned by the applicant, as shown on a map dated 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.

W1232. Ward, Spring Hill Rd., exemption request – After discussing a 9/2/03 memo from the Wetlands Agent, Favretti moved, Ryan seconded to table this item until the scheduled special meeting on 9/15/03. The motion was unanimously approved.

Reports of Officers and Committees – Chairman Barberet informed members that the denial of the Chatham Hill, Section 2 subdivision has been appealed to the Superior Court.

Other Communications and Bills – As noted on the agenda.

Field trip – scheduled for Tuesday, 9/9/03, at 1 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

ADMINISTRATION

- Website Address Change: Our website has moved to www.wincog.org. Intern Dagmar Noll has been making changes to the site so that it does a better job of meeting accessibility criteria. She will be doing similar work on the WRD site also.
- State Grant in Aid: We were informed by OPM last week that the funds are now in place at OPM so checks can be written to the RPO's for the FY 04 State Grant in Aid. Evidently the state's changeover to new accounting system is experiencing a few bumps.
- Delay in Federal Funding: Because the federal appropriations bill for FFY 04 has not yet been signed, we are anticipating delays in payments of the federal shares of our FHWA and FTA planning grants, as well as delayed payments for transit operations and administration. WRD has taken out a \$300,000 line of credit so that subcontractors (operators of the fixed route and paratransit services) will be able to be paid through December. WINCOG's member towns have fully paid their per capita dues, and our SGLA dollars are expected soon, so we do not anticipate any cash flow problems for the first half of the year.

Technical Assistance Current Contracts Update:

Technical assistance contracts active in FY 04:

Contract #	Description	Status
<i>Willimantic River Alliance</i>	<i>grant administration</i>	<i>completed</i>
<i>Ashford</i>	<i>POCD assistance</i>	<i>in progress</i>

UPCOMING DATES OF INTEREST

- October 3 **TODAY:** Meeting for Windham Region Municipal “points of contact” for homeland security assessment process, immediately following WINCOG meeting, Windham Town Hall.
- October 14 **4:00 p.m.** (both date and time are tentative). Initial meeting of WINCOG Emergency Planning Work Group
- November 4 **Election Day**
- November 7 **Next WINCOG Meeting**

TRANSPORTATION

- ConnDOT Listening Session for Long Range Plan: About a dozen members of the public attended ConnDOT’s listening session held at ECSU on September 9. Prior to listening to public input, ConnDOT staff gave a half-hour presentation on the planning process and explained that the long range plan focuses on policies rather than projects.
- Projects in Progress:
ConnDOT met with Town and WINCOG representatives on two projects in September:
 Mansfield - Clover Mill Road (Rural Minor Collector) on September 15, and
 Coventry - South Street/Skinner Hill Road on September 30.
Both projects are moving forward.
- Prepaid Fares: We are pleased to report that UConn’s Undergraduate Student Senate voted to support the prepaid fares program on the Storrs/Willimantic fixed route service. Agreements are in the process of being finalized.
- New Route 32 Service to the Mohegan Sun Casino: In your agenda packets for this meeting, you were sent a brief report by an ACCESS Agency case worker of the preliminary interview/hiring trip to the Mohegan Sun. The Transit District is now trying to figure out how to deal with the apparent overwhelming success of this new service. WRTP.251 WINCOG will be working with the Eastern CT Transportation Collaborative (Jobs Access) to if additional funding can be diverted from other

- Transit Administrator at APTA Conference: Our transit administrator Melinda Perkins is attending a week-long national conference of the American Public Transportation Association. Melinda has been invited to assume the seat of WRTD's former administrator, Karen Graber, as a rural transit representative on the APTA board, and this transition expected to be finalized at the conference.

LAND USE PLANNING

- Regional Planning Commission: At their October 1st meeting, the Regional Planning Commission reviewed and responded to the following referrals:
 - a. #03-08-25-WN: Willington: A proposal to make multiple revisions to the Designed Elderly Residential Zone and to update the section on High Intensity Uses to reflect state jurisdiction where appropriate. **Insufficient notice. Impacts unknown.**
 - b. #03-09-05-CR: Colchester: A proposal to make major changes to the zoning regulations that incorporate: measures to protect natural resources, a residential density regulation rather than a minimum lot size by special permit, a 10% open space requirement and the acceptance of fees in lieu of open space, a rezoning of some industrial districts to residential districts, and other changes. **No intermunicipal impacts.**
 - c. #03-09-17-CBY: Canterbury: A proposal to create a new Industrial Zone on the Plainfield town line. **Potential intermunicipal impacts. No notice required.**

In addition to regular business, the RPC invited representatives from agencies in the area that are concerned about land use to present an overview of their programs and services. In attendance were Scott Gravatt of the Eastern Connecticut Conservation District and Susan Westa of the Green Valley Institute. Not able to attend were the Eastern Connecticut Resource Conservation and Development Area and the Rural Development Council but Ms. Butts provided an overview of their services on their behalf. The commission was amazed by the services available to them by these agencies. While there is some overlap in services, all of these agencies have small staffs and there is no lack of work. What will continue to be critical is cooperation among the various, like-minded organizations.

The Regional Planning Commission continued the discussion of regional projects. The commission was very interested in hosting a speaker at an annual dinner, something we have not done in three years.

- Scotland Plan of Conservation and Development: The Scotland Planning and Zoning Commission expects to act on the document at their next meeting on October 15th.
- Ashford Plan of Conservation and Development: The Ashford PoCD subcommittee continues to develop the "bones" of the plan. They recently drafted new goals and are working on a vision statement and a public opinion survey.
- State Conservation and Development Policies Plan Update: OPM's most recent technical coordination included an update on the progress to date on the State Plan update. With the layoffs and retirements that have occurred over the past half year, the staff devoted to this project has fallen from seven to two, and one of the two has actually been working on the project for only three weeks. In addition, OPM has recently reorganized, so the division responsible for the plan update has changed. OPM, nonetheless, is hoping to have a draft of the plan text available for review by December, in order to meet their deadline for a report to the General Assembly.

EMERGENCY PLANNING GRANT UPDATES

- Emergency Operating Plans (EOP) and CERT– FEMA Funding through OEM: While the consultants are working on the review and recommended changes to municipal EOP's for Windham Region towns, WINCOG staff have coordinated two meetings for the municipal "points of contact" for the statewide homeland security assessment now in progress. The second of these meetings is scheduled to take place immediately after today's WINCOG meeting. Representatives from the Division of Homeland Security will be present to answer questions. An initial meeting of WINCOG's emergency planning work group is being scheduled for the week of October 14. P. 252 We not yet been finalized. The director of emergency management from each municipality

- Bioterrorism Planning – federal funding through DPH: Your director continues to serve on DPH's Focus Area A (bioterrorism terrorism planning) workgroup, representing the state's regional planning organizations.
- Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through DEP: This project is on hold until we receive the final contract from DEP.

CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests from: 2 town staff, 1 non-profit organization, and 1 business.

LOCAL ASSISTANCE

- Ashford* - Worked on Town POCD under contract.
- Chaplin* - Provided information on variances to PZC Chair and others.
- Provided clarification on Rte. 6 Overlay Zone regs. and reviewed gas station application.
- Columbia* - Provided information on undergrounding utilities for Rte. 87 Scenic Road Group.
- Revised Zoning Map per PZC request.
- Lebanon* - Provided GIS assistance to ZEO.
- Scotland* - Compiled Regional Zoning Report "Accessory Apartments".
- Windham* - Continued to participate on Windham Ad Hoc Economic Development Committee.
- Participated in meeting of parking subcommittee of Ad Hoc Econ. Dev. Committee.
- Provided additional data and mapping to Recreation Director for Weed and Seed grant application.
- All Towns* - Processed statutory referrals from or affecting various member towns (see Planning, above)
- Provided follow-up information regarding upcoming statewide homeland security assessment.

OTHER ASSISTANCE

- Provided assistance to staff from CPTV's *Positively Connecticut* show regarding projects in the region involving stone walls.
- Provided information to a student on state and federal legislators and local public officials, as well as resources for finding such information.
- Cooperated with GVI in developing GIS model to help prioritize natural resources.

MEETINGS

- Sept. 5 - WINCOG Meeting (BB, JB)
- 9 - ConnDOT's listening session for LRP at ECSU (BB)
- 10 - GVI ModelBuilder development meeting/ Brooklyn (JB)
- 11 - UConn Master Plan Advisory Committee (BB)
- 12 - Statewide Homeland Security Assessment "points of contact" meeting / Coventry (BB)
- Meeting with DEP Intern regarding upcoming PreDisaster Hazard Mitigation Plan (BB)
- Land Use Education Program planning meeting / Rocky Hill (BB)
- 15 - Meeting with ConnDOT, Town of Mansfield staff re: Rural Minor Collector project /Storrs (BB)
- Plan of Conservation and Development Meeting / Ashford (JB)
- 16 - DPH Focus Area A meeting / Middletown (BB)
- ECRC&D meeting for planners from five RPO's (BB, JB)
- Windham Ad Hoc Economic Development Committee (BB)
- 18 - CT Metropatterns presentation by Myron Orfield hosted by CT Legislature/Hartford (JB)
- 24 - Site Plan Review meeting with PZC chair / Chaplin (JB)
- 25 - CT Alliance conference / Hartford (BB)
- ZBA Public Hearing/Chaplin (JB)
- 26 - ACIR meeting re: structure and function of RPO's / Hartford (BB)
- 29 - OPM / RPO technical coordination meeting / Rocky Hill (BB)
- Planning for Nature / Biodiversity workshop / Norwich (BB*, JB)
- 30 - Meeting with ConnDOT, Town of Coventry re: Small Urban project / Coventry (BB)
- Meeting with engineering consultant re: projects in region (BB)



Mansfield Downtown Partnership

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October 7, 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 September 2, 2003.

The following motion would be in order:

Move, to approve the minutes of September 2, 2003.

Sincerely,

Cynthia van Zelm
Executive Director

Attach: (1)

MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
Tuesday, September 2, 2003

MINUTES

Present: Martin Berliner, Tom Callahan, Dale Dreyfuss, Mike Gergler, Al Hawkins, Janet Jones, Philip Lodewick (by phone), Betsy Paterson, Dave Pepin, John Petersen, Steve Rogers, Frank Vasington, David Woods

Staff: C. van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:05 p.m.

2. Opportunity for Public to Comment

Ginny Walton introduced herself as a member of the Partnership. (She is also the Recycling Coordinator for the Town of Mansfield). Ginny said she wanted to advocate for the use of sustainable design in the new town center. She referred to the Environmental Impact Evaluation done on the proposed town center property and the Design Factors prepared by the Partnership's Planning and Design Committee that highlight sustainable design practices. Ms. Walton said the town center project lends itself to sustainability with its proposal for a mix of uses.

Ms. Walton urged the Partnership Board to review LEED principles for applicability to the project and to negotiate with a developer who advocates green design.

3. Approval of Minutes

Betsy Paterson made a motion to approve the July 1, 2003 minutes. Dale Dreyfuss seconded. The minutes were approved unanimously.

4. Update on Municipal Development Plan/Master Developer Interviews

Tom Callahan said that 50 to 60 ^{requests for} responses to the Request for Qualifications for a Master Developer had been received. At the direction of the Board of Directors, the Finance and Administration Committee interviewed three firms: Leyland Alliance, Sullivan/Hayes, and Starwood Buckingham. The Finance and Administration Committee concluded that the Leyland Alliance team had a clear understanding of the project and sensitivity to the community. The Leyland Alliance team was also cognizant of the plans for a new UConn School of Fine Arts building and the connection with the town center project.

The Finance and Administration Committee directed Executive Director Cynthia van Zelm to check Leyland Alliance references. Mr. Callahan requested that the Board authorize the Finance and Administration Committee to enter into negotiations with Leyland Alliance, pending successful reference checks. Mr. Callahan thought the Committee would have a draft

development agreement between Leyland Alliance and the Partnership for the Board to review in 30 to 40 days.

Mr. Callahan noted that 11 members of the Board had attended at least some of the interviews, and in particular, the second interview with Leyland Alliance.

Mr. Callahan asked for a motion from the Board to authorize the Finance and Administration Committee to enter into negotiations with Leyland Alliance for a development agreement between Leyland Alliance and the Partnership. Ms. Paterson made the motion. Al Hawkins seconded. The motion was approved unanimously.

5. Appointment of Committee Members

David Woods made a motion to appoint Joe Muro as a member of the Advertising and Promotion Committee. Ms. Paterson seconded. The motion was approved unanimously.

6. Report from Committees

Membership Development – Ms. van Zelm gave the report in Betsy Treiber's absence. Ms. van Zelm said she and Al Hawkins were meeting with several town committees to talk about the Partnership, hear their views, and determine how they might work together. She was also attending the school open houses, Know Your Town Fair, and the UConn Open House to provide information on the Partnership, and the town center project, as well as try to garner memberships.

Ms. van Zelm said she had also met with UConn student Ryan Jones, and Dolan Evanovich, Associate Provost, Enrollment Management at UConn, about ways to get students more involved in the Partnership. They discussed the idea of a Clean-Up Day in Storrs Center. Cleaning up areas in Storrs Center was identified as one of the issues for some of the merchants downtown in a survey that the Partnership Business Development and Retention Committee conducted. Mr. Callahan said it would be important for the businesses to be involved as well i.e., in providing food, etc. Ms. Walton said this could perhaps be coordinated with the Solid Waste Advisory Committee's Rid Litter Day that it may do in October. It was also noted that the Clean-Up Day, if pursued, should be on a non-football day.

Nominating Committee – Philip Lodewick noted that the Nominating Committee had met before the Board meeting to discuss the open position on the Board. Mike Gergler is stepping down as Chair of the Mansfield Business and Professional Association so will not be able to serve in that ex-officio role on the Partnership Board. Mr. Gergler indicated, however, his interest in continuing to serve on the Board if possible. Mr. Lodewick made a motion to appoint Mr. Gergler to fill Wendy Halle's position on the Board. Ms. Paterson seconded the motion. The motion was approved unanimously.

Advertising and Promotion – Ms. van Zelm said that work on the Mansfield brochure had started. Laura Butler has been chosen to design the brochure. Ms. Butler designed the Walking Weekend brochure.

The Partnership Fall Newsletter will come out soon. The Advertising and Promotion Committee will review the newsletter. Other volunteers to review the newsletter included Betsy Paterson and John Petersen.

Betsy Paterson said she will be chairing the 2004 Fall Event Subcommittee. The Fall Event is designed to bring residents and students to the Storrs Center area to enjoy food and music, participate in games, etc.

7. Other

Ms. van Zelm referred to two conferences that Board members may want to attend: the CT Main Street Commercial Revitalization Conference on October 23 in New Haven, and the Connecticut Alliance Program Retail Development Through Public/Private Partnerships Conference on September 25 in Hartford.

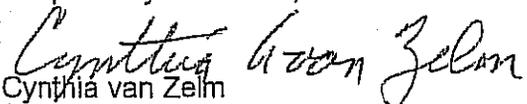
Ms. van Zelm told the Board that at long last the Partnership had received its 501 (c)(3) federal tax exemption status. This will allow the Partnership to apply for more grants that require this status and allows donations to be tax deductible.

Mr. Callahan noted that that development of the Municipal Development Plan (MDP) will start to accelerate. The master developer who will construct, tenant and finance the project will now inform the MDP.

8. Adjourn

Dr. Petersen made a motion to adjourn. Ms. Paterson seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:25 PM. The next meeting is set for October 7.

Respectfully submitted,


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

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MINUTES

MANSFIELD PLANNING & ZONING COMMISSION

Regular Meeting, Monday, September 15, 2003
Council Chambers, Audrey P. Beck Municipal Building

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

~~Chairman Barberet called the meeting to order at 7:45 p.m., appointing Alternate Pociask to act as a voting member.~~

Minutes: 9/2/03 – Favretti MOVED, Holt seconded to approve the Minutes as presented; MOTION PASSED unanimously.

9/9/03 field trip – Holt MOVED, Favretti seconded to approve the Minutes as presented; MOTION CARRIED, Barberet, Favretti, Gardner, Goodwin and Holt in favor, all else disqualified.

Zoning Agent's Report

Community Center's request for authorization of a Certificate of Compliance, file 1173 – A joint 9/11/03 memo from the Zoning Agent and Town Planner was noted. Recreation Director C. Vincente explained that the request was made so that work and occupancy can coordinate smoothly. Mr. Vincente updated members on progress, problems and tentative October "soft opening" of the building. Elements of the combined Community Center/Town Hall free-standing sign will be appropriately matched or coordinated with the Community Center building. Gardner MOVED, Kochenburger seconded that the Planning and Zoning Commission modify condition 5 of its 6/25/01 approval of the Mansfield Community Center to authorize its officers to approve a new free-standing identity sign for the subject site. Furthermore, the Commission authorizes the PZC Chairman and Zoning Agent to approve site modifications as described in a 9/11/03 letter from the Director of Parks and Recreation and authorizes the Zoning Agent to issue a Certificate of Compliance for the project, provided health and safety components are completed to the satisfaction of staff and the PZC officers. MOTION PASSED unanimously.

Windham Water Works request for site modification to construct 2 sludge lagoons – A 9/11/03 memo from the Public Works Director and the Zoning Agent's 9/12/03 memo clarify this request. Water Works Director J. Hooper and P. Devaney, representing the Water Works and project engineer K. Acimovic explained that the Water Works is now processing more sludge than its removal facility can handle, and therefore feels it needs to construct two side-by-side sludge lagoons to process the remainder. Mr. Acimovic explained the construction process leading eventually to construction of two permanent lagoons, including one temporary one to be incorporated into the final design. The applicants also explained the process for removing impurities from the Reservoir and subsequent return of the "decanted material" to the river. Testing is performed every month by Water Works personnel; if impurities test at above acceptable levels, the purification process is modified. Members were also assured that the site is not a mosquito breeding ground, since water is constantly being processed and recycled. The lagoon area would be completely surrounded by fencing. Final design is expected by spring of 2004. Holt MOVED, Hall seconded that the PZC Chairman and Zoning Agent to be authorized to approve the 9/10/03 minor modification request of the Windham Water Works for the construction of a temporary sludge-holding lagoon, the northerly lagoon, as shown on a plan dated 9/10/03. This authorization for a temporary lagoon shall be subject to a condition that the Windham Water Works shall develop final plans for two permanent lagoons (one of which will incorporate the temporary lagoon) for resubmittal to the PZC for review and approval. MOTION PASSED unanimously.

The August Enforcement Update was noted.

Illegally displayed cars for sale around town – Mr. Hirsch reported he has received cooperation from all the owners he has approached thus far, and feels there is no need to amend our regulations at this time.

Rosal's property, Storrs Rd. – All trash except for two water-heaters has now been removed from the site.

Yard sales – Members and staff discussed recurrent large-scale tag sales, some at dangerous traffic locations, such as the seemingly permanent one at the intersection of Rts. 275 and 32, which could cause traffic and safety problems. Parking for it seems to be across the road on land leased from the Town by Joshua's Trust. Staff volunteered to try to deal with the yard sale producers privately.

Public Hearing (cont.), special permit application for efficiency unit at 2024 Storrs Rd., N. Sultan, appl., file 1211 – The Public Hearing was called to order at 8:25 p.m. Members and Alternates present were Barberet, Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Zimmer, Mutch, Pociask and Ryan. Since this was a continued Hearing, there was no legal notice. 9/12/03 and 9/15/03 memos from the Town Planner were noted, along with a 9/10/03 letter from the applicant requesting an extension of time for the Public Hearing. Mr. Padick explained that additional soil testing was needed, and the number of bedrooms in the house and the efficiency unit must be clarified. There was no public comment. After discussion, Holt MOVED, Hall seconded to grant a 35-day extension of the Public Hearing period for the Sultan special permit application for an efficiency unit at 2024 Storrs Road and establish 11/6/03 as the new deadline for completing the Public Hearing, furthermore that the PZC recess the Public Hearing on this application until 10/20/03. MOTION PASSED unanimously.

Public Hearing (cont.), special permit application for office/workshop at 699 Storrs Rd., T. Casey, applicant, R. Morneau, owner, file 554-2 - The Public Hearing was called to order at 8:28 p.m. Members and Alternates present were Barberet, Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Zimmer, Mutch, Pociask and Ryan. Since this was a continued Hearing, there was no legal notice. A 9/15/03 letter from L. and G. Hightower was noted. The applicant said he had not seen the Design Review Panel's recommendations that no outside storage of materials be allowed and commercial uses along Rt. 195 in that area be discouraged. Mr. Casey has revised his plans so that a paved area will be provided to comply with handicap parking requirements. Noting that the lighting he had proposed to use had belonged to the previous use; however, he said he could modify it to downward-directed, shielded lights. He listed the equipment to be parked outside as 4 trucks and a flatbed trailer, and said he would try to park as many of them behind the building as possible. His revised screening proposal, prepared with the help of a person he said was a professional landscape architect, consisted of white pines and a plant labeled "burning bush". Mr. Casey said the existing sign would be relettered.

Mr. Zimmer asked how resistant white pine trees are to salt spray, and how far back from the road they would be planted. Mr. Casey responded that the landscape architect said they would suffer, but would recuperate.

Parking was discussed at length. Asked whether the lettered box trucks could be parked inside the building or behind it, Mr. Casey said one could sometimes be parked inside, but he would prefer to park both of them behind the building. He agreed there is room to put one truck along Clover Mill Rd.

Mr. Favretti questioned the identification of some of the plants on the landscape plan and said the plan is too vague. He emphasized that *euonymus alatus*, one of several plants commonly called burning bush, should not be used, as it is a highly invasive species. He added that the landscape plan should be drawn to scale, should specifically identify plants and give proposed planting distances from the roads, and should be signed and sealed by a professional landscape architect. Supplemental fencing was suggested as an additional means of screening. Mr. Casey seemed agreeable and discussed possibilities with members.

Existing underground oil tanks are to be removed and the soils tested; if soils are contaminated, they are to be removed. Public comment was then invited.

B. Parker and D. Burnham, owners of properties abutting the Morneau site, submitted a 9/15/03 letter from J. Peters, 720 Storrs Road, listing her objections to the site as it now exists and recommending fencing as a deterrent to vandals, fast-growing trees to screen the site, and testing of the common well for pesticides. Ms. Peters says she has no objection to the proposed use if the above improvements are implemented.

Mrs. Burnham also summarized and submitted a 9/15/03 statement opposing this application signed by several property-owners between 693 and 720 Storrs Rd. The statement comments on 7 aspects of the proposal. They noted fear of devaluation of neighboring properties, and potential negative neighborhood impacts, and requested that the PZC keep in mind that this is a non-conforming use in a residential area and deny the application.

Mr. Hall noted that any lighting should be no brighter than the existing lights; motion-sensitive lighting was suggested as an alternative, and Mr. Casey agreed this would be a good idea. The ladies agreed that fencing would help, but did not want chain link fencing; Mr. Mutch observed that any fence would have to be 10 to 12 feet high and stretch all along the Rt. 195 side of the property to be effective. He felt this could be unsightly.

Mr. Casey confirmed that the fuel tank would be removed; he would, however, like to keep the above-ground waste oil tank, although he would remove it if he had to. At 9:03, after needed plan revisions were summarized for Mr. Casey, the Hearing was recessed to 10/7/03.

Old Business

Special permit application for proposed telecommunication tower and related facilities north of Clover Mill Rd., adjacent to the Town Garage site. TCP Communications/Town of Mansfield. o/a, file 1209 - Favretti MOVED, Holt seconded to approve with conditions the special permit application (file 1209) of the Town of Mansfield and TCP Communications, Inc: for a 180-foot telecommunication tower and related facilities and site work to be located at 230 Clover Mill Road, in an RAR-90 zone, as submitted to the Commission and shown on plans revised through 6/5/03 and as presented at a Public Hearing on 8/4/03. This approval is granted because the application as hereby approved is considered to be in compliance with Article V, Section B, Article X, Section R, and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. This approval is based on submitted plans and project descriptions. Any change in plans or the proposed use of the site shall require further review and approval as per Mansfield's Zoning Regulations. The applicant shall be responsible for meeting Building Permit requirements and complying with all applicable State and Federal regulations pertaining to the subject telecommunication use.
2. Prior to any use of the telecommunication facilities and the issuance of a Certificate of Compliance, all site work shall be satisfactorily completed. Based on the provisions of Article V, Section B.7.c, a variation of this condition may be authorized by the Commission, provided that public health and safety components of the project have been satisfactorily completed.
3. To help ensure effective long-term screening of the equipment compound area and compliance with regulatory provisions, the plans shall be revised to incorporate a staggered row of evergreen trees of mixed species between the Town Garage/Bicentennial Pond access road and the compound area. The size, type and location of this required evergreen screen shall be approved by the PZC officers, with staff assistance. With this revision, the proposed eight (8) foot high wooden fence around the compound, and the retention of existing wooded areas around the compound, the proposal will be acceptably screened. The compound and tower are not expected to be readily visible from Clover Mill Road or nearby residences along Clover Mill Road.
4. Whereas abandonment/tower removal issues are addressed by Town ownership and the Town's contract with TCP Communications, Inc., a separate bond pursuant to Article X, Section R.6 of the Zoning Regulations shall not be required.
5. This permit shall not become valid until the applicant obtains the permit form from the Planning Office and files it on the Land Records. MOTION PASSED unanimously.

Subdivision application. 4 proposed lots on Browns Rd.. K. Holt, o/a, file 1210, MAD 35 days after IWA action. Holt and Goodwin had disqualified themselves, and were replaced by Ryan and Mutch. Memos were noted from the Ass't, Town Engineer (9/12/03), Fire Marshal (9/12/03), Conservation Commission (8/20/03), Town Planner (9/11/03), Parks Advisory Committee (9/9/03), Design Review Panel (8/27/03) and Health Dep't. (8/27/03). Noting that the IWA had approved its application earlier in the evening, Mr. Padick said that revised site plans dated 9/10/03 had been submitted, and all staff reviews except for the Health Dep't. were based on these revisions.

Landscape architect P. Miniutti said neighborhood notification had not been completed, but would be taken care of right away. Mr. Padick recommended a 35-day extension of the action date, and Mr. Miniutti agreed to submit such a request to allow time for completion of neighborhood notification and to submit revised plans at least 10 days before the 10/7/03 meeting to address staff comments. Mr. Miniutti said that the applicants agreed with almost all staff's comments and recommendations, with the exception of those related to the open space dedication. Mr. Dilaj also questioned the need to describe the possible future development of Parcel A, which is not part of this application and was told that some potential uses might influence the open space dedication. Mr. Miniutti stated that the present colored plans could successfully be converted to black and white for filing on the Land Records.

Perfetto request for special permit for proposed professional office uses at 922 and 930 Stafford Rd., file 1054-3, MAD 11/6/03 - Revised plans have been submitted for staff review, and reports will be presented at the next meeting. Mr. Kochenburger volunteered to draft a motion.

Freedom Green Condominiums requests: (A) Release of Ph. III escrow funds; (B) Reduction of Ph. IVA escrow funds; (C) permission to begin Ph. IVB construction – Communications noted were a 9/12/03 memo from the Town Planner, 9/11/03 letter from Att’y. D. Poitras containing information on the progress of the project; 9/12/03 letter to A. Baldwin from the Town Planner, 9/13/03 letter from A. Baldwin (Pres., The Villages at Freedom Green Homeowners Assoc.), 8/26/03 letter from B. Otto, of AP Management, and an undated “Petition/Statement” signed by a number of residents of the complex.

The developers, Beaudoin Bros., LLC, were represented at the meeting by J. Beaudoin, Att’y. G. Buck, and project engineer R. Amintea. The Villages at Freedom Green Association was represented by Att’y. E. Harvey and Mrs. Baldwin. Att’y. Buck’s opening remarks made the point that the PZC only has authority to enforce compliance of those items which were contained in its approvals; tenants’ other complaints, if found to be valid, should be the developer’s responsibility to repair, replace or maintain. This could be settled by direct negotiation between unit-owners and the developer.

Mr. Amintea stated that as of 9/15/03, all utilities are in compliance with the approved plans, roads and walks are largely completed, and grading and planting are in progress. Ponding due to snow plowing could be addressed through a comprehensive plowing plan, which is to be drafted by the management company. It was reported the Mr. Beaudoin and Ass’t. Town Engineer Meitzler had approved progress at the site.

Mrs. Holt questioned the adequacy of the pumping station, and was assured that it was performing as well as it was designed to perform. Mr. Amintea said that repairs or maintenance could be necessary, which would be the developer’s responsibility. Public comment was then invited. Att’y. Harvey and Mrs. Baldwin discussed Phase III issues related to, among others, drainage, landscaping and property maintenance which they felt should be taken care of by the developer, but which their Association has spent considerable sums to repair/replace instead. They requested that no monies should be released nor PZC permission granted for further construction until the developer has fulfilled all previous responsibilities. She submitted recent photos of some problem areas. Other residents of the Villages of Freedom Green who spoke were S. Roth., D. Nelson, M. Tokes (who spoke for herself and the Kozelkas, also residents), and another neighboring resident. All noted problems with (but not limited to) drainage and landscaping.

Att’y. Buck stated that the engineer will meet with the management company’s representative and Association Board members and walk the site to determine what needs to be rectified. He again reminded all present that the PZC’s authority is limited to determining whether all the items listed as conditions on the plans it approved have been satisfactorily completed, and; if this is the case, he asked that the requested bond reduction be granted. He said it is the developer’s responsibility to negotiate with affected unit-owners to correct other items.

Mr. Padick noted staff comments on bonding and escrow release requests. He said the staff will meet with the developers and their representatives and hope to be able to present comments for the next PZC meeting to clarify what the PZC is and is not responsible for, as well as probable repair costs.

Mrs. Holt left at 10:40 p.m., and was replaced by Alternate Ryan.

Town Planner’s verbal updates

Storrs Center “Downtown” project – No final agreement with a developer has yet been reached. Mr. Padick and Mr. Hirsch are working with the Downtown Partnership and its lawyer on proposed permit processes for the project.

UConn landfill - The DEP is reported to be issuing a closure permit; the project still needs approval from the Army Corps of Engineers. It is planned that work will start this fall and be completed next spring.

UConn Master Plan update – The Master Plan Update Committee, of which Mr. Padick is a member, toured the Storrs Campus last week looking at possible sites for a variety of projects in the Master Plan. He noted that parking is still in severely short supply all over campus, with the new “Charter Oak” dormitory apartment complex 200 spaces short. He mentioned attending another recent meeting at which possible uses for the Agricultural Campus east of Rt. 195 were discussed by University officials and townspeople. The University’s consultants will meet with the public in November to outline their recommendations. Many townspeople and local legislators strongly expressed their opinions in favor of preserving the open space and the current agricultural uses.

UConn Hazardous Waste Storage Facility Comparative Site Study – A University committee of which Mr. Padick is also a member will meet throughout the fall to determine whether another location, near the landfill, would be more suitable for the use.

AT&T telecommunications tower proposals – AT&T has received Siting Council approval for a telecommunications tower to be located on the Villa Hills Golf Course site, and a lower pole to be placed on Thompson property in Mansfield Depot.

Town/University Relations Committee – Members received Minutes of previous meetings in their packets. At last week's meeting, it was announced that a subcommittee will study actions that the Town and University can take to help address the issue of student drinking.

New Business

Proposed Tower Ventures II, LLC telecommunication tower on Knowlton Hill Rd. in Ashford – The Town Planner's memo notes that the tower would be located in Ashford and would not be readily visible in most areas of Mansfield. It would be located within 2,500 feet of our town line. A more detailed report will be provided after staff reviews the 9/2/03 proposal submitted by Tower Ventures.

Communications and Bills – As listed on the Agenda or distributed at the meeting.

The meeting was adjourned at 10:58.

Respectfully submitted,

Katherine K. Holt, Secretary

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**MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
Tuesday, September 2, 2003**

MINUTES

Present: Martin Berliner, Tom Callahan, Dale Dreyfuss, Mike Gergler, Al Hawkins, Janet Jones, Philip Lodewick (by phone), Betsy Paterson, Dave Pepin, John Petersen, Steve Rogers, Frank Vasington, David Woods

Staff: C. van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:05 p.m.

2. Opportunity for Public to Comment

Ginny Walton introduced herself as a member of the Partnership. (She is also the Recycling Coordinator for the Town of Mansfield). Ginny said she wanted to advocate for the use of sustainable design in the new town center. She referred to the Environmental Impact Evaluation done on the proposed town center property and the Design Factors prepared by the Partnership's Planning and Design Committee that highlight sustainable design practices. Ms. Walton said the town center project lends itself to sustainability with its proposal for a mix of uses.

Ms. Walton urged the Partnership Board to review LEED principles for applicability to the project and to negotiate with a developer who advocates green design.

3. Approval of Minutes

Betsy Paterson made a motion to approve the July 1, 2003 minutes. Dale Dreyfuss seconded. The minutes were approved unanimously.

4. Update on Municipal Development Plan/Master Developer Interviews

Tom Callahan said that 50 to 60 responses to the Request for Qualifications for a Master Developer had been received. At the direction of the Board of Directors, the Finance and Administration Committee interviewed three firms: Leyland Alliance, Sullivan/Hayes, and Starwood Buckingham. The Finance and Administration Committee concluded that the Leyland Alliance team had a clear understanding of the project and sensitivity to the community. The Leyland Alliance team was also cognizant of the plans for a new UConn School of Fine Arts building and the connection with the town center project.

The Finance and Administration Committee directed Executive Director Cynthia van Zelm to check Leyland Alliance references. Mr. Callahan requested that the Board authorize the Finance and Administration Committee to enter into negotiations with Leyland Alliance, pending successful reference checks. Mr. Callahan thought the Committee would have a draft

development agreement between Leyland Alliance and the Partnership for the Board to review in 30 to 40 days.

Mr. Callahan noted that 11 members of the Board had attended at least some of the interviews, and in particular, the second interview with Leyland Alliance.

Mr. Callahan asked for a motion from the Board to authorize the Finance and Administration Committee to enter into negotiations with Leyland Alliance for a development agreement between Leyland Alliance and the Partnership. Ms. Paterson made the motion. Al Hawkins seconded. The motion was approved unanimously.

5. Appointment of Committee Members

David Woods made a motion to appoint Joe Muro as a member of the Advertising and Promotion Committee. Ms. Paterson seconded. The motion was approved unanimously.

6. Report from Committees

Membership Development – Ms. van Zelm gave the report in Betsy Treiber's absence. Ms. van Zelm said she and Al Hawkins were meeting with several town committees to talk about the Partnership, hear their views, and determine how they might work together. She was also attending the school open houses, Know Your Town Fair, and the UConn Open House to provide information on the Partnership, and the town center project, as well as try to garner memberships.

Ms. van Zelm said she had also met with UConn student Ryan Jones, and Dolan Evanovich, Associate Provost, Enrollment Management at UConn, about ways to get students more involved in the Partnership. They discussed the idea of a Clean-Up Day in Storrs Center. Cleaning up areas in Storrs Center was identified as one of the issues for some of the merchants downtown in a survey that the Partnership Business Development and Retention Committee conducted. Mr. Callahan said it would be important for the businesses to be involved as well i.e., in providing food, etc. Ms. Walton said this could perhaps be coordinated with the Solid Waste Advisory Committee's Rid Litter Day that it may do in October. It was also noted that the Clean-Up Day, if pursued, should be on a non-football day.

Nominating Committee – Philip Lodewick noted that the Nominating Committee had met before the Board meeting to discuss the open position on the Board. Mike Gergler is stepping down as Chair of the Mansfield Business and Professional Association so will not be able to serve in that ex-officio role on the Partnership Board. Mr. Gergler indicated, however, his interest in continuing to serve on the Board if possible. Mr. Lodewick made a motion to appoint Mr. Gergler to fill Wendy Halle's position on the Board. Ms. Paterson seconded the motion. The motion was approved unanimously.

Advertising and Promotion – Ms. van Zelm said that work on the Mansfield brochure had started. Laura Butler has been chosen to design the brochure. Ms. Butler designed the Walking Weekend brochure.

The Partnership Fall Newsletter will come out soon. The Advertising and Promotion Committee will review the newsletter. Other volunteers to review the newsletter included Betsy Paterson and John Petersen.

Betsy Paterson said she will be chairing the 2004 Fall Event Subcommittee. The Fall Event is designed to bring residents and students to the Storrs Center area to enjoy food and music, participate in games, etc.

7. Other

Ms. van Zelm referred to two conferences that Board members may want to attend: the CT Main Street Commercial Revitalization Conference on October 23 in New Haven, and the Connecticut Alliance Program Retail Development Through Public/Private Partnerships Conference on September 25 in Hartford.

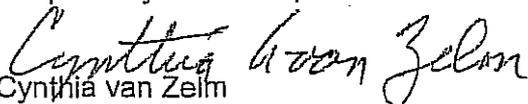
Ms. van Zelm told the Board that at long last the Partnership had received its 501 (c)(3) federal tax exemption status. This will allow the Partnership to apply for more grants that require this status and allows donations to be tax deductible.

Mr. Callahan noted that that development of the Municipal Development Plan (MDP) will start to accelerate. The master developer who will construct, tenant and finance the project will now inform the MDP.

8. Adjourn

Dr. Petersen made a motion to adjourn. Ms. Paterson seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:25 PM. The next meeting is set for October 7.

Respectfully submitted,



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

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State Department of Education
Symposia on Policy Considerations Regarding Implementation of Full-Day
Kindergarten: January –February 2001

A Summary of Speaker's Comments

A National Perspective on the Benefits of Full-Day Kindergarten

Lillian Katz, Ph.D.

Professor Emerita, University of Illinois

Director, ERIC Clearinghouse on Elementary and Early Childhood Education

Half-day kindergarten programs provide little time for engagement. The full-day program increases the likelihood of better teacher-parent relationships as compared to double sessions where teachers need to know two sets of children and families.

"There is no point in having more time if we are not doing what is good for children. We cannot waste their minds on mindless meaningful tasks." Curriculum needs to be balanced. Intellectual development must be addressed even more than academic development. "Kindergarten is not merely readiness for the next life." It is the cultivation of dispositions to be readers, scientists, and mathematicians, rather than early teaching of isolated skills.

Programmatic Issues in Full-Day Kindergarten: How Do Children Spend Their Time in a Full-Day Kindergarten Program?

Barbara Bowman

President, Erikson Institute, Chicago

Six program characteristics have implications for kindergarten: cognition, individual differences, social relationships, socio-emotional control and sociocultural influence.

The depth and frequency of experience are as important as age in explaining learning. In order to grow children must connect experience to what they already know, otherwise it just sits there and is unusable. Children need time to learn, and time to play with new ideas and concepts. Full-day kindergarten offers teachers the time needed to be sure that understanding is taking place.

Although children may be ready to begin learning, we must remember that the pace of their learning will not be uniform nor will children of the same age learn in unison with one another. New tasks must be within the child's zone of proximal development. "The full-day kindergarten offers more opportunities to individualize so that differences in learning styles, maturation rates, and past experiences do not have to be an impediment to achievement."

Children learn to make meaning both from their own efforts and from interacting with adults and their peers. The most effective interactions are those where the child is in a supportive and caring relationship. A relationship where the adult gets to know and can read the child and the child wants to please this adult is the most effective. The full day kindergarten offers more opportunity for children and teachers to establish solid relationships with one another. "Full day kindergartens offer a more relaxed opportunity for both teachers and children to work on their relationship with one another."

"Children who experience a greater academic success in their early school years demonstrate compliance with rules and requests, are cooperative, have positive attitudes and confidence in their approach to learning, and their ability to appropriately regulate emotions and postpone gratification." The full day kindergarten offers both teachers and children a longer period of time to learn social skills as well as academic ones. We need to recognize that school is not just about cognition and academic performance. It is also about learning to meet the demands of the social world without too high a personal cost.

SCHOOL INITIATIVES

All Day Kindergarten: Milford's Story
Economic, Planning and Logistical Considerations
Mary Jo Kramer, Ed.D., Superintendent of Schools
Larry Schaefer, Assistant Superintendent

Implementation Timeline: Spring 1998-August 1999

Rationale: Academic achievement, equal opportunity, brain research, importance of first five years of development, day care needs, working parents.

Concerns: Children are too young, immature, cannot sustain all day experience, competition with day care.

Characteristics of full-day program: Developmentally appropriate curriculum, opportunities for extensions, enrichment and individualized teaching.

Benefits:

Reduced Retentions: 1998-99 Half Day Program: 120 retentions
1999-2000 Full Day Program: 22 retentions

Instruction:

- Regular pattern of exploring curriculum topics in depth
- Opportunities to do extensions of the curriculum
- Opportunity to revisit curriculum and skills
- Presentation vs. presentation and revisiting skills
- Increased writing development has a big payoff in reading development
- More opportunities for modeling skills

Teachers have time and information for assessing skills
Teachers get to know students better and adjust instruction to student needs

Students develop classroom independence earlier

First-Grade Program:

First grade teachers visit kindergarten

More students enter kindergarten reading and/or with pre-reading skills

First grade instruction 3-6 months ahead of previous years

Full-Program Day Kindergarten

Middletown Public Schools

Carol Parmelee-Blancato

Superintendent of Schools

Implementation Timeline: September 1986 –Piloted full day kindergarten program

September 1997 – Board voted to eliminate the option for parents to enroll their child in the half-day program.

Rationale: 2000 data shows that 15% of children entering kindergarten did not attend preschool.

More children entering kindergarten are “at risk”.

Teachers can pace instruction to help children acquire new skills and concepts with ample time to practice, apply, and consolidate new learning.

Teachers can provide more effectively for the individual needs of children who have different home and preschool experiences.

Majority of parents prefer full-day kindergarten program.

Concerns:

Long day, lunch supervision, and safety and transportation questions.

Benefits:

Retention: Lower percentage of students retained in the primary grades.

Decrease in retention rate:

1988	K -14%	1999	K - 5.5%
	Gr. 1- 7%		Gr. 1 - 5%

Instruction:

With 50% fewer children, teachers know their students better.

Teachers have more time to address individual needs.

Teachers can share more detailed information with parents;

Consequently, they have a stronger rapport.

A SAMPLE OF RESEARCH ON FULL DAY KINDERGARTEN

STUDIES

- In the fall of 1998, about 4 million children were attending kindergarten in the United States, approximately 95% of them for the first time. Of the children attending kindergarten, 85% were in public school, 15% in private school, 55% were in full day programs and 45% were in part day programs. Note: CT's data reveals that 35% of K children are in full day programs.

*America's Kindergartners: Findings from the Early Childhood Longitudinal Study, Kindergarten Class of 1998-99, Fall 1998, by the U.S. Department of Education, National Center of Education Statistics (NCES).
<http://nces.ed.gov/pubs2000/2000070.pdf>*

- Long-term benefits of full day kindergarten include:
 - Children show higher scores on first-grade reading readiness tests, on reading tests in early elementary grades, and on achievement tests in grade 3, 5, and 7;
 - Children have better report cards and fewer grade retentions in later school years;
 - Schools' remedial instruction and special education costs decline because of early intervention;
 - Children from low income and educationally disadvantaged backgrounds, in particular, show lasting academic and behavioral benefits.
 - Teachers have time for in depth lessons that give children academic foundations, time to reinforce proper behavior, and time for hands-on exploration of new learning concepts.

*Learning to Learn: Full-Day Kindergarten for At-Risk Kids (July 1999) from the Pennsylvania Partnerships for Children
<http://www.papartnerships.org/fulldaykind.html>*

- The full day approach is more child-oriented. "Teachers in the full day kindergarten classrooms had more flexibility – they had more time for one-on-one instruction and spent less time in large-group learning". Children in full day programs also spent more time in learning activities of their own choosing.

*"Study: Full-Day Kindergarten May Ease Stress on Students" (November 1997) in the Purdue News
<http://www.purdue.edu/UNS/html4ever/9711.Elicker.kindergarten.html>*

- Research studies confirm that attendance in full-day kindergarten results in academic and social benefits for studies in the primary grades. Cryan et al. (1992) found that full-day kindergartners exhibited more independent learning, classroom involvement, and productivity in work with peers and reflectiveness than half-day kindergartners.

"Full Day Kindergarten Programs" (May 1995), an ERIC Digest, by the ERIC Clearinghouse on Elementary and Early Childhood Education reports.
<http://ericps.crc.uiuc.edu/eece/pubs/digest/1995/drkind95.html>.

- Children who attend full-day kindergarten have positive feelings about their kindergarten experience. They have higher conduct marks on report cards in the primary grades than do children who attend for half-day. Children in full day programs have significantly higher total test scores, including readiness tests at the end of kindergarten; reading tests in grades one, two, and three and standardized tests in grades three, five and seven.

"A Longitudinal Study of the Consequences of Full-Day Kindergarten through Grade Eight -1988", by the Evansville-Vanderburgh (Indiana) School Corporation.
<http://www.evsc.k12.in.us/evscinfo/kindergarten/study1998.html>.

COMMENTARY FROM PROFESSIONAL JOURNAL ARTICLES

- Teachers today have groups of children with wider developmental spans than ever before. A teacher trying to meet the developmental needs of 40-50 children a day due to half-day programs faces an overwhelming task. The all-day kindergarten provides a logical format to individualize the curriculum for children with diverse backgrounds. She/he will be better able to better identify children's individual needs and has more opportunity to work with each child. The all-day kindergarten if implemented appropriately allows the teacher to accommodate individual differences by expanding the curriculum horizontally. This means giving children diverse experiences that are integrated across the various curricular areas, as opposed to adding advanced content to fill the increased hours in the schedule. The all day schedule allows for more discussion, application, and participatory activities in all the curricular areas.

"The Changing Family Context: Implications for the Development of All-Day Kindergartens", Young Children, May 1990.

ADDITIONAL RESOURCES

1. State of Connecticut Web Page: www.state.ct.us/sde. Locate Division of Education Programs and Services and select Bureau of Early Childhood and Social Services. Scroll down to "Kindergarten Data". This page provides information on extended and full day kindergarten programs listed by town. (A copy is enclosed.)
2. National All-Day Kindergarten Network (NAKN). An association of early childhood educators throughout the country who are actively involved in the all day kindergarten movement. It provides guidance in decisions of policy and practice, serves as a liaison with early childhood projects and professional organizations, and is a resource for speakers and other materials. (A sample is enclosed)
<http://www.siue.edu/~snall/kdtn>
3. Kindergarten Scheduling and Kindergarten Research: ERIC/EECE produces its ReadySearch series on topics of high current interest.
<http://ericeece.org>
4. Early Reading Success Grant Program
Connecticut General Statutes 10-265f- Full Day Kindergarten Initiative
Full day kindergartens fit into the context of the required Three Year Reading Plan. The full day kindergarten initiative should support the district plan to address the needs of students, grades Kindergarten through third, in the area of early reading intervention. For more information contact Pam Kennedy, Office of Priority Schools, 860-713-6571.
5. Title I funds are available to enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State performance standards developed for all children. These opportunities could be designated as full day kindergarten. For more information contact Office of Comprehensive School Reform, Title I, Marlene Padernacht, 860-566-3278.
6. Important Legislation to consider: Subject to Connecticut General Statutes 10-285d, if an elementary school building project for a school in a priority school district is necessary in order to offer a full-day kindergarten program the percentage shall be increased by five percentage points for the portion of the building used primarily for full-day kindergarten. For more information contact Division of Grants Management, School Facilities, David Wedge, 860-566-2220.



A Longitudinal Study of the Consequences of Full-Day

Kindergarten through Grade Eight - 1988

Summary

The Evansville-Vanderburgh School Corporation began full-day, every-day kindergarten in four schools in the 1978-79 school year and continued the program in 1979-1980. The children in these four schools were compared with a control group from four other schools that had half-day kindergarten. An evaluation of the first two years of full-day kindergarten was published in 1980, and a second report was issued in 1983 which covered grades one through four. This study combines the information from the first two reports covering kindergarten through grade four along with results from grades five through eight.

Experimental and Control Groups

The experimental group was automatically determined by full-day kindergarten students who attended the four pilot schools: Glenwood, Stockwell, Tekoppel, and Thompkins. The control group was selected by using a random sampling of half-day kindergarten students from four schools that continued the half-day kindergarten sessions.

In order to have the same socioeconomic backgrounds represented in the full-day kindergarten results and in the half-day kindergarten results, the random sampling of half-day kindergarten students for the control group was selected from schools that matched the socioeconomic areas of the four full-day pilot schools. Care was also taken to obtain results from both morning and afternoon half day kindergarten sessions. There were 187 children enrolled in full day kindergarten in the four experimental schools in June 1979 and 223 enrolled in the same four schools in June 1980. There were 223 half-day kindergarten students enrolled in June 1979 and 203 students enrolled in June 1980 in the four control schools. In this study, only those children still enrolled in the same elementary school at the time data were collected were included. At the middle school level, grades six, seven, and eight, all children enrolled in any of the ten middle schools were included if they were members of the control or experimental groups.

The fifth grade Cognitive Skills Index scores on the Test of Cognitive Skills showed that the mean of the full-day students was 102.14 and the mean of the half-day students was 99.37. The statistical t-test showed that the mean scores of the two groups were not significantly different. The mean of the seventh grade full-day students was 103.09 and the mean of the half-day students was 102.47. The statistical t-test showed that the mean scores of the two groups were not significantly different.

Purpose of the Study

The purpose of the study was to determine whether or not the students who completed full-day, every-day kindergarten in 1979 and/or 1980 exhibited any long-term benefits. Data were collected from standardized tests, report , cards, school records, questionnaires, and interviews to test the null hypothesis that there was no difference in children who attended the 1978-79 and 197980 full-day and half-day programs. Thus, the study was based on the expectation that children who attended the 1978-79 and/or 197980 full-day, every-day kindergarten would

1. Have kindergarten, first, second, and third grade teachers with positive attitudes about full-day kindergarten.
2. Have parents with positive attitudes about full-day kindergarten.
3. Have positive attitudes about full-day kindergarten.

Further, when compared with students who attended half-day kindergarten in 1978-79 and/or 1979-80, the children who attended the full-day kindergarten would be expected to

4. Have a higher rate of attendance.
5. Have more positive attitudes toward school, as measured by the Survey of School Attitudes.
6. Achieve higher conduct marks on report cards.
7. have a lower rate of nonpromotion.
8. display a higher self-concept, as measured by the Piers-Harris Children's Self-Concept Scale.
9. Achieve higher scores on the Boehm Test of Basic Concepts (compared to a norm group).
10. Achieve higher readiness scores, as measured by the California Achievement Tests.
11. Achieve higher handwriting ratings, as measured by the Evaluation Scale--Cursive.
12. Achieve higher reading scores, as measured by the Gates-MacGinitie Reading Tests.
13. Achieve higher academic scores, as measured by the Comprehensive Tests of Basic Skills.
14. Have a higher rate of participation in extracurricular activities.
15. Achieve higher academic marks on report cards.

Finally, parents who have the choice of half-or full-day public school kindergarten, nonpublic school kindergarten, or no kindergarten, inasmuch as kindergarten attendance is not required in Indiana, would

16. Choose to enroll children in the full-day program.
17. Have a higher percentage of their children attend public school kindergarten.

Conclusions

Opinions of Teachers and Parents

- ~~X~~ The majority of full-day kindergarten teachers and primary teachers of children who attend full-day kindergarten are in favor of full-day kindergarten.
- ~~X~~ Most of the parents of children in full-day kindergarten are positive about the program at the end of kindergarten and continue to have a favorable attitude in later years.

Attendance, Attitudes, Conduct, Nonpromotion, and Self-Concept

- ~~X~~ There is no significant difference in the attendance of the full- and half-day kindergarten students.
- ~~X~~ Children who attend full-day kindergarten have positive feelings about their kindergarten experience.
- ~~X~~ There is no difference in the school attitudes of self-concept of children who attend full- or half-day kindergarten.

X Children who attend full-day kindergarten have higher conduct marks on report cards in the primary grades than do children who attend for a half day.

X Full-day kindergarten has no significant impact on promotion or nonpromotion of children.

X Achievement Test Results

Children who attend full-day kindergarten when compared to children who attend half-day kindergarten consistently have higher achievement test scores in all areas tested except handwriting. The children who attend half-day kindergarten have significantly higher handwriting test scores. All other areas have significantly higher total test scores in favor of full-day kindergarten, including readiness tests at the end of kindergarten; reading tests in grades one, two and three; and a battery of standardized tests in grades three, five, and seven.

Extracurricular Activities

There is no significant difference in participation in middle school extracurricular activities between children who attend full- or half-day kindergarten.

X Report Card Academic Marks

Children who attend full-day kindergarten have higher report card academic marks in both the primary and middle school years.

Enrollment

Parents, when given the option to enroll their children in full- or half-day kindergarten, almost always enroll their children in full-day kindergarten.

The percent of children born in Vanderburgh County who attend public school kindergarten increases with the availability of full-day kindergarten.

[Back to Contents](#)



Purdue News

November 1997

Study: Full-day kindergarten may ease stress on students

WEST LAFAYETTE, Ind. -- Parents who think a half-day kindergarten will be easier for their child than a full day of school may want to think again.

"Today's kindergarten curriculum is more academic and skill-oriented than 25 years ago," says James Elicker, Purdue University assistant professor of child development and family studies. "Spending a full day in class may be less stressful for youngsters than trying to cram the demands of today's kindergarten programs into the traditional half-day schedule."

Elicker studied kindergarten classrooms -- eight half-day and four full-day -- in a middle-class Midwestern community over a two-year period. His study is one of the most comprehensive to date in evaluating kindergarten content.

"Critics of full-day programs cite the possibility of increased stress to students from an already difficult curriculum. They also suggest that 5-year-olds may become overly tired during a full day of instruction," Elicker says. "But we found no evidence of any detrimental effects of developmentally appropriate full-day kindergarten."

On the contrary, the full-day approach seemed to be more child-oriented. "Teachers in the full-day kindergarten classrooms had more flexibility -- they had more time for one-to-one instruction and spent less time in large-group learning," Elicker says. Children in full-day programs also spent more time in learning activities of their own choosing.

Elicker says spending a lot of time learning in large groups may not be best for 5-year-olds. He says a learning environment that is inappropriate to a child's stage of development can put undue stress on the child.

Elicker found that large-group teacher-directed activities consumed the largest amount of time in both types of kindergartens: about half of the classroom time in half-day programs, compared to about one-third of the time in full-day kindergartens.

He says report card progress was higher among children in full-day kindergartens, and parents and teachers said they felt that children in the full-day programs were better prepared for first grade.

Elicker says parents also reported higher levels of satisfaction with the full-day kindergartens. "The parents appreciated the more relaxed pace of the full-day program," he says. "They also liked the in-depth explorations and learning that were possible because time was more available, and they appreciated the increased attention their children received from teachers."

Elicker notes that none of the parents in either group felt that his or her child's educational experiences were inadequate. However, he says some parents of children in the half-day kindergartens would have preferred more time for learning.

Other pressures were associated with half-day kindergarten. Working parents had to juggle their schedules to pick up children during the day. And children may feel stress if they have to go from a school situation to a day-care environment where different rules and philosophies may apply.

Despite the apparent benefits of full-day kindergarten programs, Elicker says that if he were a school administrator, he probably still would give parents the option of a half-day. "Some parents still felt that they wanted to ease their children into the school environment and that a half-day kindergarten was best for that. Others point out that learning experiences can also happen in the home, outside of school." he says.

The school system studied by Elicker randomly assigned students to either full-day or half-day programs. Elicker surveyed parents during the fall and spring of each year, and he gathered teachers' comments during a series of four interviews. Measurements of time spent on various activities were made by researchers observing the classrooms.

Elicker's findings will be reported in an upcoming edition of Early Childhood Research Quarterly.

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What Should Parents Know About Full-Day Kindergarten?



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Increases in the number of single-parent and dual-employment households and the fact that most children spend a large part of the day away from home signal significant changes in American family life compared to a generation ago. These changes in American society and in education over the last 20 years have contributed to the popularity of all-day, every-day kindergarten programs in many communities. Studies show that parents favor a full-day program that reduces the number of transitions kindergartners experience in a typical day. Research also suggests that many children benefit academically and socially during the primary years from participation in full-day, compared to half-day, kindergarten programs. This brochure discusses the trend in full-day kindergarten and provides an overview of full-day versus half-day programs.

Source

Office of Educational Research and Improvement

Contents

[Why Is There a Trend Toward Full-Day Kindergarten?](#)

Why Is There a Trend Toward Full-Day Kindergarten?

Families who find it difficult to schedule kindergarten and a child care program during the day are especially attracted to a full-day program. Full-day kindergarten is also popular with schools because it eliminates the need to provide buses and crossing guards at midday. In many areas, both public and private preschool programs offer full-day kindergarten. Still, some educators, policymakers, and parents prefer half-day, every-day kindergarten. They argue that a half-day program is less expensive and provides an adequate educational and social experience for young children while orienting them to school, especially if they have attended preschool. Many districts thus offer both half-day and full-day kindergarten programs when possible, but the trend is clearly in the direction of full-day kindergarten.

[What Does the Research Show?](#)

[Back to the Table of Contents](#)

[What Makes a Full-Day Program Effective?](#)

[Conclusion](#)

[Where Can I Get More](#)

What Does the Research Show?

Information?

Sources

Forums

Education and Kids

Related Articles

What Should Be Learned In Kindergarten?

Readiness For Kindergarten

Research studies confirm that attendance in full-day kindergarten results in academic and social benefits for students, at least in the primary grades. Early studies seemed to offer little reliable evidence one way or the other because they used small samples or unique populations, failed to use rigorous standards, or concentrated almost exclusively on academic outcomes (as opposed to children's attitudes toward school, for example).

Some researchers have found a broad range of effects, including a positive relationship between participation in full-day kindergarten and later school performance. After comparing similar half-day and full-day programs in a statewide longitudinal study, Cryan and others (1992) found that full-day kindergartners exhibited more independent learning, classroom involvement, productivity in work with peers, and reflectiveness than half-day kindergartners. They were also more likely to approach the teacher, and they expressed less withdrawal, anger, shyness, and blaming behavior than half-day kindergartners. In general, children in full-day programs exhibited more positive behaviors than did pupils in half-day or alternate-day programs. Similar results have been found in other studies as well.

[Back to the Table of Contents](#)

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What Makes a Full-Day Program Effective?

Full-day kindergarten allows children and teachers time to explore topics in depth, reduces the ratio of transition time to class time, provides for greater continuity of day-to-day activities, and provides an environment that favors a child-centered, developmentally appropriate approach.

Many experts feel that seat work, worksheets, and early instruction in reading or other academic subjects are largely inappropriate in kindergarten. By contrast, developmentally appropriate, child-centered all-day kindergarten programs:

- Integrate new learning with past experiences through project work and through mixed-ability and mixed-age grouping in an unhurried setting.
- Involve children in firsthand experience and informal interaction with objects, other children, and adults.
- Emphasize language development and appropriate preliteracy



experiences.

- Work with parents to share information about their children, build an understanding of parent and teacher roles, emphasize reading to children in school and at home, and set the stage for later parent-teacher partnerships.
- Offer a balance of small group, large group, and individual activities.
- Assess students' progress through close teacher observation and systematic collection and examination of students' work, often using portfolios.
- Develop children's social skills, including conflict resolution strategies.

[Back to the Table of Contents](#)

Conclusion

Observers of trends in kindergarten scheduling argue that changing the length of the kindergarten day is not as important as making sure that all kindergartners are provided with developmentally and individually appropriate learning environments, regardless of whether these programs are full day or half day.

Recent research supports the effectiveness of full-day kindergarten programs that are developmentally appropriate, indicating that they have academic and behavioral benefits for young children. In full-day programs, less hectic instruction geared to student needs and appropriate assessment of student progress contributes to the effectiveness of the program. While these can also be characteristics of high-quality half-day programs, many children seem to benefit academically and behaviorally from all-day kindergarten. Of course, the length of the school day is only one dimension of the kindergarten experience. Other important issues include the nature of the kindergarten curriculum and the quality of teaching.

[Back to the Table of Contents](#)

Where Can I Get More Information?

The following organizations offer information on the topic of kindergarten, as well as other information about early childhood education:

ERIC Clearinghouse on Elementary
and Early Childhood Education
University of Illinois at Urbana-Champaign
805 West Pennsylvania Avenue
Urbana, IL 61801-4897
Phone: 217-333-1386

Toll Free: 800-583-4135
Fax: 217-333-3767
E-mail: ericeece@uiuc.edu
Web: <http://ericps.ed.uiuc.edu/ericeece.html>
Web: <http://ericps.ed.uiuc.edu/npin/npinhome.html>
(National Parent Information Network)

National Association for the
Education of Young Children
1509 16th Street NW
Washington, DC 20036-1426
Toll Free: 800-424-2460
Web: <http://www.naeyc.org/naeyc>

National Association of State Boards
of Education
1012 Cameron Street
Alexandria, VA 22314
Phone: 703-684-4000
E-mail: boards@nasbe.org
Web: <http://www.nasbe.org>

[Back to the Table of Contents](#)

Sources

References identified with ED or EJ are abstracted in the ERIC database. References with EJ are journal articles available at most research libraries. Those with ED are available in microfiche collections at more than 900 locations or can be obtained in paper copy from the ERIC Document Reproduction Service at 1-800-443-ERIC. Call 1-800-LET-ERIC for more details.

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[Back to the Table of Contents](#)

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This brochure is based on the [1995 ERIC Digest](#), Full-Day Kindergarten Programs, written by Dianne Rothenberg, Associate Director of the ERIC Clearinghouse on Elementary and Early Childhood Education.

[Back to the Top](#)



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CONNECTICUT STATE DEPARTMENT OF EDUCATION
 Division of Educational Programs and Services
 Bureau of Early Childhood, Family and Student Services
 25 Industrial Park Road
 Middletown, CT 06457
**PROFILE OF SCHOOL DISTRICT KINDERGARTEN PROGRAMS
 FY 2002-2003**

FULL DAY

A *full-day* kindergarten program provides nine hundred hours of actual schoolwork for a minimum of 180 days.

On the basis of the October 1, 2001 student census report submitted to the State Department of Education, there are 30 school districts with full-day kindergarten for all children. Those districts are:

Ansonia	Milford	West Hartford
Bethany	New Haven	Winchester
Bloomfield	Newington	Windham
Chaplin	North Haven	Wolcott
Clinton	Norwalk	Woodbridge
Easton	Old Saybrook	Regional Dist. # 18
Greenwich	Putnam	ACES
Hampton	Stamford	CES
Hartford	Weston	LEARN
Middletown	Waterbury	CREC

Four Charter Schools provide full-day kindergarten for all children. These schools are:

Highville Mustard	Hamden
Jumoke Academy	Hartford
Side-By-Side Community School	Norwalk
Integrated Day	Norwich

In 5 school districts, the majority of the children are in full-day kindergarten programs and more than 10 children are in half-day kindergarten programs.

Bridgeport	West Haven
New London	Woodstock
Thomaston	

In 13 school districts, the majority of the children are in half-day programs but the districts offer a full-day kindergarten program to more than 10 children.

Danbury	Meriden
East Hampton	New Britain
East Hartford	Sterling
Enfield	Stratford
Groton	Thompson
Hamden	Windsor Locks
Manchester	

In 2 school districts, the majority of the children are in extended-day programs but the districts offer more than 10 children a full-day program.

Fairfield
Windsor

EXTENDED DAY

An *extended-day* kindergarten program provides more than four hundred and fifty hours but less than nine hundred hours of actual schoolwork for a minimum of 180 days.

In 33 school districts, all of the children are in extended-day programs.

Bethel	Darien	New Canaan	Redding	Tolland
Bozrah	Easton	Newtown	Region # 17	Wallingford
Brookfield	Ellington	Norfolk	Salisbury	Westbrook
Canaan	Franklin	Norwich	Shelton	Westport
Colebrook	Hartland	Orange	Sherman	Wilton
Cornwall	Lebanon	Plymouth	Somers	
Coventry	Monroe	Preston	Suffield	

HALF DAY

A *half-day* kindergarten program provides four hundred and fifty hours of actual schoolwork for a minimum of 180 days.

There are 89 school districts that offer half-day kindergarten programs. The districts listed in bold with an asterisk(*) provide service to some children in extended-day programs but the majority of the children are in half-day programs.

Andover	Granby	Rocky Hill
Ashford	Griswold	Salem
Avon	Guilford	Scotland
Barkhamsted	Hebron	Seymour
Berlin	Kent	Sharon
Bolton	Killingly	Simsbury
Branford	Ledyard	Southington
Bristol	Lisbon	South Windsor
Brooklyn	Litchfield	Sprague
Canterbury	Madison	Stafford
Canton	Mansfield	Stonington
Cheshire	Marlborough	Torrington
Chester	Montville	Trumbull
Colchester	Naugatuck	Union
Columbia	New Fairfield	Vernon*
Cromwell	New Hartford	Voluntown
Deep River	New Milford	Waterford
Derby	North Branford	Watertown*
East Granby	North Canaan	Wethersfield
East Haddam	North Stonington	Willington
East Haven	Oxford	
East Lyme*	Plainfield	Regional District #6
East Windsor	Plainville	Regional District #10
Essex	Pomfret	Regional District #12
Farmington	Portland	Regional District #13
Glastonbury	Ridgefield*	Regional District #14
		Regional District #15
		Regional District #16

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Wendy P. Moher
Executive Director

REC'D SEP 29 2003

September 24, 2003

Mansfield First Selectman
Town of Mansfield
4 South Eagleville Road
Storrs, CT 06268

Dear First Selectman:

Please convey our appreciation to the town of Mansfield for your financial support of the Women's Center, especially in these difficult economic times. We thank you for your commitment to helping us continue to provide our services.

Sincerely,

Georgette J. Katin

Georgette Katin
Executive Director



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INTENTIONALLY

**180 Chaffeville Road
Storrs-Mansfield
Connecticut 06268
USA**

860 423 6219

August 1st 2003

To The Mayor

Dear Ms Betsi Patterson

I am writing to you as a new resident of Mansfield. Unfortunately I write with complaint. Also, as a non-citizen of the United States I recognize I am all but powerless. Hence my frustration.

I believe the collection of refuse in a modern society to be a fundamental right. Fundamental rights, of course have to be paid for, I am not so naive as to believe otherwise. For this reason, we impose town taxes. I diligently paid over \$2000 taxes in advance for the next 12 months on moving in to this property in June. Frankly, I expect my rubbish to be collected.

You have a long suffering Recycling Officer, who has tried to be helpful and I am sure does her best to make your system work. She is clearly a keen environmentalist, and was anxious to persuade me of the advantages of your highly complex and cumbersome garbage collections. Scientific research shows that recycling schemes that are either costly or complicated simply don't work. Sadly yours is both.

May I respectfully suggest a simpler scheme? Households be entitled to free refuse collection up to two dustbins (or whatever term you use here in the states) and any volume of recyclable material. Then, impose a high charge on the third and subsequent dustbins. This would encourage recycling and satisfy the basic human right of refuse collection.

It seems that Mansfield has a bizarre triangle of need at work. By contrast to this complaint I was delighted to discover your amazing library. But a library comes well after something as fundamental as refuse collection. I'm an educator and these seem harsh words as I write them, but frankly it's the truth.

Yours sincerely,



Peter Davies
Resident of Storrs-Mansfield

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INTENTIONALLY



4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3388

Memo

To: Martin Berliner, Town Manager

From: Robert L. Miller, Director of Health

Date: 9/8/2003

Re: Stadium Rd Detention Basin, Storm Water Sampling Report, Second Quarter 2003

Per your request I have reviewed the above referenced report and have the following comments. Laboratory analysis of surface water samples for this quarter detected for the first time the pesticide dieldrin. Dieldrin was detected in three of the four samples at levels of 0.010 ug/l, 0.004 ug/l and 0.005 ug/l, respectively. The DEP groundwater protection standard for dieldrin is 0.002 ug/l. The acute aquatic life criterion (a surface water standard) is 0.24 ug/l. The DEP surface water protection criteria is 0.1 ug/l. The EPA has yet to set a Maximum Contaminant Level (MCL) for dieldrin in drinking water; however, they have determined that a concentration of 0.2 ug/l limits the lifetime risk of developing cancer to 1 in 10,000.

Dieldrin was widely used many years ago on crops such as corn and cotton. It was also used to protect homes from termites. It was banned by the EPA in 1974 from agricultural use and then completely banned in 1987. This information is inconsistent with what is generally known of the historic land uses in this watershed.

Also of note, the laboratory which conducted the analysis notes that it is possible the dieldrin detection is a result of chance and not the presence of dieldrin in the sample, due to the analytical methodology employed.

Given the above information, the public and environmental health significance of the dieldrin detection cannot be determined at this time. The detention basin storm water-sampling program must simply be permitted to proceed as planned. More analytical results are needed to obtain a clearer picture of the surface water quality as it relates to pesticide dieldrin.

As for the balance of the test results, there are no other unusual or unexpected results. Although total coliform continues to exceed surface water quality standards, this quarter's results are lower than last.



University of Connecticut
Division of Business and Administration

Architectural and
 Engineering Services

Larry G. Schilling
Executive Director

REC'D AUG 18 2003

LETTER OF TRANSMITTAL

SENT VIA: Mail

ATTENTION: Martin Berliner
 Town Manager
 Town of Mansfield
 4 South Eagleville Road
 Storrs, CT 06268

DATE: August 14, 2003

FROM: Larry G. Schilling
 Executive Director of Architectural & Engineering Services

PROJECT: Stadium Road Detention Basin

SUBJECT: Storm Water Sampling Report

COPIES:	DATE:	DESCRIPTION	REQUESTED ACTION:
1	07/03	Second Quarter 2003 Report for Storm Water Sampling of the Stadium Road Detention Basin by Charter Oak Environmental Services	For your information

COPIES TO:

ITEMS:

VIA:

SIGNED: _____

Larry G. Schilling

LS/dz
 LSTRNSMTALTRMBSTORMWATERREPORT6

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ENVIRONMENTAL SERVICES, INC.



STORM WATER SAMPLING REPORT
SECOND QUARTER 2003

STADIUM ROAD DETENTION BASIN
UNIVERSITY OF CONNECTICUT
STORRS, CONNECTICUT

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STORM WATER SAMPLING REPORT
SECOND QUARTER 2003

STADIUM ROAD DETENTION BASIN
UNIVERSITY OF CONNECTICUT
STORRS, CONNECTICUT

JULY 2003

Prepared For:

UNIVERSITY OF CONNECTICUT
Architectural & Engineering Services
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Storrs, Connecticut

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TABLE OF CONTENTS

SECTION		Page
1.0	INTRODUCTION	1
2.0	METHODS	1
3.0	OBSERVATIONS	3
4.0	FIELD MEASUREMENT RESULTS	3
5.0	ANALYTICAL LABORATORY RESULTS	4
6.0	SUMMARY	7
6.1	Field Observations	7
6.2	GWPC & EPA MCL.....	7
6.3	EPA Secondary Drinking Water Standards	8
6.4	Connecticut Surface Water Quality Standards	8

TABLES

Table 2.1	Sample Collection Information
Table 4.1	pH Results
Table 4.2	Temperature & Dissolved Oxygen Results
Table 5.1	EPA Analytical Methods & Detection Limits Relative to Regulatory Criteria
Table 5.2	Comparison of Detections to Connecticut GWPC & EPA MCL
Table 5.3	Comparison of Detections to EPA Secondary Drinking Water Standards
Table 5.4	Comparison of Detections to Connecticut Surface Water Quality Standards
Table 5.5	Other Parameters Detected

FIGURES

Figure 1	Site Sketch
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APPENDICES

APPENDIX A	Photographs
APPENDIX B	Field Data Forms
APPENDIX C	Laboratory Reports

1.0 INTRODUCTION

On November 6, 2001, the University of Connecticut (UCONN) retained Charter Oak Environmental Services, Inc. (Charter Oak) to collect quarterly storm water runoff samples from the storm water detention basin located at the corner of Stadium Road and Separatist Road and to provide sampling reports. This report is for the sampling event that was conducted on May 21, 2003. This is the seventh event of the sampling program that began in December 2001. It is the second quarterly sampling event of 2003. The objective of this sampling program is to provide UCONN with information on the pollutants, if any, that may be transported in the runoff from the buildings and improvements constructed within the catchment of the detention basin. The list of analytical constituents and the number of sampling points included in the sampling program are as specified in the October 10, 2001 scope of work to UCONN from Charter Oak.

During a meeting on July 18, 2002, UCONN authorized Charter Oak to expand the previously agreed upon analytical list to include the following constituents:

- Total Phosphorus;
- Sulfate;
- Manganese;
- Iron;
- Glyphosate (Round Up); and
- Pendimethalin (Lesco Fertilizer).

These constituents were analyzed for the fourth time during this sampling event. During the July 18, 2002 meeting, UCONN also authorized Charter Oak to add a new sampling station to the two stations authorized in the original scope of work. The third station is in the brook upstream of the confluence of the brook and the detention basin discharge (see Figure 1).

2.0 METHODS

The sampling methodology for this project is specified in the October 10, 2001 scope of work. Samples are to be collected from a storm that occurs after a three-day dry antecedent period and the samples are to be collected during the first 30 minutes of discharge. This methodology was modified because Charter Oak observed that water was typically flowing out of the detention basin before the rain started. Therefore, Charter Oak used its judgment based on field observations to collect samples that were representative of the early storm water runoff. During the May 21, 2003 event, the storm water runoff began at approximately 1125 hours and gradually increased. Sample collection began 40 minutes after the commencement of runoff into the detention basin.

In order to increase the rate at which samples were collected and thereby more closely approximate simultaneous sampling at the three sampling stations, Charter Oak collected the samples in 5-gallon clean plastic bladders rather than filling individual sample jars.

This method had the further advantage of homogenizing the water placed into the sample jars at a given sampling station. The bladders were used once and then discarded.

For this project, the samples are collected from three locations. Figure 1 presents a sketch of the sampling points relative to physical features discussed in this report. The first sampling location was the detention-basin outlet structure. Charter Oak employed a peristaltic pump with dedicated tubing to lift the first sample (DP1-052103) from the outlet structure and discharge it into the plastic bladder.

The pipe conveying storm water from the outlet structure joins with another pipe beneath Separatist Road that conveys flow from the upper reaches of the nearby stream (see Figure 1). The upper reaches of the stream drain a wooded area east of Separatist Road and south of Stadium road.

While the first sample was being collected at the outlet structure, Charter Oak collected a second sample from the stream outfall on the west side of Separatist Road and designated it DP2-052103. This sample was collected directly into the plastic bladder from the water falling from the pipe to the stream water surface. Sufficient sample volume was pumped at this location to provide a blind duplicate sample. This blind duplicate, labeled as DP3-052103, was assigned a fictitious sample-collection time to obscure its identity from the laboratory. Hereafter, this sample is referred to as DP2-Duplicate.

Charter Oak collected a fourth sample (DP4-052103) at the location labeled DP4 on Figure 1. Because of the shallowness of the stream at this point, a pitcher was used to lift water from the stream channel and pour it into the bladder via a funnel. The pitcher and funnel, both made of plastic, had been cleaned with laboratory-grade cleanser prior to use. The samples collected at the stream outfall and from the stream channel were collected essentially simultaneously to the sample at the detention basin outlet structure. While the outlet structure sample was being pumped into its sample bladder, the stream outfall and stream channel samples were collected by hand.

In accordance with the scope of work, Charter Oak collected both filtered and unfiltered metals samples. Charter Oak filled the unfiltered sample bottles directly from the bladders. The filtered samples were collected by pumping water from the bladders through 0.45-micron filters (Geotech Dispos-a-Filter™). Water collected for the non-metal parameters was unfiltered.

The sampling times (bladder filling complete) and locations are summarized as follows:

Table 2.1 – Sample Collection Information

Sample ID	Time of Collection	Location
DP1-052103	1218	Detention Basin Outlet Structure
DP2-052103	1205	Combined Flow Outfall
DP2-Duplicate	1248	Combined Flow Outfall
DP4-052103	1210	In Brook Prior to Combined Flow

In addition to the four samples listed above, a trip blank sample accompanied the samples to the laboratory.

Field measurements were made for each sample location. Field measurements included the following parameters:

- pH;
- Temperature; and,
- Dissolved Oxygen.

The pH meter and the dissolved oxygen meter were calibrated at the site.

The ambient air temperature was measured. The beginning and end of the precipitation was observed and recorded by Charter Oak personnel. The amount of rainfall was measured from a rain gauge at Charter Oak's office in southern Mansfield, located approximately five miles south of the detention basin. Charter Oak measured the pH of the rainwater collected in the rain gauge on May 21, approximately two hours after the end of the storm event.

3.0 OBSERVATIONS

Approximately 0.28 inches of rain fell from approximately 1052 hours on May 21 to 1500 hours on May 21, based on Charter Oak's observations at its office and in the field. No precipitation was observed at least three days prior to May 21. Previous precipitation greater than 0.1 inches occurred on May 8, 2003. This was the nearest antecedent rainfall to the sampling event.

At approximately 1052 hours on May 21 rainfall began and by 1125 hours discharge into the detention basin was observed. *Appendix A* contains photographs taken at approximately 1200 hours which show flow conditions during sampling.

4.0 FIELD MEASUREMENT RESULTS

Appendix B presents the field data forms on which the Charter Oak field representative recorded his observations and field measurements. The ambient air temperature during

sampling was approximately 16.1 degrees Celsius (°C). The pH of the storm water samples and rainfall were as follows:

Table 4.1 – pH Results

Sample ID	pH
DP1-052103	6.45
DP2-052103	6.85
DP4-052103	7.41
Rainfall (05-21-03)	4.00

The temperature and dissolved oxygen measured in the runoff samples were as follows:

Table 4.2 - Temperature & Dissolved Oxygen Results

Sample ID	Temperature	Dissolved Oxygen
DP1-052103	13.8 °C	8.21 mg/l
DP2-052103	13.5 °C	9.20 mg/l
DP4-052103	11.1 °C	9.67 mg/l

The appearance of the water discharging from the detention basin through the outlet structure (DP1) was clear with some visible solids present. The appearance of the water upstream of the detention basin discharge pipe (DP4) was clear with trace visible solids present. The appearance of the water downstream of the detention basin discharge pipe (DP2) was slightly cloudy with some visible solids present.

5.0 ANALYTICAL LABORATORY RESULTS

Analytical laboratory reports for the three samples, the blind duplicate and the trip blank are presented in *Appendix C*. Complete Environmental Testing, Inc. (CET) of Stratford, Connecticut performed the chemical analyses and Phoenix Environmental Laboratories, Inc. (Phoenix) of Manchester, Connecticut performed the bacteriological analyses. Both of these laboratories are certified by the Connecticut Department of Public Health. *Appendix C* also presents a quality assurance report for CET's chemical analyses.

The analyses performed were in accordance with the approved scope of work. The following table identifies the EPA analytical methods employed by the laboratories and indicates whether the reported detection limits are equal to or less than the regulatory criteria assessed for this investigation:

Table 5.1 - EPA Analytical Methods & Detection Limits Relative to Regulatory Criteria

Constituents	EPA Method	Detection Limits Below Regulatory Criteria		
		GWPC	EPA MCL	Aquatic Life Acute Toxicity
Volatile Organic Compounds	8260	Yes	Yes	NA
Semi-Volatile Organic Compounds	8270	Yes	Yes	NA
Pesticides	8081	Yes	Yes	Yes
PCBs	8082	Yes	Yes	NA
Herbicides	8151	Yes	Yes	NA
Glyphosate	547	NA	Yes	NA
MCPA	8151	NA	NA	NA
Pendimethalin	GC / FID	NA	NA	NA
CT Extractable Total Petroleum Hydrocarbons	CT ETPH	Yes	NA	NA
Total Cyanide	335.2	Yes	Yes	Yes
Ammonia as Nitrogen	350.3	NA	NA	Yes
Nitrate as Nitrogen	300	NA	Yes	NA
Sulfate	300	NA	NA	NA
Phosphorus	365.2	NA	NA	NA
Metals	200.7	Yes	Yes	Yes
Biochemical Oxygen Demand (BOD ₅)	405.1	NA	NA	NA
Total Suspended Solids	160.2	NA	NA	NA
<i>E. Coli</i>	1103.1 / 9223B	NA	Yes	NA
Fecal Coliform	9222D	NA	Yes	NA
Total Coliform	SM 9222B	NA	Yes	Yes*

NA = Not Applicable

Yes = Laboratory reported detection limits at or below regulatory criteria

GWPC = Ground Water Protection Criteria (state drinking water criteria)

MCL = EPA Maximum Contaminant Levels

* Surface Water Standard for Class-A Waters

Most of the constituents analyzed were not detected above the reported detection limits. No volatile organic compounds, semi-volatile organic compounds, PCBs, extractable total petroleum hydrocarbons, or herbicide constituents were detected in the four storm water samples (which include the three samples and the blind duplicate). The pesticide constituent dieldrin was detected at two of the three sample locations, with no other pesticide constituents detected in the four storm water samples. Dieldrin was detected in the samples at both the DP1 and DP2 sample locations, as well as in the DP2-Duplicate.

No chemicals containing dieldrin as an active ingredient are used by the University and dieldrin has not been detected previously. Ammonia, nitrate, phosphorous, sulfate, BOD, TSS, iron, manganese, and zinc were detected in some of the samples. All four of the storm water samples contained reportable counts of total coliform bacteria, with three of the four samples having reportable counts of *E. coli* and fecal coliform bacteria.

The following table compares the analytical detections to the GWPC and federal maximum contaminant levels:

Table 5.2 - Comparison of Detections to Connecticut GWPC & EPA MCL

Constituents	Units	DP1-052103	DP2-052103	DP2-Duplicate	DP4-052103	GWPC	EPA MCL
Nitrate-N	mg/l	0.79	0.98	0.95	1.1	NE	10.0
Zinc-unfiltered	mg/l	0.09	0.052	0.055	0.028	5.0	NE
Dieldrin	µg/l	0.010	0.004	0.005	ND<0.002	0.002	NE
<i>E. Coli</i>	ct/100ml	100	300	400	<100	NE	0
Total Coliform	ct/100ml	900	1,000	1,800	900	NE	0
Fecal Coliform	ct/100ml	100	110	70	<10	NE	0

NE = None Established

Some of the parameters added to the sampling program have EPA Secondary Drinking Water Standards. These secondary standards are non-enforceable guidelines regulating cosmetic or aesthetic effects of drinking water. The following table summarizes the results and compares them to the EPA Secondary Drinking Water Standards:

Table 5.3 - Comparison of Detections to EPA Secondary Drinking Water Standards

Constituents	Units	DP1-052103	DP2-052103	DP2-Duplicate	DP4-052103	EPA Secondary Standard
Sulfate	mg/l	24	13	13	12	250
Iron-unfiltered	mg/l	1.3	1.6	1.9	1.8	0.3
Manganese-unfiltered	mg/l	0.73	0.26	0.30	0.27	0.05
Zinc-unfiltered	mg/l	0.09	0.052	0.055	0.028	5.0
Ph	S.U.	6.45	6.85	-	7.41	6.5 - 8.5

The stream that receives the storm water from the detention basin is not shown on the DEP water classification map (Water Quality Classifications, Thames River, Pawcatuck River, and Southeast Coastal Basins, Adopted 1986). Therefore, according to Standard 29 of the Connecticut Surface Water Quality Standards, the stream is an A-class stream. It discharges to a B-class stream, Eagleville Brook. In accordance with the scope of work, the sample results are compared to the acute freshwater aquatic life criteria established in the Connecticut Surface Water Quality Standards:

Table 5.4 - Comparison of Detections to Connecticut Surface Water Quality Standards

Constituents	Units	DP1-052103	DP2-052103	DP2-Duplicate	DP4-052103	Standard
Ammonia	mg/l	0.90	0.48	0.44	0.32	22.7* [#]
Dissolved Oxygen	mg/l	8.21	9.20	-	9.67	≥ 5 [†]
Dieldrin	µg/l	0.010	0.004	0.005	ND<0.002	0.24*
Zinc-filtered	mg/l	0.061	0.019	0.023	ND<0.01	0.065*
Total Coliform	ct/100ml	900	1,000	1,800	900	500 ^A

* Acute Aquatic Life Criterion – Freshwater – Revised December 17, 2002

Ammonia Standard varies with pH and is calculated using equation in Table Note 9a of Acute Aquatic Life Criterion, pH value used is of the stream prior to combined flow (DP4)

† Criterion for Class A Surface Water

^A Criterion for Class AA Surface Water – Provided for information purposes only

- The surface water quality criteria for metals apply to the dissolved fraction

During this sampling event, other parameters were detected that are not regulated under the GWPC, EPA MCL or Secondary Drinking Water Standards, or the Connecticut Surface Water Quality Standards. These detections are summarized in the following table:

Table 5.5 - Other Parameters Detected

Constituents	Units	DP1-052103	DP2-052103	DP2-Duplicate	DP4-052103	Standard
Phosphorous	mg/l	0.19	0.18	0.19	ND<0.10	NE
BOD ₅	mg/l	33	20	17	ND <10	NE
Total Suspended Solids	mg/l	4.0	76	8.0	10	NE

NE = None Established

6.0 SUMMARY

6.1 Field Observations

Charter Oak observed a pool of water in the detention basin that was discharging through the outlet structure prior to the commencement of rain intense enough to cause discharge into the detention basin. Charter Oak began collecting its samples after the storm water system had been discharging to the detention basin for 40 minutes.

6.2 GWPC & EPA MCL

Nitrate concentrations detected were below the EPA MCL. Nitrate was detected in each of the samples.

Zinc concentrations detected were below the GWPC. Zinc was detected in each of the samples.

The pesticide constituent dieldrin was detected in samples DP1-052103, DP2-052103, and DP2-Duplicate. The dieldrin concentrations detected exceeded the GWPC. A June 26, 2003 letter report from CET that discusses the reported dieldrin detections is presented in *Appendix C*.

Total coliform was detected in each of the samples at concentrations exceeding the EPA MCL. Fecal coliform and *E. Coli* were detected in samples DP1-052103, DP2-052103, and DP2-Duplicate, all in exceedence of the EPA MCL.

6.3 EPA Secondary Drinking Water Standards

Sulfate was detected in all four samples at concentrations that are approximately one order of magnitude below the EPA secondary drinking water standard.

Iron was detected in all four of the unfiltered samples at concentrations exceeding the EPA secondary drinking water standard.

Manganese was detected in all four of the unfiltered samples at concentrations exceeding the EPA secondary drinking water standard.

Zinc was detected in all four unfiltered samples at concentrations below the EPA secondary drinking water standard.

The pH of sample DP1-052103 was not within the allowable range of 6.5 – 8.5 for pH values in the EPA secondary drinking water standards.

6.4 Connecticut Surface Water Quality Standards

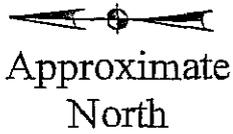
Ammonia was detected in all four samples at concentrations two orders of magnitude below the Aquatic Life Acute Toxicity standard.

Dissolved oxygen levels at each sampling location were almost two times greater than the minimum concentration for a Class A surface water body.

Dieldrin was detected in samples DP1-052103, DP2-052103, and DP2-Duplicate. The dieldrin concentrations detected were one to two orders of magnitude below the Aquatic Life Acute Toxicity standard.

Zinc was detected in samples DP1-052103, DP2-052103, and DP2-Duplicate. The zinc concentrations detected did not exceed the Aquatic Life Acute Toxicity standard.

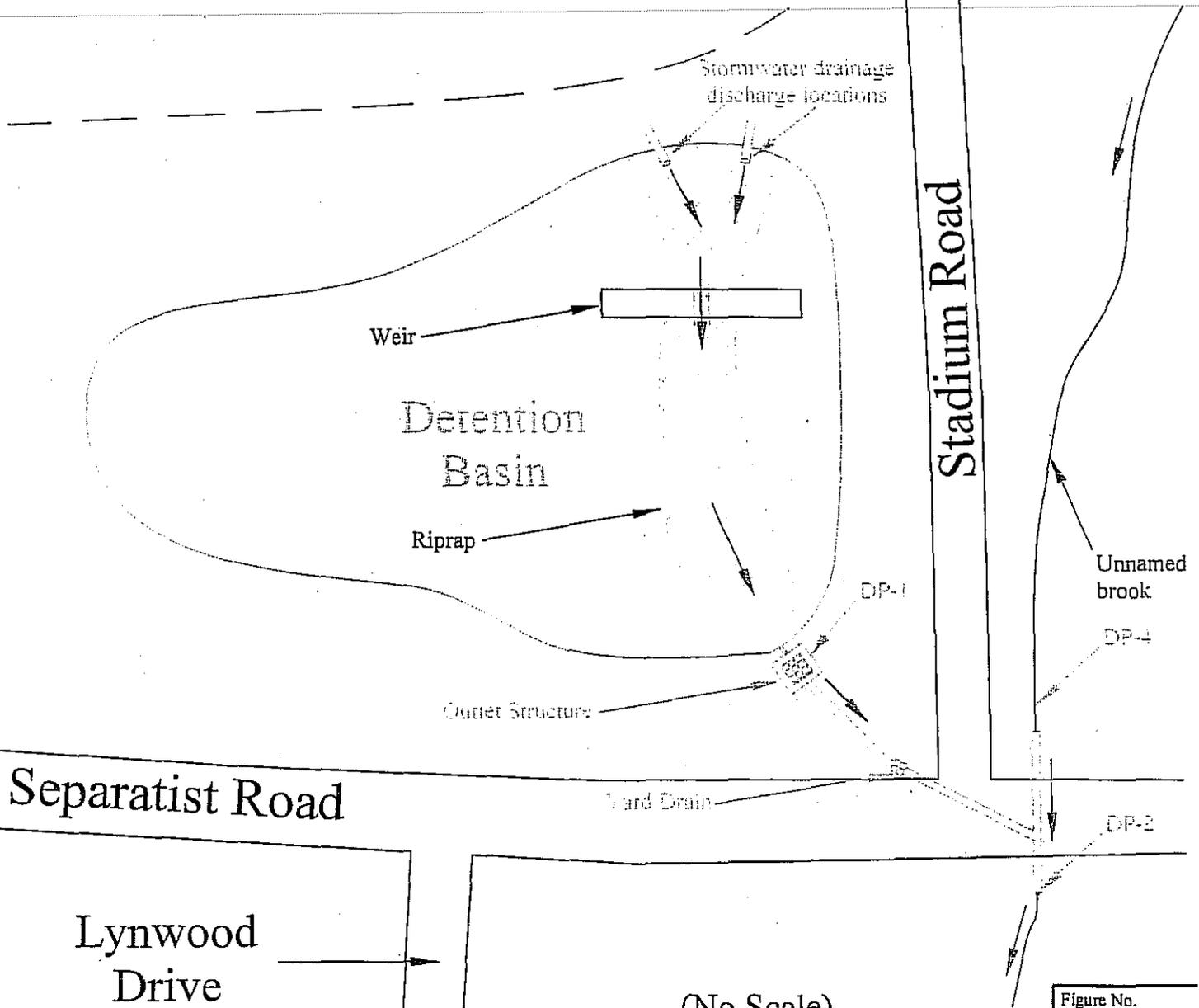
FIGURES



LEGEND

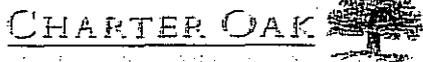
← Water Flow Direction

Paved Area



(No Scale)

Figure No.
1



SITE SKETCH
Stadium Road Detention Basin
Storrs, Connecticut

Client:
UCONN
CAD File:
680110110201.dwg

Drawn By:
JRT
Checked By:
CJM

Job No.:
68.01.01
Date:
7/03

APPENDIX A
Photographs



Influent runoff to detention basin



Influent runoff to detention basin



Runoff accumulation in southeast end of detention basin, near parking lot discharges



View of detention basin from the outlet structure



Flow within the detention basin outlet structure



Sampling being conducted at the stream outfall on the west side of Separatist Road

APPENDIX B
Field Data Forms

UCONN STORMWATER SAMPLING ON-SITE CHECKLIST

Personnel: JFS, JRT Date/Arrival time: 05/21/03 1030

Approximate atmos. temp. (F°): 61°F

Meter calibration: D.O. meter - Time: 1130
Comments: (elev = 600 ft., Salin. = 0)

pH meter - Time: 1135
Comments: (ph 4 and ph 7 calibration points)

Approximate start time of storm event: 1052

<u>Parking lot runoff conditions:</u>	<u>Time</u>	<u>Comments</u>
	1030	No runoff into catch basins

<u>Basin influent flow conditions:</u>	<u>Time</u>	<u>Comments</u>
	1040	Trace base flow - no parking lot runoff
	1215	Heavy flow

Approximate start time of runoff: 1125

Approximate end time of storm event: 1500

Total storm duration: 4.0 Hours

Total storm rainfall (inches): 0.28 inches

Time of photographs: 1200

Rainfall pH: 4.00

Approximate date of previous rainfall >0.1 inches: 05/08/03

Snowpack depth (inches) and description (if applicable): N/A

Additional comments:

UCONN STORMWATER SAMPLING ON-SITE CHECKLIST

Discharge point #1 – retention basin outlet structure discharge

ID: DP1- 052103

Collection time: 1218

pH: 6.45 Temperature: 13.8°C Dissolved oxygen: 8.21 mg/L

Filtered sample time: 1221 Un-filtered sample time: 1220

Water quality description: Clear with some visible solids.

Flow description/Time: 1212 : Moderate to heavy influent

Sampling protocol: Samples temporarily in 5-gallon dedicated plastic bladder via peristaltic pump using dedicated, clean poly-tubing and latex sampling gloves. Preserved sample containers filled from plastic bladder. Filtered/unfiltered metals samples split from plastic bladder with filter inline to dedicated peristaltic pump apparatus. All samples placed in an iced cooler at approximately 4°C.

Discharge point #2 – combined flow headwall discharge

ID: DP2- 052103

Collection time: 1205

pH: 6.85 Temperature: 13.5°C Dissolved oxygen: 9.20 mg/L

Filtered sample time: 1207 Un-filtered sample time: 1206

Water quality description: Slightly cloudy with some visible solids

Flow description/Time: 1205: Moderate to heavy

Sampling protocol: Samples temporarily collected in 5-gallon dedicated plastic bladder using a clean plastic transfer container, funnel and latex sampling gloves. Preserved sample containers filled from plastic bladder. Filtered/unfiltered metals samples split from plastic bladder with filter inline to dedicated peristaltic pump apparatus. All samples placed in an iced cooler at approximately 4°C.

UCONN STORMWATER SAMPLING ON-SITE CHECKLIST

Discharge point #3 – stream prior to combined flow

ID: DP4- 052103

Collection time: 1210

pH: 7.41 Temperature: 11.1°C Dissolved oxygen: 9.67 mg/L

Filtered sample time: 1212

Un-filtered sample time: 1211

Water quality description: Clear with trace visible solids

Flow description/Time: 1212 : Moderate

Sampling protocol: Samples temporarily collected in 5-gallon dedicated plastic bladder using a clean plastic transfer container, funnel and latex sampling gloves. Preserved sample containers filled from plastic bladder. Filtered/unfiltered metals samples split from plastic bladder with filter inline to dedicated peristaltic pump apparatus. All samples placed in an iced cooler at approximately 4°C.

VOC trip blank information:

ID: TB- 052103

Collection time: 1000

Field duplicate information:

ID: DP3- 052103

Duplicate of which sample: DP2 - 052103

Collection time: 1248

Filtered sample time: 1250

Un-filtered sample time: 1249

Sampling notes/Comments:

APPENDIX C
Laboratory Reports

RECEIVED

JUN 18 2003

CHARTER OAK
ENVIRONMENTAL SERVICES



80 Lupes Drive
Stratford, CT 06615

Tel: (203) 377-9984
Fax: (203) 377-9952
e-mail: cet@cetlabs.com

June 13, 2003

Mr. Joe Skurka
Charter Oak Environmental
33 Ledgebrook Drive
Mansfield, CT 06250

Project: UCONN Retention Basin, Qrtly Stormwater
Project #: 68.01.01
CET #: 03050748
Water: DP1-052103; DP2-052103; DP3-052103; DP4-052103; TB-052103
Collection Date(s): 5/21/03

PREP ANALYSIS:

Liquid-Liquid Extraction [EPA 3510]

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Liquid-Liquid Extraction	Completed [5/28/03]	Completed [5/28/03]	Completed [5/28/03]	Completed [5/28/03]

ANALYSIS:

Conn. Extractable TPH [CT DEP] Units: mg/l Analysis Date: 5/29/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Conn. Extractable TPH	ND < 0.10	ND < 0.10	ND < 0.10	ND < 0.10

Chlorine Residual [EPA 330.5] Units: mg/l Analysis Date: 5/22/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Chlorine Residual	ND < 0.025	0.03	ND < 0.025	ND < 0.025

NOTES:

[] Indicates Date Prep Test Completed; ND is Not Detected.

Project#: 68.01.01

June 16, 2003

Cat#: 03050748

Project: UCONN Retention Basin, Qrtly Stormwater

Cyanide, Total [EPA 335.4] Units: mg/l Analysis Date: 5/23/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Cyanide, Total	ND < 0.020	ND < 0.020	ND < 0.020	ND < 0.020

Ammonia as N [EPA 350.3] Units: mg/l Analysis Date: 5/27/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Ammonia as N	0.90	0.48	0.44	0.32

Nitrate as N [EPA 300.0] Units: mg/l Analysis Date: 5/22/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Nitrate as N	0.79	0.98	0.95	1.1

Phosphorus, Total [EPA 365.2] Units: mg/l Analysis Date: 5/27/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Phosphorus, Total	0.19	0.18	0.19	ND < 0.10

Sulfate [EPA 300.0] Units: mg/l Analysis Date: 5/22/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Sulfate	24	13	13	12

Total Mercury [EPA 7470] Units: mg/l Analysis Date: 5/28/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Total Mercury	ND < 0.002	ND < 0.002	ND < 0.002	ND < 0.002

Dissolved Mercury [EPA 245.2] Units: mg/l Analysis Date: 5/28/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Dissolved Mercury	ND < 0.002	ND < 0.002	ND < 0.002	ND < 0.002

Biochemical Oxygen Demand, 5 Day [EPA 405.1] Units: mg/l Analysis Date: 5/27/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Biochemical Oxygen Demand, 5 Day	33	20	17	ND < 10

Notes:

[] Indicates Date Prep Test Completed; ND is Not Detected.

Project#: 68.01.01

June 16, 2003

Cet#: 03050748

Project: UCONN Retention Basin, Qrtly Stormwater

Total Suspended Solids [EPA 160.2] Units: mg/l Analysis Date: 6/3/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Total Suspended Solids	4.0	76	8.0	10

GC Analysis [GC/FID] Units: mg/l Analysis Date: 6/5/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Glyphosate	ND < 0.013	ND < 0.013	ND < 0.013	ND < 0.013

GC Analysis [GC/FID] Units: mg/l Analysis Date: 5/24/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Pendimethalin	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50

Total Metals [EPA 200.7] Units: mg/l Analysis Date: 5/29/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Lead	ND < 0.013	ND < 0.013	ND < 0.013	ND < 0.013
Selenium	ND < 0.01	ND < 0.01	ND < 0.01	ND < 0.01
Cadmium	ND < 0.0018	ND < 0.0018	ND < 0.0018	ND < 0.0018
Chromium	ND < 0.05	ND < 0.05	ND < 0.05	ND < 0.05
Arsenic	ND < 0.004	ND < 0.004	ND < 0.004	ND < 0.004
Silver	ND < 0.001	ND < 0.001	ND < 0.001	ND < 0.001
Copper	ND < 0.014	ND < 0.014	ND < 0.014	ND < 0.014
Nickel	ND < 0.05	ND < 0.05	ND < 0.05	ND < 0.05
Zinc	0.09	0.052	0.055	0.028
Beryllium	ND < 0.004	ND < 0.004	ND < 0.004	ND < 0.004
Antimony	ND < 0.006	ND < 0.006	ND < 0.006	ND < 0.006
Thallium	ND < 0.005	ND < 0.005	ND < 0.005	ND < 0.005
Manganese	0.73	0.26	0.30	0.27
Iron	1.3	1.6	1.9	1.8

Dissolved Metals [EPA 200.7] Units: mg/l Analysis Date: 5/30/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Lead	ND < 0.013	ND < 0.013	ND < 0.013	ND < 0.013
Selenium	ND < 0.01	ND < 0.01	ND < 0.01	ND < 0.01
Cadmium	ND < 0.0018	ND < 0.0018	ND < 0.0018	ND < 0.0018
Chromium	ND < 0.05	ND < 0.05	ND < 0.05	ND < 0.05
Arsenic	ND < 0.004	ND < 0.004	ND < 0.004	ND < 0.004
Silver	ND < 0.001	ND < 0.001	ND < 0.001	ND < 0.001
Copper	ND < 0.014	ND < 0.014	ND < 0.014	ND < 0.014
Nickel	ND < 0.05	ND < 0.05	ND < 0.05	ND < 0.05
Zinc	0.061	0.019	0.023	ND < 0.01
Beryllium	ND < 0.004	ND < 0.004	ND < 0.004	ND < 0.004
Antimony	ND < 0.006	ND < 0.006	ND < 0.006	ND < 0.006
Thallium	ND < 0.005	ND < 0.005	ND < 0.005	ND < 0.005

Notes:

[] Indicates Date Prep Test Completed; ND is Not Detected.

EPA 8081A Chlorinated Pesticides [EPA 8081A] Units: ug/l Analysis Date: 5/24/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
4,4-DDD	ND < 0.15	ND < 0.15	ND < 0.15	ND < 0.15
4,4-DDE	ND < 0.10	ND < 0.10	ND < 0.10	ND < 0.10
4,4-DDT	ND < 0.10	ND < 0.10	ND < 0.10	ND < 0.10
4,4-Methoxychlor	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Aldrin	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Alpha-BHC	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Beta-BHC	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Chlordane	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Delta-BHC	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Dieldrin	0.010	0.004	0.005	ND < 0.002
Endosulfan I	ND < 0.10	ND < 0.10	ND < 0.10	ND < 0.10
Endosulfan II	ND < 0.10	ND < 0.10	ND < 0.10	ND < 0.10
Endosulfan Sulfate	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Endrin	ND < 0.09	ND < 0.09	ND < 0.09	ND < 0.09
Endrin Aldehyde	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Endrin Ketone	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Gamma-BHC	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Heptachlor	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Heptachlor Epoxide	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Toxaphene	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20

EPA 8082 PCBs [EPA 8082] Units: ug/l Analysis Date: 5/24/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
PCB-1016	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
PCB-1221	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
PCB-1232	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
PCB-1242	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
PCB-1248	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
PCB-1254	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
PCB-1260	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50

EPA 8151A Chlorinated Herbicides [EPA 8151A] Units: ug/l Analysis Date: 5/27/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
2,4,5-T	ND < 50	ND < 50	ND < 50	ND < 50
2,4-D	ND < 50	ND < 50	ND < 50	ND < 50
2,4-DB	ND < 50	ND < 50	ND < 50	ND < 50
3,5-Dichlorobenzoic acid	ND < 50	ND < 50	ND < 50	ND < 50
4-Nitrophenol	ND < 50	ND < 50	ND < 50	ND < 50
Dalapon	ND < 50	ND < 50	ND < 50	ND < 50
Dicamba	ND < 50	ND < 50	ND < 50	ND < 50
Dichloroprop	ND < 50	ND < 50	ND < 50	ND < 50
Dinoseb	ND < 50	ND < 50	ND < 50	ND < 50
MCPA	ND < 5000	ND < 5000	ND < 5000	ND < 5000
PCP	ND < 50	ND < 50	ND < 50	ND < 50
Picloram	ND < 50	ND < 50	ND < 50	ND < 50
Silvex	ND < 50	ND < 50	ND < 50	ND < 50

Notes:

[] Indicates Date Prep Test Completed; ND is Not Detected.

Project#: 68.01.01

Cet#: 03050748

June 16, 2003

Project: UCONN Retention Basin, Qrtly Stormwater

EPA 8270C Semi-Volatile Organics [EPA 8270C] Units: ug/l Analysis Date: 5/29/03

	DP1-052103	DP2-1052103	DP3-052103	DP4-052103
Pyridine	ND < 20	ND < 20	ND < 20	ND < 20
n-Nitroso-dimethylamine	ND < 20	ND < 20	ND < 20	ND < 20
bis(2-Chloroethyl)ether	ND < 10	ND < 10	ND < 10	ND < 10
Phenol	ND < 20	ND < 20	ND < 20	ND < 20
Aniline	ND < 20	ND < 20	ND < 20	ND < 20
2-Chlorophenol	ND < 20	ND < 20	ND < 20	ND < 20
1,3-Dichlorobenzene	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0
1,4-Dichlorobenzene	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0
1,2-Dichlorobenzene	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0
bis(2-chloroisopropyl)ether	ND < 10	ND < 10	ND < 10	ND < 10
Hexachloroethane	ND < 3.0	ND < 3.0	ND < 3.0	ND < 3.0
N-Nitroso-di-n-propylamine	ND < 10	ND < 10	ND < 10	ND < 10
2-Methyl Phenol	ND < 20	ND < 20	ND < 20	ND < 20
3+4 Methyl Phenol	ND < 20	ND < 20	ND < 20	ND < 20
Nitrobenzene	ND < 10	ND < 10	ND < 10	ND < 10
Isophorone	ND < 20	ND < 20	ND < 20	ND < 20
2-Nitrophenol	ND < 20	ND < 20	ND < 20	ND < 20
2,4-Dimethylphenol	ND < 20	ND < 20	ND < 20	ND < 20
bis(2-Chloroethoxy)methane	ND < 20	ND < 20	ND < 20	ND < 20
2,4-Dichlorophenol	ND < 20	ND < 20	ND < 20	ND < 20
1,2,4-Trichlorobenzene	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0
Naphthalene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
2,6-Dichlorophenol	ND < 20	ND < 20	ND < 20	ND < 20
4-Chloroaniline	ND < 20	ND < 20	ND < 20	ND < 20
Hexachlorobutadiene	ND < 20	ND < 20	ND < 20	ND < 20
4-Chloro-3-methylphenol	ND < 20	ND < 20	ND < 20	ND < 20
Hexachlorocyclopentadiene	ND < 20	ND < 20	ND < 20	ND < 20
2,4,6-Trichlorophenol	ND < 10	ND < 10	ND < 10	ND < 10
2,4,5-Trichlorophenol	ND < 20	ND < 20	ND < 20	ND < 20
2-Chloronaphthalene	ND < 20	ND < 20	ND < 20	ND < 20
2-Nitroaniline	ND < 20	ND < 20	ND < 20	ND < 20
Acenaphthylene	ND < 0.30	ND < 0.30	ND < 0.30	ND < 0.30
Dimethylphthalate	ND < 20	ND < 20	ND < 20	ND < 20
2,6-Dinitrotoluene	ND < 10	ND < 10	ND < 10	ND < 10
4-Nitroaniline	ND < 20	ND < 20	ND < 20	ND < 20
Acenaphthene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
2,4-Dinitrophenol	ND < 20	ND < 20	ND < 20	ND < 20
2,4-Dinitrotoluene	ND < 10	ND < 10	ND < 10	ND < 10
4-Nitrophenol	ND < 75	ND < 75	ND < 75	ND < 75
2,3,4,6-Tetrachlorophenol	ND < 20	ND < 20	ND < 20	ND < 20
Fluorene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
4-Chlorophenyl-phenylether	ND < 20	ND < 20	ND < 20	ND < 20
Diethylphthalate	ND < 20	ND < 20	ND < 20	ND < 20
3-Nitroaniline	ND < 20	ND < 20	ND < 20	ND < 20
4,6-Dinitro-2-methylphenol	ND < 20	ND < 20	ND < 20	ND < 20
n-Nitrosodiphenylamine	ND < 10	ND < 10	ND < 10	ND < 10

Notes:

[] Indicates Date Prep Test Completed; ND is Not Detected.

EPA 8270C Semi-Volatile Organics [EPA 8270C] Units: ug/l Analysis Date: 5/29/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103
Azobenzene	ND < 20	ND < 20	ND < 20	ND < 20
4-Bromophenyl-phenylether	ND < 20	ND < 20	ND < 20	ND < 20
Hexachlorobenzene	ND < 0.077	ND < 0.077	ND < 0.077	ND < 0.077
Pentachlorophenol	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Benidine	ND < 75	ND < 75	ND < 75	ND < 75
Phenanthrene	ND < 0.077	ND < 0.077	ND < 0.077	ND < 0.077
Anthracene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Carbazole	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Di-n-butylphthalate	ND < 20	ND < 20	ND < 20	ND < 20
Fluoranthene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Pyrene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Butylbenzylphthalate	ND < 20	ND < 20	ND < 20	ND < 20
3,3-Dichlorobenzidine	ND < 10	ND < 10	ND < 10	ND < 10
Benzo[a]anthracene	ND < 0.06	ND < 0.06	ND < 0.06	ND < 0.06
Chrysene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
bis(2-Ethylhexyl)phthalate	ND < 2.0	ND < 2.0	ND < 2.0	ND < 2.0
Di-n-octylphthalate	ND < 20	ND < 20	ND < 20	ND < 20
Benzo[h]fluoranthene	ND < 0.08	ND < 0.08	ND < 0.08	ND < 0.08
Benzo[k]fluoranthene	ND < 0.30	ND < 0.30	ND < 0.30	ND < 0.30
Benzo[a]pyrene	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
Indeno[1,2,3-cd]pyrene	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
Dibenz[a,h]anthracene	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
Benzo[g,h,i]perylene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0

Volatile Organics [EPA 8260] Units: ug/l Analysis Date: 5/27/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103	TB-052103
Dichlorodifluoromethane	ND < 10	ND < 10	ND < 10	ND < 10	ND < 10
Chloromethane	ND < 2.7	ND < 2.7	ND < 2.7	ND < 2.7	ND < 2.7
Vinyl Chloride	ND < 2.0	ND < 2.0	ND < 2.0	ND < 2.0	ND < 2.0
Bromomethane	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0
Chloroethane	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0
Trichlorofluoromethane	ND < 25	ND < 25	ND < 25	ND < 25	ND < 25
1,1-Dichloroethene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Methylene Chloride	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0
Methyl-t-Butyl Ether (MTBE)	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0	ND < 5.0
trans-1,2-Dichloroethene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,1-Dichloroethane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
2,2-Dichloropropane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
cis-1,2-Dichloroethene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Bromochloromethane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Chloroform	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,1,1-Trichloroethane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Carbon Tetrachloride	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,1-Dichloropropene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Benzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,2-Dichloroethane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Trichloroethene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,2-Dichloropropane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Dibromomethane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0

Notes:

[] Indicates Date Prep Test Completed; ND is Not Detected.

Project#: 68.01.01

Cet#: 03050748

June 16, 2003

Project: UCONN Retention Basin, Qrtly Stormwater

Volatile Organics [EPA 8260] Units: ug/l Analysis Date: 5/27/03

	DP1-052103	DP2-052103	DP3-052103	DP4-052103	TB-052103
Bromodichloromethane	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
cis-1,3-Dichloropropene	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
Toluene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
trans-1,3-Dichloropropene	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
1,1,2-Trichloroethane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Tetrachloroethene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,3-Dichloropropane	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
Dibromochloromethane	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
1,2-Dibromoethane	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
Chlorobenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,1,1,2-Tetrachloroethane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Ethylbenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
m+p Xylenes	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
o-Xylene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Styrene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Bromoform	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Isopropylbenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,1,2,2-Tetrachloroethane	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50	ND < 0.50
Bromobenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,2,3-Trichloropropane	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
n-Propylbenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
2-Chlorotoluene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
4-Chlorotoluene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,3,5-Trimethylbenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
tert-Butylbenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,2,4-Trimethylbenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
sec-Butylbenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,3-Dichlorobenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
4-Isopropyltoluene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,4-Dichlorobenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,2-Dichlorobenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
n-Butylbenzene	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
1,2-Dibromo-3-Chloropropane	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20	ND < 0.20
1,2,4-Trichlorobenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
Hexachlorobutadiene	ND < 0.45	ND < 0.45	ND < 0.45	ND < 0.45	ND < 0.45
Naphthalene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0
1,2,3-Trichlorobenzene	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0	ND < 1.0

Sincerely,



David Ditta
Laboratory Director

Ref. Lab: PH0509

Notes:

[] Indicates Date Prep Test Completed; ND is Not Detected.

Personnel: JFS
JRT
BCE

CHARTER OAK
 ENVIRONMENTAL SERVICES, INC.



33 Ledgebrook Drive
 Mansfield, Connecticut 06250
 Phone: (860) 423-2670
 Fax: (860) 423-2675

Chain of Custody
 Laboratory
 Name: Compl. Envir. Test.
 Lab #: _____

Client: UCONN
 Site: UCONN Retention Basin
 Project: Quarterly Stormwater Sampling
 Project #: 68.01.01

Sample ID	Sample		Matrix	Analytes														Containers/Preservative		
	Date	Time		VOCs 8260	SVOCs 8270	R-cl ⁻ Pestic. / Herb. 8081	R-cl ⁻ Herb. 8151	CT ETPH	PPH B - Filtered	PPH B - Unfiltered	Total Mn, Fe - Unfiltered	Total Cyanide	Ammonia Tot. Phosphorus	Nitrate, BOD, TSS, Sulfates	Pend. methalin	Glyphosate	MCPA			
DP1- 052103	5/21/03	1218	H ₂ O	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	(Total containers)
DP2- 052103	5/21/03	1205	H ₂ O	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	(10) 40mL glass vials, HCl
DP3- 052103	5/21/03	1248	H ₂ O	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	(36) 1L amber glass, cool
DP4- 052103	5/21/03	1210	H ₂ O	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	(8) 100mL plastic, HNO ₃
TB - 052103	5/21/03	1000	H ₂ O	X																(4) 250mL plastic, NaOH
																				(4) 250mL plastic, H ₂ SO ₄
																				(4) 250mL plastic, cool

Comments/Instructions:

- Detection limits to be at or below Ground Water Protection Criteria or levels indicated on the attached table
- Lab QA/QC requested
- Run total metals for both filtered and unfiltered samples (i.e., 8 total metals analyses)

Relinquished by: Signature 	Date/Time 5/21/03 1600	Received by: Signature FRIDGE	Date/Time 5/21/03 160
PRINT NAME JR TAORMINA		PRINT NAME FRIDGE	
Relinquished by: Signature 	Date/Time 5/22/03 0955	Received by: Signature R Blawie J	Date/Time 5/22/03 0950
PRINT NAME JR TAORMINA		PRINT NAME	
Relinquished by: Signature R Blawie J	Date/Time 5/22/03 1330	Received by Laboratory by: Signature 	Date/Time 5/22/03 1330

★ SEND TO CET ALONG WITH CHAIN OF CUSTODY.

UCONN STORMWATER ANALYSIS DETECTION LIMITS

Parameter	Units	Requested Detection Limit
Inorganics		
Total Cyanide	mg/l	0.022
Residual Chlorine	mg/l	0.019
Metals		
Cadmium	mg/l	0.0018
Silver	mg/l	0.001
Copper	mg/l	0.014
Beryllium	mg/l	0.004
Antimony	mg/l	0.006
Thallium	mg/l	0.005
Pesticides		
4,4-DDD	ug/l	0.15
4,4-DDE	ug/l	0.10
4,4-DDT	ug/l	0.10
Chlordane	ug/l	0.30
Dieldrin	ug/l	0.002
Endosulfan I	ug/l	0.10
Endosulfan II	ug/l	0.10
Endrin	ug/l	0.09
Heptachor	ug/l	0.26
Heptachor Epoxide	ug/l	0.20
Toxaphene	ug/l	0.73
Herbicides		
Denoseb	ug/l	7.0
PCP	ug/l	1.0
Other Herbicides		
Glyphosate	ug/l	700
Semi-Volatiles		
Nitrobenzene	ug/l	10
2,4,6-Trichlorophenol	ug/l	10
2,6-Dinitrotoluene	ug/l	10
2,4-Dinitrotoluene	ug/l	14
n-Nitrosodiphenylamine	ug/l	10
Carbazole	ug/l	10
3,3-Dichlorobenzidine	ug/l	10
Volatiles		
Bromodichloromethane	ug/l	0.56
1,3-Dichloropropane	ug/l	0.5
1,2-Dibromo-3-Chloropropane	ug/l	0.2
Hexachlorobutadiene	ug/l	0.45



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JUL 21 2003

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Fax: (203) 377-9952

CHARTERED
ENVIRONMENTAL SERVICES
e-mail: cet@cetlabs.com

80Lupes Drive
Stratford, CT 06615

QA Report

Project: UCONN Retention Basin, Qrtly Stormwater
CET#: 03050748

QA Type: Nitrate as N Date Analyzed: 5/22/03 QA Sample ID: AB69882

Analyte	SampRes	SpkAmt	SpkRes	SpkDupRes	Spk%Rec	Dup%Rec	RPD	Blank
Nitrate as N	ND<0.10	10	9.7	9.7	97	97	0.00	ND<0.10

QA Type: Sulfate Date Analyzed: 5/22/03 QA Sample ID: AB69882

Analyte	SampRes	SpkAmt	SpkRes	SpkDupRes	Spk%Rec	Dup%Rec	RPD	Blank
Sulfate	14	10	25	25	110	110	0.00	ND<0.10

QA Type: Cyanide, Total Date Analyzed: 7/18/03 QA Sample ID: AB69891

Analyte	SampRes	SpkAmt	LCS%Rec	Blank
Cyanide, Total	ND<0.020	0.20	105	ND<0.10

QA Type: Cyanide, Total Date Analyzed: 7/18/03 QA Sample ID: AB69905

Analyte	SampRes	SpkAmt	SpkRes	LCS%Rec	Blank
Cyanide, Total	ND<0.020	0.20	*	95	ND<0.10

QA Type: Phosphorus, Total Date Analyzed: 5/27/03 QA Sample ID: AB69888

Analyte	SampRes	SpkAmt	SpkRes	Spk%Rec	Blank
Phosphorus, Total	0.11	0.33	0.42	94	ND<0.10

QA Type: EPA 8081A Chlorinated Pesticides Date Analyzed: 5/27/03 QA Sample ID: AB69907

Analyte	SampRes	SpkAmt	SpkRes	Spk%Rec	Blank
4,4-Methoxychlor	ND<0.20	0.200	0.117	58	ND<1.0
Endrin	ND<0.09	0.200	0.189	94	ND<1.0
Gamma-BHC	ND<0.20	0.200	0.147	74	ND<1.0
Heptachlor	ND<0.20	0.200	0.143	72	ND<1.0
Heptachlor Epoxide	ND<0.20	0.200	0.130	65	ND<1.0

QA Type: EPA 8082 PCBs Date Analyzed: 5/27/03 QA Sample ID: AB69907

Analyte	SampRes	SpkAmt	SpkRes	Spk%Rec	Blank
PCB-1260	ND<0.50	2.00	1.55	78	ND<0.50

QA Type: Ammonia as N Date Analyzed: 5/27/03 QA Sample ID: AB69904

Analyte	SampRes	SpkAmt	SpkRes	Spk%Rec	Blank
Ammonia as N	0.90	10	11	101	ND<0.10

QA Type: EPA 8151A Chlorinated Herbicides Date Analyzed: 5/27/03 QA Sample ID: AB69907

Analyte	SampRes	SpkAmt	SpkRes	Spk%Rec	Blank
2,4-DB	ND<50	10	8.4	84	ND<1.0
Dalapon	ND<50	10	7.4	74	ND<1.0
Dichloroprop	ND<50	10	8.6	86	ND<1.0
Picloram	ND<50	10	8.5	85	ND<1.0

QA Type: Volatile Organics Date Analyzed: 5/27/03 QA Sample ID: AB69904

Analyte	SampRes	SpkAmt	SpkRes	Spk%Rec	Blank
1,1-Dichloroethene	ND<1.0	50	47	94	ND<1.0
Benzene	ND<1.0	50	49	98	ND<1.0
Chlorobenzene	ND<1.0	50	58	116	ND<1.0
Toluene	ND<1.0	50	49	98	ND<1.0
Trichloroethene	ND<1.0	50	43	86	ND<1.0

QA Type: Total Metals Date Analyzed: 5/29/03 QA Sample ID: AB69779

Analyte	SampRes	SpkAmt	SpkRes	SpkDupRes	Spk%Rec	Dup%Rec	RPD	Blank	LCS%REC
Lead	ND<0.013	0.20	0.19	0.20	95	100	5.10	ND<0.013	100
Selenium	ND<0.01	0.20	0.21	0.21	105	105	0.00	ND<0.01	110
Cadmium	ND<0.005	0.20	0.19	0.20	95	100	5.10	ND<0.005	100
Chromium	ND<0.05	0.20	0.19	0.20	95	100	5.10	ND<0.05	100
Arsenic	ND<0.004	0.20	0.20	0.20	100	100	0.00	ND<0.05	100
Silver	ND<0.012	0.10	0.11	0.11	110	110	0.00	ND<0.02	110
Copper	ND<0.04	0.20	0.19	0.19	95	95	0.00	ND<0.04	95
Nickel	ND<0.05	0.20	0.19	0.20	95	100	5.10	ND<0.05	100
Zinc	ND<0.01	0.20	0.20	0.21	100	105	4.90	ND<0.01	100
Beryllium	ND<0.05	0.20	0.19	0.19	95	95	0.00	ND<0.05	100
Antimony	ND<0.05	0.10	0.098	0.096	98	96	2.10	ND<0.05	100
Thallium	ND<0.05	0.20	0.20	0.20	100	100	0.00	ND<0.05	105
Manganese	ND<0.02	0.20	0.20	0.20	100	100	0.00	ND<0.05	100

QA Type: Total Mercury Date Analyzed: 5/28/03 QA Sample ID: AB69774

Analyte	SampRes	SpkAmt	SpkRes	SpkDupRes	Spk%Rec	Dup%Rec	RPD	Blank
Total Mercury	ND<0.002	0.0050	0.0056	0.0056	112	112	0.00	ND<0.002

QA Type: Dissolved Mercury Date Analyzed: 5/28/03 QA Sample ID: AB69904

Analyte	SampRes	SpkAmt	SpkRes	SpkDupRes	Spk%Rec	Dup%Rec	RPD	Blank
Dissolved Mercury	ND<0.002	0.0050	0.0055	0.0053	110	106	3.70	ND<0.002

QA Type: Conn. Extractable TPH Date Analyzed: 5/29/03 QA Sample ID: AB69904

Analyte	SampRes	SpkAmt	SpkRes	Spk%Rec	Blank	LCS%REC
Conn. Extractable TPH	ND<0.10	10	6.3	63	ND<0.10	63

QA Type: EPA 8270C Semi-Volatile Organics Date Analyzed: 5/29/03 QA Sample ID: AB69904

Analyte	SampRes	SpkAmt	SpkRes	Spk%Rec	Blank	LCS%REC
1,2,4-Trichlorobenzene	ND<5.0	50	46	92	ND<5.0	106
1,4-Dichlorobenzene	ND<5.0	50	42	84	ND<5.0	98
2,4-Dinitrotoluene	ND<10	50	42	84	ND<75	86
2-Chlorophenol	ND<20	100	59	59	ND<20	107
4-Chloro-3-methylphenol	ND<20	100	76	76	ND<20	115
4-Nitrophenol	ND<75	100	34	34	ND<75	30
Acenaphthene	ND<1.0	50	47	94	ND<1.0	104
N-Nitroso-di-n-propylamine	ND<10	50	53	106	ND<10	118
Pentachlorophenol	ND<1.0	100	81	81	ND<1.0	115
Phenol	ND<20	100	18	18	ND<20	27
Pyrene	ND<1.0	50	48	96	ND<1.0	108

QA Type: Dissolved Metals Date Analyzed: 5/30/03 QA Sample ID: AB69907

Analyte	SampRes	SpkAmt	SpkRes	SpkDupRes	Spk%Rec	Dup%Rec	RPD	Blank	LCS%REC
Lead	ND<0.013	0.20	0.20	0.20	100	100	0.00	ND<0.013	95
Selenium	ND<0.01	0.20	0.22	0.22	110	110	0.00	ND<0.01	110
Cadmium	ND<0.0018	0.20	0.20	0.20	100	100	0.00	ND<0.005	100
Chromium	ND<0.05	0.20	0.20	0.19	100	95	5.10	ND<0.05	100
Arsenic	ND<0.004	0.20	0.20	0.20	100	100	0.00	ND<0.004	100
Silver	ND<0.001	0.10	0.12	0.11	120	110	8.70	ND<0.012	110
Copper	ND<0.014	0.20	0.20	0.20	100	100	0.00	ND<0.04	95
Nickel	ND<0.05	0.20	0.20	0.20	100	100	0.00	ND<0.05	100
Zinc	ND<0.01	0.20	0.21	0.21	105	105	0.00	ND<0.01	100
Beryllium	ND<0.004	0.20	0.19	0.19	95	95	0.00	ND<0.05	100
Antimony	ND<0.006	0.10	0.078	0.085	78	85	8.60	ND<0.05	100
Thallium	ND<0.005	0.20	0.21	0.21	105	105	0.00	ND<0.05	100
Manganese	0.12	0.20	0.31	0.31	95	95	0.00	ND<0.02	100

ND is not detected



RECEIVED

MAY 29 2003

Environmental Laboratories, Inc.

587 East Middle Turnpike, P.O. Box 370, Manchester, CT 06045-0370
Tel. (860) 645-1102 Fax (860) 645-0823

CHARTER OAK
ENVIRONMENTAL SERVICES

Wednesday, May 28, 2003

Charter Oak Environmental
33 Ledgebrook Drive
Mansfield CT 06250

Attention: Mr Joseph Srurga

Sample ID#: AE81356-81359

This laboratory is in compliance with the QA/QC procedure outlined in EPA 600/4-79-019, Handbook for Analytical Quality in Water and Waste Water, March 1979, and SW846 QA/QC requirements of procedures used.

If you have any questions concerning this testing, please do not hesitate to contact Phoenix Client Services at ext. 200.

Sincerely yours,

Phyllis Shiller
Laboratory Director

CT Lab Registration #PH-0618
MA Lab Registration #MA-CT-007
NY Lab Registration #11301
RI Lab Registration #63
NH Lab Registration #213693-A,B
ME Lab Registration #CT-007
NJ Lab Registration #CT-003



Environmental Laboratories, Inc.
587 East Middle Turnpike, P.O.Box 370, Manchester, CT 06040
Tel. (860) 645-1102 Fax (860) 645-0823

Analysis Report

May 28, 2003

FOR: Attn: Mr. Phil Forzley
Charter Oak Environmental
Services, Inc.
33 Ledgebrook Drive
Mansfield, CT 06250

Sample Information

Matrix: WATER
Location Code: CHARTOAK
Rush Request:
P.O.#: 68.01.01

Custody Information

Collected by:
Received by: SW
Analyzed by: see "By" below

Date

05/21/03
05/21/03

Time

12:05
14:50

Laboratory Data

SDG I.D.: GAE81356
Phoenix I.D.: AE81357

Client ID: UCONN RETENTION BASIN DP2-052103

Parameter	Result	RL	Units	Date	Time	By	Reference
E. Coli	300	100	/100 mls.	05/21/03	16:50	RM	1103.1/9223B
Fecal Coliforms	110	10	/100 mls.	05/21/03	15:30	RM	9222D
Total Coliform	1000	100	/100 mls.	05/21/03	16:50	RM	SM 9222B

Comments:

ND=Not detected BDL = Below Detection Limit RL=Reporting Limit

If there are any questions regarding this data, please call Phoenix Client Services at extension 200.


Phyllis Shiller, Laboratory Director
May 28, 2003



Environmental Laboratories, Inc.
 587 East Middle Turnpike, P.O.Box 370, Manchester, CT 06040
 Tel. (860) 645-1102 Fax (860) 645-0823

Analysis Report
 May 28, 2003

FOR: Attn: Mr. Phil Forzley
 Charter Oak Environmental
 Services, Inc.
 33 Ledgebrook Drive
 Mansfield, CT 06250

<u>Sample Information</u>	<u>Custody Information</u>	<u>Date</u>	<u>Time</u>
Matrix: WATER	Collected by:	05/21/03	12:48
Location Code: CHARTOAK	Received by: SW	05/21/03	14:50
Rush Request:	Analyzed by: see "By" below		
P.O.#: 68.01.01			

SDG I.D.: GAE81356
 Phoenix I.D.: AE81358

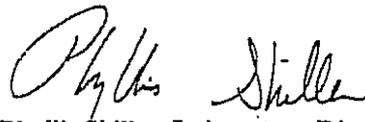
Laboratory Data

Client ID: UCONN RETENTION BASIN DP3-052103

Parameter	Result	RL	Units	Date	Time	By	Reference
E. Coli	400	100	/100 mls.	05/21/03	16:50	RM	1103.1/9223B
Fecal Coliforms	70	10	/100 mls.	05/21/03	15:30	RM	9222D
Total Coliform	1800	100	/100 mls.	05/21/03	16:50	RM	SM 9222B

Comments: ND=Not detected BDL = Below Detection Limit RL=Reporting Limit

If there are any questions regarding this data, please call Phoenix Client Services at extension 200.


 Phyllis Shiller, Laboratory Director
 May 28, 2003



Environmental Laboratories, Inc.
 587 East Middle Turnpike, P.O.Box 370, Manchester, CT 06040
 Tel. (860) 645-1102 Fax (860) 645-0823

Analysis Report
 May 28, 2003

FOR: Attn: Mr. Phil Forzley
 Charter Oak Environmental
 Services, Inc.
 33 Ledgebrook Drive
 Mansfield, CT 06250

<u>Sample Information</u>	<u>Custody Information</u>	<u>Date</u>	<u>Time</u>
Matrix: WATER	Collected by:	05/21/03	12:10
Location Code: CHARTOAK	Received by: SW	05/21/03	14:50
Rush Request:	Analyzed by: see "By" below		
P.O.#: 68.01.01			

SDG I.D.: GAE81356
 Phoenix I.D.: AE81359

Laboratory Data

Client ID: UCONN RETENTION BASIN DP4-052103

Parameter	Result	RL	Units	Date	Time	By	Reference
E. Coli	<100	100	/100 mls.	05/21/03	16:50	RM	1103.1/9223B
Fecal Coliforms	<10	10	/100 mls.	05/21/03	15:30	RM	9222D
Total Coliform	900	100	/100 mls.	05/21/03	16:50	RM	SM 9222B

Comments: ND=Not detected BDL = Below Detection Limit RL=Reporting Limit

If there are any questions regarding this data, please call Phoenix Client Services at extension 200.

Phyllis Shiller
 Phyllis Shiller, Laboratory Director
 May 28, 2003



Client: UCONN
Location: UCONN Retention Basin
Project: Quarterly Stormwater Sampling
Project #: 68.01.01

Sample ID	Sample		Matrix	FECAL COLIFORM			TOTAL COLIFORM			E. COLI			Containers/Preservative	
	Date	Time												
1- 052103	5/21/03	1218	H ₂ O	X	X	X				8	1	3	56	(Total containers)
2- ↓	↓	1205	H ₂ O	X	X	X				8	1	3	57	(8) 100mL sterile plastic, Na ₂ SO ₃
3- ↓	↓	1248	H ₂ O	X	X	X				8	1	3	58	
4- ↓	↓	1210	H ₂ O	X	X	X				8	1	3	59	

P331

Comments/Instructions:	3.	Relinquished by: Signature	Date/Time	Received by: Signature	Date/Time
		<i>[Signature]</i>	5/21/03/1450	<i>[Signature]</i>	5/21/03 14:50
Lab QA/QC requested	PRINT NAME	Relinquished by: Signature	Date/Time	PRINT NAME	Received by: Signature
Expected range is 1,000 to 10,000 CFU/100 ml; do counts accordingly.	<i>JOSEPH SKURKA</i>				
	PRINT NAME	Relinquished by: Signature	Date/Time	PRINT NAME	Received of Laboratory by: Signature



CHARTER OAK
ENVIRONMENTAL SERVICES

Tel: (203) 377-9984
Fax: (203) 377-9952
e-mail: cet@cetlabs.com

80 Lupes Drive
Stratford, CT 06615

June 26, 2003

Mr. Joe Skurka

Charter Oak Environmental
33 Ledgebrook Drive
Mansfield, CT 06250

Project: UCONN Retention Basin, Qrtly Stormwater
Project #: 68.01.01
CET #: 03050748
Water: DP1-052103; DP2-052103; DP3-052103; DP4-052103; TB-052103
Collection Date(s): 5/21/03

The Chlorinated Pesticide analysis (8081A) detected dieldrin in trace levels in samples DP1-052103, DP2-052103 and DP3-052103. This analysis was done by electron capture gas chromatography with dual column. Dieldrin was detected in all three samples in both the primary and confirmation columns by retention time matches. All three samples contained trace levels of numerous (>50) peaks in both the primary and confirmation columns. It is possible that a retention time match could be the result of a random retention time match and not dieldrin. The levels of dieldrin are too low for us to confirm by GC/MS.

Sincerely,

David Ditta
Laboratory Director

Ref Lab: PH0509

NOTES:

[] Indicates Date Prep Test Completed; ND is Not Detected.

Connecticut Laboratory Certification PH 0116
Massachusetts Laboratory Certification M-CT903
Rhode Island Laboratory Certification 199



**TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS**

Lon R. Hultgren, P.E., Director

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

NEWS ITEM FOR IMMEDIATE RELEASE
(Revised 9-25-03)

For more information contact
Lon Hultgren 429-3332

Mount Hope Road Culvert Replacement to Begin

Replacement of the large culvert on Mount Hope Road east of the bridge is slated to begin the week of September 29th. The road will be closed for up to a two-month period for this work.

A detour loop is available to the south using Route 89, Atwoodville Road, North Bedlam Road and Federal Road.

For additional information, contact the Town Public Works Department at 429-3331.

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BITTERSWEET DISPATCH

MANSFIELD NATURAL AREAS VOLUNTEERS

VOLUME 1, FALL 2003

Welcome Mansfield Natural Areas Volunteers to the first issue of our seasonal newsletter, *Bittersweet Dispatch*. The Town of Mansfield Parks and Recreation Department along with the Parks Advisory Committee are committed this year to organizing and supporting a volunteer stewardship network for our town's parks/preserves.

Although Mansfield has had stewards in the past, we believe the time is "ripe" for a renewed effort to recruit both old and new stewards and volunteers, inspire them through training, and recognize their important work. After twenty years of dedicated open space acquisition, we in Mansfield are graced with many public natural areas, scattered throughout our town, representing many examples of natural communities with unique features. Yet now we are met with the challenge of keeping them in good shape, so their uniqueness won't be lost for the next generation of visitors.

Many communities faced with a similar challenge have found great success complementing their Town land management efforts with a volunteer stewardship network that includes stewards and co-stewards, workday volunteers, and wildlife monitors. This is where you come in. Perhaps you already have some experience working in natural areas, or perhaps you just now have the time/interest to get to know a nearby preserve better. Either way, we need your

involvement to make our preserves better places for all to enjoy.

A team of three is guiding our volunteer group: Jennifer Kaufman, Parks Coordinator, is our contact with the Town; Jean Haskell volunteers on the Parks Advisory Committee and has previous experience with a volunteer stewardship network; and Charlotte Pyle is a volunteer consultant and ecologist from the NRCS.

Our goals this fall include: recruiting volunteers, making a steward's job manual, training stewards, visiting sites with stewards, and using workdays at Old Spring Hill Field near Mansfield Middle School as a training arena.

Are you inspired to join us? We hope so. Please call Jean Haskell (423-0027) to confirm your attendance. Meet at Mansfield Middle School parking lot.

STEWARD TRAINING AND PARK VOLUNTEER OPPORTUNITIES

Saturday, September 20

9-10 am. Training: Getting to know your site. Mapping and marking. Workday: 10-1:00 pm.

Saturday, October 4

9-10 am. Training: Management plans and schedules. Workday: 10-1:00 pm.

Saturday, November 15

9-10 am. Training: Workday success. Park Restoration Workday: 10-1:00 pm.

Saturday, December 2

9-10 am. Training: Review and Stonewall restoration. Workday: 10-1:00 pm.

Mansfield Natural Areas Volunteers is supervised by Town of Mansfield Parks and Recreation Department and the Parks Advisory Committee and is sponsored by the Friends of Mansfield Parks.

Oriental Bittersweet

Celastrus orbiculatus

Our Mansfield NAV seasonal newsletter has been named in honor of one of the invasive woody plants threatening Mansfield natural areas. You have probably seen this vine climbing up telephone poles along roadsides, creeping into your yards and gardens, or actually pulling down and strangling wild black cherry trees in our preserves. This non-native species grows remarkably fast and is difficult to eradicate or control with simple measures, such as pulling. Its growth is much more aggressive than the native bittersweet, now found only in northwest Connecticut. One could admire this invasive's champion growth abilities if it were not also supplanting our native flora. Hence, we are charged to "dispatch" it "bitter sweetly!"

The best line of defense against the remarkable invasives such as Oriental Bittersweet is *early detection, early control, and choosing your "battlelines"*; to protect the unique habitats and communities in your site. You can learn all about these strategies through our training, literature, and workdays. Autumn is a good time to work on woody invasive species control. We will be identifying and controlling such species as Oriental Bittersweet, Autumn Olive, Multiflora Rose, and Japanese Barberry at Old Spring Hill Field fall workdays.

Wildlife Monitors

Stewards, co-stewards, and workday volunteers are not the only people helping in Mansfield parks/preserves. Volunteers with special interests are helping us collect data and learn more about our wildlife...birds, butterflies, and plants. Pat Bresnahan and Becky Lehmann survey plants at Fifty-Foot Cliff Preserve and Mt. Hope Park. Patrick Enright's Cub Scout Den has constructed American kestrel boxes at Mt. Hope Park.

Carl Mohrbacher has bluebird houses along Storrs Rd. in The Commonfields and Porter Meadow. In July three families joined Sue Craig, PAC Chair and Naturalist from the Lutz Children's museum, to inventory butterflies at Merrow Meadow, as part of the CT Butterfly Atlas. Thanks all. As their reports file in, we will be sure to share their results with you. If you have a special interest about wildlife in our parks/preserves, please share it with us and join our growing Wildlife Monitoring program.

Fall Activities

Wondering what would be good to do on your favorite preserve the next time you go out for a walk? We suggest these easy fall activities:

1. Pick up litter around entrances and roads.
2. Check trail signage and clean up trail clearances by trimming obscuring branches (running both ways on trail).
3. Identify and report any invasive plant infestations to Jennifer Kaufman.
4. Arrange a site visit with Town Parks Coordinator by calling 429-3321 to discuss how you can schedule a workday on your site.

Mansfield Parks/Preserves

Ten of the nineteen parks in Mansfield are managed for passive recreation and are part of our volunteer stewardship network: Coney Rock Preserve, Dunhamtown Forest, Eagleville Preserve, Fifty-Foot Cliff Preserve, Merrow Meadow, Mt. Hope Park, Old Spring Hill Field, Schoolhouse Brook Park, Shelter Falls Park, and Torrey Property.

KEEP IN TOUCH.

Call Jennifer Kaufman at the Parks and Recreation (429-3321) or email her at: ParksandPreserves@MansfieldCT.org

Mansfield Natural Areas Volunteers is supervised by Town of Mansfield Parks and Recreation Department and the Parks Advisory Committee and is sponsored by the Friends of Mansfield Parks.



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

September 8, 2003

Commissioner Arthur J. Rocque Jr.
Department of Environmental Protection
79 Elm St, Third Floor.
Hartford, CT 06106

Dear Commissioner Rocque:

On Sunday, September 7, 2003, the Town of Mansfield sponsored a fireworks display at Mansfield Hollow State Park as part of our Tercentennial celebration. The Town of Mansfield would like to extend its thanks to the Department of Environmental Protection for its assistance in making the event a huge success. Without the cooperation and enthusiasm of DEP staff members the event would not have taken place.

The Town of Mansfield would like to extend a special thanks to Robert Reynolds and John Folsom for their assistance with planning the event and obtaining the special use permit. On such short notice both Mr. Reynolds and Mr. Folsom could have easily declined our request to use the park. However both Mr. Reynolds and Mr. Folsom were professional, enthusiastic, and incredibly helpful.

Thank you again for your agency's help with this event. We look forward to working closely with the Department of Environmental Protection in the future.

Sincerely,

Martin H. Berliner
Town Manager

CC: Mr. Robert Reynolds, Mr. John Folsom, Mansfield Town Council

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Martin H. Berliner, Town Manager

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

October 1, 2003

Dr. Elizabeth Cowles
50 Meadowood Road
Mansfield, CT 06268

Dear Dr. Cowles:

You mentioned at the Town Council meeting last week your concern regarding annual testing as part of the Long Term Monitoring Plan. Please note that testing will take place on a semiannual basis at a minimum. I am also including for your information a copy of the letter sent to UConn/DEP at your request.

Please give me a call if you would like to discuss this further.

Sincerely,

Martin H. Berliner
Town Manager

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

September 26, 2003

Mr. Larry G. Schilling
Executive Director of A & E Services
University of Connecticut
31 Le Doyt Road V-38
Storrs, CT 06269-3038

Dear Mr. Schilling:

At its regularly scheduled meeting on September 22, 2003 the Mansfield Town Council unanimously approved the following motion:

The Town Council of the Town of Mansfield urges

1. The University and DEP communicate clearly any and all problems with the testing by ERI of the wells in the area impacted by the UConn landfill; and communicate the proposed solutions to these problems.
2. The University and independent agencies retest those wells whose ERI test results may be suspect.

Your attention to this matter would be appreciated.

Sincerely,

Martin H. Berliner
Town Manager

CC: Mansfield Town Council
Thomas Callahan, UConn
Raymond L. Frigon, Jr., DEP
Richard A. Miller, UConn
Robert Miller, EHHD

"I asked if I needed to be at their monthly meeting," she said. "They said it wasn't really necessary and that if I did attend, there wouldn't be any opportunity for me to comment.

"But after the meeting I found out that they approved the Sportsman's Club as a new tower

cellular phone tower in the southern part of town, and two landowners, one on Hebron Road (Route 316) the other on Gilead Road, have expressed an interest.

Both parcels are privately owned but the owner of the Hebron Road site is willing to sell the land to the town.

Jared Ramsdell

Get rhythm

University of Connecticut sophomore and Tolland native Vanessa Kafka opened up the Storrs Congregational Church's new series "Acoustic Dessert" recently. The event also featured the Mary Ann Rossoni Band and included coffee and desserts for the attendees.

ERI scandal leads to new water tests

By GAIL ELLEN DALY
Chronicle Staff Writer

STORRS — With an admission of falsified test results from former scientists at the Environmental Research Institute, the University of Connecticut will re-test a number of private wells on Meadowood Road.

A scathing report released last month by university officials and Attorney General Richard Blumenthal showed UConn's ERI lab intentionally manipulated and falsified soil and water samples between January 2000 and April 2002.

Although soil and water samples from the old UConn landfill and chemical pits were tested, and later re-tested by private labs, the state Department of Environmental Protection requested another round of sampling.

"On Sept. 25 we sent a letter to the university stating that we required re-testing of private wells," said DEP project manager Raymond Frigon of the water management bureau. "University

officials agreed to the re-sampling."

Frigon said the ERI report prompted the request. "In light of the investigation and the report, we decided to re-test to give assurance to all residents," he said.

All homes on Meadowood Road, some homes on Separatist Road and some homes on North Eagleville Road are being sampled.

In June, five years after the DEP and university signed a consent agreement to clean up the contaminated 14-acre site, the DEP approved the remedial plan for final capping of the old landfill and chemical pits.

Initially 14 homes with contaminated well were connected to UConn's water supply.

The approved plan calls for further extension of the water system to connect seven additional homes on Meadowood and North Eagleville Roads.

Long-term monitoring of the groundwater at the site and at nearby homes is included in the

plan.

Elizabeth Cowles, a Meadowood Road resident, said there have been no follow-up letters to families on the street from either the town or the university.

Although Rick Standish of Haley & Aldrich, the university's environmental consultant, said results of samples at private labs were consistent each time, Cowles said no one could assure her there would not be a problem.

"The neighbors are concerned and we would like to have closure," she told Mansfield town council members last month.

She asked the town to "apply adequate pressure" on the university. "It's time to take action and put their feet to the fire," she said.

Council member Chris Thorkelson said that although the water is likely not poisoned, it would be helpful to go back and test it again. The council passed a resolution that all wells that could be affected be re-tested.

Frigon said the re-testing has either just started and will begin "imminently."

News in brief

Lecture at ECSU

WILLIMANTIC — Dr. Bart Gruzalski, director of the Pacific Center for Sustainable Living at Humboldt State University in Arcata, Calif., will speak at Eastern Connecticut State University later this month.

Gruzalski will provide an historical overview of the environmental effects of war on Wednesday, Oct. 15 from 3 to 4 p.m. in the Betty L. Tipton room in the Student Center on ECSU's North Campus.

Gruzalski's lecture is the eighth in Eastern's fall University Hour lecture series. The public is invited. Admission is free.

He is widely published in the fields of ecology ethics, public policy and environmental sustainability and is frequently asked to participate in conference around the world.

In addition to his academic work, he brings a wealth of personal experience to share with students.

Lebanon library hits \$20K fundraising mark

LEBANON — The Friends of Jonathan Trumbull Library's 12th annual book sale last weekend raised more than \$2,100, bringing

past 12 years to more than \$20,000.

The funding is used to purchase books and equipment for the library. It also aids various pro-

grams throughout the year over and above the library's town-funded budget. Books are donated P. 342-1 residents, and stored in the library's attic

Town offices shut

HEBRON — The Hebron town office building and Horton House will be closed on Monday, Oct. 13 in observance of Columbus Day.

Offices will re-open on Tuesday, Oct. 14 at 8 a.m.

UConn Agrees To Well Tests

By GRACE E. MERRITT
COURANT STAFF WRITER

STORRS — The state has asked for new tests of private wells near the former landfill and chemical pits of the University of Connecticut because of concerns about doctored scientific

STORRS

data by the facility that performed the original tests.

An inquiry released last month found the Environmental Research Institute at the University of Connecticut intentionally manipulated or falsified data on water, air and soil sample tests between January 2000 and April 2002.

As a result, the state Department of Environmental Protection has asked the university to retest wells at about 30 homes and send the samples to an independent laboratory for analysis.

UConn has agreed to the request and will probably begin collecting samples next week, said Richard P. Standish, vice president of Haley & Aldrich Inc., an environmental consultant for UConn. The new testing is expected to cost UConn about \$30,000, Standish said.

Residents have also asked for the new testing. Last week, Meadowood Road resident Elizabeth Cowles went to the Mansfield Town Council to request new tests of residential wells on her road and in the neighborhood.

"We don't know what's true and what's false in terms of our water testing data," Cowles said. "It's a terrible situation in that we just don't trust the

PLEASE SEE TESTING, PAGE B5

Testing

CONTINUED FROM PAGE B3

university. Why UConn was allowed to test the water on this in the first place, I just don't see. It

STORRS

should have gone to an outside source."

The town council passed her request on to the DEP and UConn.

But the DEP was already working on the problem and had already asked for re-testing on Meadowood Road, Separatist Road and North Eagleville Road, said Ray Frigon, an environmental analyst for the DEP. The results will be analyzed by a certified private laboratory. In addition, Frigon has offered to take his own samples and have them analyzed in the state health department lab.

"Residents rightfully are concerned that their well results are accurate," Frigon said. "We are doing this as an added precaution."

In addition to the university-led probe, an ongoing investigation by the attorney general's office found significant mismanagement by the institute's former director, George E. Hoag. Several other agencies, including the federal Environmental Protection Agency, the FBI and UConn police, are investigating the research institute.

ployees have been arrested on charges that they collected rent money from visiting scholars working for the laboratory, even though their housing was provided free by the university.

Richard Miller, director of environmental policy at UConn, said the university is concerned about any mistrust surrounding ERI data.

"We share residents' concerns about potential implications in terms of sampling," Miller said. "We want people to be reassured that the data is accurate."

However, he said he has confidence in the university's plans to continue monitoring pollutants from the former landfill and chemical pits.

Even though they have agreed to the re-testing, the DEP and UConn believe the test results will confirm past tests. Both pointed out that a small percent of the original tests were split and sent to a private laboratory, while the remainder was handled by UConn. The results from both laboratories were comparable, they said.

"We think they will confirm that we believe that ERI data in the past has been good," Standish said.

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**TOWN OF MANSFIELD
TOWN CLERK**

JOAN GERDSEN, TOWN CLERK

AUDREY P. BECK BUILDING
4 SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3302

October 2, 2003

Town Council Members:

On September 1, 2003 Mr. Willard Stearns died and left a vacancy on the Board of Assessment Appeals. His term ends in November, however this position may be filled by a Republican until then. I have notified the Republican Town Committee of this vacancy. By Charter this position is filled by the Town Council with a recommendation from the respective political party.

Joan E. Gerdson, Town Clerk

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Mondays 9 - 5 Tuesdays 9 - 8 Wednesdays 9 - 6 Thursdays 9 - 6 Fridays 9 - 5 Saturdays 10 - 5

INSIDE THIS ISSUE:

Watercolor	2
Volunteers	2
Guest Author	2
October Calendar	3

Library Hours

Mondays 9-5

Tuesdays 9-8

Wednesdays and

Thursdays 9-6

Fridays 9-5

Saturdays 10-5

October Programs

Family Storytime
Saturdays
October 4, 11, 18, 25
10:30 AM
All ages welcome

Family Storytime features great stories, songs, finger-plays and crafts for young children and their families.

Toddler Time
Fridays
October 3—November 21
10—11:30 AM
For ages birth—36 months with a caregiver

Our fall session of Toddler Time offers plenty of imaginative play, storytimes just for the little ones and displays of specially selected books for toddlers and their parents.



Celebrate Halloween at the Library!
Costume Magic
Tuesday
October 7
6:00 PM

You have to make a Halloween costume? Don't panic! Library Director Louise Bailey and Public Services Librarian Peggy Frank have lots of costume-making experience, and will share some great, inexpensive ideas. You'll learn about patterns that can be used as a base for multiple costumes, ideas for kids who don't like masks, make-up ideas and more. You'll see easy costumes assembled before your eyes (with no sewing required), and you'll also enjoy a fashion show of completed costumes.

There will be hand-outs with patterns to take home. Adults and kids are welcome at this program—come and find out how to make Halloween fun and easy.

Fabulous Halloween Fun!
Friday
October 24
6—7:30 PM
All ages welcome

There's something for everyone at our festive Halloween party. Enjoy some tasty and unusual treats at our Halloween Café, try your hand at some Halloween crafts, listen to some spooky Halloween stories, visit the "Room of Halloween Surprises"...if you dare! Put on your costume and come for the fun!



Book Notes



CARRY This month's selection for the Tuesday Night Book Group will be Carry Me Home: Birmingham, Alabama: The Climactic Battle of the Civil Rights Revolution by Diane McWhorter. The Tuesday Night Book Group will be meeting on October 7, 2003 from 7:00—8:00 pm.

The selection for the Tween Book Discussion will be Artemis Fowl by Eoin Colfer. The Tween Book Discussion will be meeting on Tuesday, October 14, 2003 from 7:00—8:00 pm.

The selection for the Friends of the Mansfield Library Book Discussion will be Uncle

Tungsten by Oliver Sacks. The book discussion group will be meeting on Wednesday, October 15th at 10:00 am.

As usual, the books for the book discussions are available to be checked out at the circulation desk.

Please stop by and check one out!

Watercolor by Wilma Keyes received by Library

A watercolor, *Vernal Outreach*, by Wilma Keyes is now on display in the Children's section of the Library. The painting has been given to the library by Kenneth and Camille Forman.

Vernal Outreach is a view of a narrow dirt road, lined with trees. There is a pond or small lake in the background. The exact location of this view is not known, but Betsy and Hugh Hamill recently viewed the painting, and concluded that it may well be a view of the "old" Atwoodville Road that once led to an area known as "Turnip Meadow". This location was also mentioned by Roberta Smith, local historian. There is still a narrow path at the end of a short paved road, just off Rt. 89. It is now possible to walk a short distance on this path.

Wilma Keyes was an artist and teacher closely identified with the Town of Mans-

field and the University of Connecticut. Soon after she arrived in Storrs in 1938, Wilma bought a small house on Echo Lake, in Mansfield Center, an area that she described as a "real artists' haven." For the next 25 years, Wilma Keyes devoted herself entirely to teaching her classes in art and design. It was only after she retired in 1963, that she began her "second career". She now was free to pack up her watercolors and take her easel and chair into the nearby field and woods. Wilma was an artist in the tradition of the "plein air" painters who worked outdoors in places such as Old Lyme, Connecticut, painting directly from nature. Some of the scenes she recorded include Echo Lake, the Congregational church in Mansfield Center, the grist mill in Gurveyville, and the pine trees and the lake near her home.

Wilma Keyes was modest about her creative talents. In 1988 the Babbidge Library at UConn invited Wilma to exhibit her paintings. It was then 25 years since she had retired, a milestone she had not anticipated celebrating. She expressed great satisfaction in this long overdue recognition. Most of the paintings in that exhibit were on loan from Wilma's friends. Unlike many artists, she never wanted to sell her paintings. She stashed her paintings in a portfolio under her bed. From time to time, she would take out her portfolios and give some of her work to friends. She found great pleasure in doing this. Wilma would be extremely pleased to know that one of her watercolors was permanently on display at the library, for the enjoyment of the whole community.

Camille Forman
September 2003



Have you ever wondered why leaves change color?

Click here and learn:

<http://www.sciencemadesimple.com/leaves.html>

Volunteers are Needed

The Mansfield Public Library is currently looking for volunteers to perform the following functions on a regular basis:

- Water indoor library plants weekly
- Sort and tidy newspapers weekly

- Maintain the outdoor weeding of our landscape shrubbery
- Shelf read specific areas of the book collection weekly

If you are interested please ask to speak with Marion, or leave your name and a num-

ber where you can be reached.

*Note: With budget cuts/cuts in personnel hours/reductions in open hours volunteers are integral to our smooth functioning these days.

Thank you...in advance!



Phil Steele Visits the Mansfield Library

Phil Steele—Guest Author

Tuesday
October 21st
7:00 PM

Phil Steele, the son of radio legend Bob Steele, will be our guest author. Mr. Steele will talk about how he and his father came to co-write

"The Word for the Day: 65 Years of Wit and Wisdom on Mispronunciation." Radio Hall of Fame Bob Steele died in December at the age of 91. For over half a century he was well-known to millions in Southern New England as the morning voice of WTIC. In "The Word for the Day" the legendary radio humorist and

lexicologist intones the correct pronunciation of frequently mispronounced words, tossing in humorous asides and stories and a century's worth of photographs and news articles.

Copies of the book will be available for purchase from Mr. Steele at the time of the program.

October 2003

Sunday
Closed

Monday
9:00 am—6:00 pm

Tuesday
9:00 am—8:00 pm

Wednesday
9:00 am—6:00 pm

Thursday
9:00 am—6:00 pm

Friday
9:00 am—5:00 pm

Saturday
10:00 am—5:00 pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
					10—11:30 am Toddler Time	10:30 am Family Storytime
5	6	7	8	9	10	11
Closed		7:00—8:00 pm Tuesday Night Book Discussion <u>Carry My Home: Birmingham, Alabama: The Climactic Civil Rights Revolution</u>			10—11:30 am Toddler Time	10:30 am Family Storytime
12	13	14	15	16	17	18
Closed		7:00—8:00 pm Tween Book Discussion <u>Artemis Fowl</u>	10:00 am Friends Book Discussion <u>Uncle Tunasten</u>		10—11:30 am Toddler Time	10:30 am Family Storytime
19	20	21	22	23	24	25
Closed		7:00 pm Guest Author Phil Steele			10—11:30 am Toddler Time	10:30 am Family Storytime
26	27	28	29	30	31	
Closed		6:30—8:00 pm Adult Scrapbooking			10—11:30 am Toddler Time	

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The Daily Campus - News
Issue: 10/02/03

Professor discusses working for NASA

By Elena Gaudino

Dr. Amy Donahue, a UConn political science professor, held a lecture Wednesday at the Dodd Center describing her experience working for NASA concerning the space shuttle Columbia. Donahue started off describing the three major parts needed for space travel: the orbiter, the external fuel tanks and the rocket motors. She said there is more than 4.5 million pounds of fuel used for every mission and that 3.5 million pounds are used in the first eight minutes of the flight. Donahue moved on to describe her work ensuring the safety of the astronauts, the astronauts' families and the actual launch. Donahue described this job as being a bit difficult due to the enormous size of all the components.

"When you get to Kennedy [Space Center], it's just sitting there," she said. "It represents this country's interacting with the rest of the world."

Donahue then began telling the tale of the disaster.

"We didn't know it at the time, but well before [Columbia] reached the coast, there were problems," Donahue said.

Donahue used graphic maps of the earth and its atmosphere to show the exact spots where Mission Control lost all the sensor feedbacks from Columbia and where communication ceased with the crew.

Amateur video was shown of fragments of space shuttle Columbia entering the atmosphere on March 18. She said it appeared that Columbia was a large white streak across the sky, but to the careful eye, white circles could be seen within the streak, which in fact were large debris. After the numerous pictures, Donahue showed a Debris Plot map. This displayed the area 4.5 miles wide and 260 miles long, running from eastern Texas all the way to western Louisiana. She said not only was the world grieving for the lost crew members of space shuttle Columbia, but the residents of eastern Texas were faced with pieces of debris hitting their offices, churches, homes and farm animals.

"There was a huge public safety problem," Donahue said.

Donahue discussed the search and rescue effort. In all, she said the crews recovered over 87,000 pieces of debris. She said the citizens both helped in the recovery and posed a problem.

There was a humorous moment in the lecture when Donahue described the "Walker Texas Ranger" - like residents who took out their shotguns when someone tried to trespass on their property.

Another light-hearted moment was the description of the cattle farmers concerned with their animals such as cows and deer licking the debris and getting swollen lips.

Overall, Donahue said that she felt the citizens were generous and meant well. She said local restaurants fed the recovery workers, which numbered altogether 25,000, for free and the residents with the shotguns actually helped keep the media away.

NASA hired a private company supplying 120 of its engineers to find the cause of the Columbia disaster, according to Donahue. She said they pieced together all parts of recovered debris, such as parts of the door hatch, circuit boards and landing gear. Foam tile hit part of the belly of the orbiter causing damages, according to Donahue. She said after several months of investigation, they found that the thermal tile had come loose and hit part of the orbiter during take off, which had caused the disaster when Columbia came back into the earth's atmosphere.

Donahue said that although NASA had experienced such an intense tragedy, it plans on having a shuttle launch this March, but she said she believes it will be postponed until summer for technical reasons.

Donahue took a leave of absence in 2002 to work as the senior advisor to the administrator for Homeland Security for NASA, according to a UConn Master of Public Administration program press release. The press release stated that the position was developed under the Intergovernmental Personnel Act, which allows federal agencies to bring in employees of state and local governments for limited periods to work on particular problems or projects essentially as expert consultants.

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The Daily Campus - News
Issue: 10/02/03

Mansfield development on schedule

By Christine Tansey

The Mansfield Downtown Partnership (MDP) is on schedule with its plan to develop and enhance the town's commercial areas.

The partnership was formed in 2001 to coordinate the revitalization of Storrs Center, King Hill Road and the Four Corners by developing a community green space, improving traffic and parking, increasing business attraction and retention and encouraging real estate development, according to the town of Mansfield Web site.

"We're working to promote our businesses both locally and regionally," said Executive Director Cynthia van Zelm. "We encourage development where there is development."

~~The partnership is looking to create a New England-type village atmosphere, she said.~~

Van Zelm said the latest step in the project has been the hiring of an architect on the team. She said Looney Ricks Kiss Architects Inc. is in charge of preparing the municipal development plan, a document needed in Connecticut to develop property.

The firm began work on the municipal development project plan in March 2003, according to the town of Mansfield Web site.

The partnership is also working on an agreement with Leyland Alliance, a development company based in Tuxedo, N.Y. to serve as the master developer for the town center project, according to van Zelm.

She said the Leyland firm will ultimately develop the property with input from the partnership and will also work together with Looney Ricks Kiss Architects Inc.

"Leyland and Looney will coordinate on the municipal development plan," van Zelm said.

The plan should take six to eight months to be finished and approved, according to van Zelm.

She said the plan will show the details of design including the financing plan, infrastructure, zoning, storm water analysis and traffic analysis. It will have to be approved by the UConn Board of Trustees and the Planning and Zoning Commission, but the Town Council will have final say over it, according to van Zelm.

Van Zelm said the partnership may consider coordinating with UConn's School of Fine Arts by connecting the town green with the future Fine Arts Center. If this happens, the town green would be planned closer to Route 95, but this move has not been decided on, she said.

She said the Fine Arts Center has the potential to be one anchor for the downtown area and other anchors would include the Greek Center, post office, town hall and high school.

Van Zelm said that besides trying to create the town center, the partnership is looking to re-develop Mansfield. She said the partnership will continue to promote Mansfield through brochures highlighting Jorgensen, the grist mill, historic sties, a trail and a map of businesses.

She said trails from the planned housing would connect with trails from Joshua's Trust, one of the oldest local conservation and historic trusts in Connecticut.

"We want to create more amenities for the residents and students to give them more options in Mansfield," she said.

Also, she said the market-rate housing may house graduate students, a key market, and visiting faculty. Van Zelm said retirees who want to live in a university town but need to down-size their living might find the housing perfect for being in touch with both the commercial area, cultural center and sporting events at the university.

"Older people want to be around younger people because it makes them feel energized," she said. The MDP held a meeting in May to ask what students would like to see and gathered several pages of information, van Zelm said.

"We are trying to get as much input as we can with students to get them involved with the partnership," she said.

Zachary Walter, a 5th-semester communications major, is on the Advertising and Promotions Committee of the MDP. He said he became aware of the partnership when he gave a persuasive

speech in his public speaking class about the need for a downtown area in Storrs.

Walter said he contributes to the committee by providing a voice for the students of UConn. Last year, he said he interviewed students about stores they would like to see once the downtown area was developed.

"This helps the [Downtown Partnership] understand what kind of things students are interested in since a main part of creating a downtown area is also closely related to creating a downtown college area," he said.

Walter said the main objective of the MDP is to focus on a town fair in fall 2004 that will incorporate both students of UConn and citizens of Mansfield.

"We hope to have activities such as bringing in local restaurants to have little stands with their food, live music and games for children," he said.

Van Zelm said the idea for a town fair is based off of Willimantic's "Downtown Thursdays."

"It would encourage people to come to the area and it makes it fun for the whole community," she said.

The university's Division of Student Affairs has also been working with the partnership in a number of ways.

John Saddlemire, interim vice president for student affairs, said there are members of his staff on the partnership committee. He said they have also held informational sessions for students to interface with the downtown partnership planners.

"The goal is simple, to develop a downtown in Storrs that will serve the local community as well as the UConn community, which is predominately students," he said. "I continue to advocate for student involvement in this process and have been very appreciative at how open the town planners have been to student input."

As a public-private partnership, the MDP is composed of representatives from the community, business, town government and UConn, according to the town's Web site.



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

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

E-Mail: siting.council@po.state.ct.us

Web Site: www.state.ct.us/csc/index.htm

**CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

Item #29

September 26, 2003

Lawrence J. Golden
Pullman & Comley, LLC
90 State House Square
Hartford, CT 06103-3702

RE: **PETITION NO. 639** - University of Connecticut petition for a declaratory ruling that no Certificate of Environmental Compatibility and Public Need is required for a proposed cogeneration plant and substation to be constructed off of North Eagleville Road, Storrs, Connecticut.

Dear Attorney Golden:

At a public meeting held on September 23, 2003, the Connecticut Siting Council (Council) considered and ruled that this proposal would not have a substantial adverse environmental effect, and pursuant to General Statutes § 16-50k would not require a Certificate of Environmental Compatibility and Public Need.

This decision is under the exclusive jurisdiction of the Council and is not applicable to any other modification or construction. All work is to be implemented as specified in the petition, dated July 31, 2003, and additional correspondence dated August 26, 2003.

Enclosed for your information is a copy of the staff report on this project.

Very truly yours,

Pamela B. Katz, P.E.
Chairman

PBK/laf

Enclosure: Staff Report dated September 23, 2003

c: Honorable Elizabeth Patterson, Mayor, Town of Mansfield
Martin H. Berliner, Town Manager, Town of Mansfield
Gregory Padick, Town Planner, Town of Mansfield



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

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

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Web Site: www.state.ct.us/csc/index.htm

Petition No. 639

University of Connecticut Cogeneration Plant

Storrs, Connecticut

Staff Report

September 23, 2003

On Friday, September 19, 2003, Connecticut Siting Council (Council) member James J. Murphy, Jr. with Derek Phelps of Council staff met with University of Connecticut (UConn) representative Larry G. Schilling, University Architect, Architectural and Engineering Services, and Gregory J. Padick, town planner of the town of Mansfield at the UConn Storrs campus for a field review of this petition. UConn is petitioning the Council for a declaratory ruling that a proposed cogeneration plant and substation to be constructed on its Storrs campus are not "facilities" which require a certificate of environmental compatibility and public need from the Council.

UConn plans to construct a combined electric, heat and chilled water facility at its campus in Storrs adjacent to its current steam and chilled water plant. UConn also plans to construct a new substation adjacent to the existing CL&P substation that serves the UConn Storrs campus.

In its petition the petitioner cites Conn. Gen. Stat. § 16-50k(a) which establishes the specific criteria under which a "facility" is defined, and by which a certificate application would be required. This statute reads in part:

(3) any electric generating...facility using any fuel...but not including...a facility (i) owned and operated by a private power producer, as defined in section 16-243(b), (ii) which is a ...qualifying cogeneration facility under the Public Utility Regulatory Policies Act of 1978, as amended, or a facility determined by the council to be primarily for the producer's own use and (iii) which has...in the case of a facility utilizing cogeneration technology, a generating capacity of twenty-five megawatts of electricity or less...

(4) any electric substation or switchyard designed to change or regulate the voltage of electricity at sixty-nine kilovolts or more or to connect two or more electric circuits at such voltage, which substation or switchyard may have a substantial adverse environmental effect, as determined by the council...

The petitioner notes that the generating capacity of the cogeneration plant is approximately 24 MW at 90° F and the plant's operating system computers will be programmed to restrict the output to 24.9 MW under all conditions. Moreover, UConn is a private power producer as defined in Conn. Gen. Stat. § 16-243b(a)(3). Hence, the proposed project is not a "facility," as defined in Conn. Gen. Stat. § 16-50k(a) and a certificate is not required.

The petitioner also asserts that the proposed substation would not pose a substantial adverse environmental effect because: 1) No new 69 kV transmission lines would be required. 2) No new distribution circuits would be constructed. 3) The new substation is adjacent to an existing substation. 4) The new substation is physically smaller than the existing substation. 5) The electric load is being transferred from the existing substation. 6) Property on which the substation is located is owned by UConn.

Mr. Padick remarked that the town has no outstanding issues relative to the proposed cogeneration plant or the proposed substation.

Mr. Padick remarked that town staff members have no outstanding issues relative to the proposed decision regarding Siting Council jurisdiction over the cogeneration plant or the proposed substation. Mansfield staff members have requested from the University more information on ammonia storage and use.

**ENVIRONMENTAL RISK LIMITED**

120 Mountain Avenue Bloomfield, CT 06002

Tel: (860) 242-9933 • Fax: (860) 243-9055 • www.eri.com

REC'D OCT 02 2003

October 1, 2003

Ms. Lidia J. Howard
Air Pollution Control Engineer
Connecticut Department of Environmental Protection
Bureau of Air Management
79 Elm Street
Hartford, CT 06106-5127

**Re: Certification of Notice Form – Notice of Application
University of Connecticut Cogeneration Facility, Storrs, CT
ERL Project No. 07812-17**

Dear Ms. Howard:

Enclosed please find a signed *Certification of Notice Form* and an *Affidavit of Publication* in regard to the publication of the Notice of Permit Application for the proposed University of Connecticut Cogeneration Facility in Storrs, Connecticut. These documents, which include a copy of the published notice, are being submitted in fulfillment of the requirements of Section 22a-6g of the Connecticut General Statutes.

We understand that, with the Connecticut Department of Environmental Protection's receipt of the enclosed documents, processing of the air permit application for the proposed facility will continue. Please call me if you have any questions.

Very truly yours,

ENVIRONMENTAL RISK LIMITED

Rick N. Soucy
Senior Associate
Certified Consulting Meteorologist

Enclosures

c: L. Schilling, UConn
S. Sandman, Dahlen Berg
E. Paterson, Mayor – Town of Mansfield
M. Berliner, Mansfield Town Manager



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**Certification of Notice Form -
Notice of Application**

DEP USE ONLY	
Division	
Application No:	

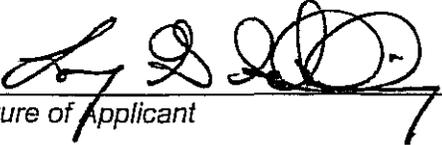
I, Larry Schilling, on behalf of the University of Connecticut, certify that
(Name of Applicant)

the attached notice is a true copy of the notice that appeared in The Chronicle
(Name of Newspaper)

on 09/20/2003

I also certify that I have provided a copy of the notice to the municipal official(s) listed below as required by CGS Section 22a-6g.

<u>Elizabeth C. Paterson</u> <i>(Name of Official)</i>	<u>Mayor, Town of Mansfield</u> <i>(Title of Official)</i>
<u>Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268</u> <i>(Address)</i>	
<u>Martin H. Berliner</u> <i>(Name of Official)</i>	<u>Mansfield Town Manager</u> <i>(Title of Official)</i>
<u>Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268</u> <i>(Address)</i>	

 9/24/03
Signature of Applicant *Date*

Larry Schilling Executive Director of Architectural & Engineering Services
Name of Applicant (print or type) *Title (if applicable)*

Legal Notice
NOTICE OF
PERMIT
APPLICATION

AFFIDAVIT OF PUBLICATION

Towns:
Storrs, CT,
Mansfield, CT

State of Connecticut

County of Windham

ss. Willimantic

Notice is hereby given that the University of Connecticut ("the applicant") of Storrs, Connecticut has submitted to the Department of Environmental Protection an application under Connecticut General Statutes Section 22a-174 for a permit to construct, install, enlarge, or establish an air contaminant source or to operate a source regulated under the federal Clean Air Act.

I, Jodi L Green do solemnly swear that I am
Classified Rep of The Chronicle, printed and published at Willimantic,

in the State of Connecticut and that from my own personal knowledge and reference to the files of said publication the advertisement Legal Notice
ERL Project no. 07812-17

was inserted in the regular editions on dates as follows:

Chronicle September 20, 2003

Specifically, the applicant proposes to construct and operate a combined-cycle gas turbine cogeneration plant consisting of three (3) gas turbines and three (3) duct burners. The cogeneration plant will supply the University of Connecticut's main campus with electrical power and with thermal energy for the heating and cooling of campus buildings. The proposed activity will take place in a new cogeneration building to be constructed adjacent to the University of Connecticut's existing Central Heating Plant on Glenbrook Road in Storrs, Connecticut. The proposed activity will potentially affect air resources.

Jodi L Green

Subscribed and sworn to before me this 23rd day of September 2003.

STEPHEN J. LaFLAMME
NOTARY PUBLIC
MY COMMISSION EXPIRES MAY 31, 2005
Notary Public

Interested persons may obtain copies of the application from Rick Soucy, Environmental Risk Limited, 120 Mountain Avenue,

Bloomfield, CT 06002, (860)242-9933. The application is available for inspection at the Department of Environmental Protection, Bureau of Air Management, Permitting Section, 79 Elm Street, 5th Floor, Hartford, CT 06106-5127, (860)424-4152, from 8:30 to 4:30 Monday through Friday.
#922 9/20

Task 1

This task involved a two-person, 2-1/2 day trip to Mansfield (Ed Wilson/Jos Biviano). Meetings included a prep meeting with Cynthia; and meetings with President Austin, UConn senior leadership, Partnership Board, and DECD. The status of deliverables from this task is as follows.

- List of developers approved to receive the RFQ: 100%
- Draft RFQ and Letter of Intent to be finished by the Partnership Attorney and distributed by the Partnership to the developers: 100% (As you recall, we decided not to draft a Letter of Intent because the Partnership Attorney was to determine the type of agreement instrument[s] to be used. Instead, we telephone interviewed the developer candidates identified by LRK)
- Brief minutes of Task 1 meetings, including a summary of potential procedures, regulatory standards, and approval processes to be established in the MDP: 95%

Task 2

The status of deliverables from this task is as follows.

- Short list of developers to be interviewed during Task 3: 100%
- Brief outline of any questions or comments that result from the review of the background documents outlined above: 100%

Task 3

This task involved a four-person, 2-day trip to Mansfield. LRK, Urban Partners, URS and EDAW personnel met with members of the Partnership and Town Planner Greg Padick to discuss issues, canvas the site and surrounding area, and begin preparation of needed maps (see below). Meetings were also conducted with Storrs Center business and property owners, and UConn students. The status of deliverables from this task is as follows.

- Memo summarizing the approved project goals, development program, process and schedule: 100% (Again, we didn't do this, per se, because it was decided that this was probably not needed, and that the permitting meetings and memo were to replace this)
- Memo setting forth initial stakeholders information: (There was no stakeholders meeting; instead, two group meetings - one of business and property owners and one with students - were conducted)
- Map showing project boundaries, and parcels to be acquired and surveyed if any: 100%

To: Mansfield Downtown Partnership Board of Directors
From: Cynthia van Zelm, Executive Director
Re: Update on Municipal Development Plan
Date: September 17, 2003

Please find an update from Ed Wilson at Looney Ricks Kiss (LRK) on the status of the tasks LRK and its subconsultants are undertaking for the Municipal Development Plan. Some additional notes where warranted from me are included.

The LRK team is continuing its work, particularly with respect to the marketing study, although final completion will be after consultation with master developer, and the engineering work. The design work and subsequent public meeting to review design alternatives will proceed once the master developer is on board and a review of tasks to be done by LRK and the master developer is completed.

Along with the work LRK is doing, we are required to conduct test borings of the site as part of the Municipal Development Plan, and under the requirements of the Department of Economic and Community Development. I have been working with George Kraus in Facilities Management at the University of Connecticut who brought in the firm of Haley Aldrich to conduct the test borings. The tests were conducted this summer and a report will be completed by the end of September.

September 15, 2003

MEMO

TO: Cynthia van Zelm
FROM: Ed Wilson
RE: Project Status Report

Cynthia, since the following status report you requested is more than the usual invoice synopses, I decided to do it in the form of a memo outlining percentages of completion of deliverables set forth in the LRK scope and, where applicable, summarizing trips to Mansfield and activities while there.

- Map showing the entire project area: 100%
- Refined opportunities & constraints map or maps, illustrated with photographs of the Storrs Center planning area and environs:
 - Map: 98%
 - Photographs: (This was not done. Instead, LRK prepared a formal report of the character survey instead of a brief memo per scope)
- Refined map and description of present conditions and uses of land in the planning area: 100% per URS

Task 4

The status of deliverables from this task is as follows.

- Draft report setting forth identification of market potential for development within the study area for retail, commercial, residential, entertainment and hospitality uses: 95% per Urban Partners
- Final report setting forth identification of market potential for development within the study area for retail, commercial, residential, entertainment and hospitality uses: In progress per Urban Partners
 - This will be incorporated into the MDP and Design Guidelines report prepared pursuant to Task 11, per scope
- Financial plan summary memorandum
 - This will be incorporated into the MDP and Design Guidelines report prepared pursuant to Task 11, per scope
- Economic and fiscal impact assessment
 - This, too, will be incorporated into the MDP and Design Guidelines report prepared pursuant to Task 11, per scope

Task 5

The status of deliverables from this task is as follows.

- Property survey & related maps pursuant to DECD guidelines/regulations, 3. Project Plan Elements, e) as applicable, f) & h)
 - Boundary survey: 0.00% per URS (*Note, Ed has requested that Peter Sammis at URS have this done ASAP, to be prepared before public workshop re: design*)
 - Topographic survey: 75% per URS
- Baseline traffic analysis: 50% per URS
- Baseline stormwater analysis: 10% per URS

Task 6

This task involved a two-person, 1-1/2 day trip to Mansfield. LRK conducted the public Center Character Workshop on May 1 and met with Cynthia on Friday morning to debrief. The status of deliverables from this task is as follows.

- Copy of the Center Character Survey presentation in written and digital format: 100% *(included on Partnership website)*

Task 7

The status of deliverables from this task is as follows.

- Memo setting forth results of the Center Character Survey and center character workshop: 98% (This actually became a formal report as noted under Task 3 above) *(included on Partnership website with one correction to be added/Partnership membership and interested parties list notified of its availability)*

Tasks 8 through 12

- These have not yet been scheduled or accomplished.

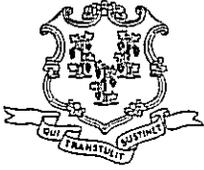
In addition to the "in scope" trips to Mansfield outlined above, I have made the following trips in support of the project:

- I drove to Newington, CT Friday morning April 24, and attended a meeting at ComDOT that afternoon with Cynthia and Chris Granatini, URS to discuss CDOT issues and possible design scenarios for Route 195.
- I drove to Mansfield Thursday evening June 5 for a permitting meeting the morning of Friday June 6 (attendees included Peter Sammis from URS, Curt Hirsch from the Town and Larry Schilling and Rich Miller from UConn); that afternoon I attended the presentations by the three finalist architects for the Fine arts Center

The above are based upon LRK's records and reports from our consultants. Please feel free to contact me if you have any questions regarding them.

EW/ew

Data/projdel/2002/0302057_mansfieldct/invoicesynpses/sep2003/sep2003



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

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

E-Mail: siting.council@po.state.ct.us

Web Site: www.state.ct.us/csc/index.htm

**CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

Item #31

September 12, 2003

Christopher B. Fisher, Esq.
Cuddy & Feder LLP
90 Maple Avenue
White Plains, NY 10601-5196

RE: **PETITION NO. 626T** - AT&T Wireless PCS, LLC petition for a declaratory ruling that no Certificate of Environmental Compatibility and Public Need is required for the proposed construction, maintenance and operation of a wireless telecommunications facility at 111 Middle Turnpike, Mansfield, Connecticut.

Dear Attorney Fisher:

At a public meeting held on September 9, 2003, the Connecticut Siting Council (Council) considered and ruled that this proposal would not have a substantial adverse environmental effect, and pursuant to General Statutes § 16-50k would not require a Certificate of Environmental Compatibility and Public Need with the condition that a Development and Management Plan be submitted for the Council's review and approval prior to the commencement of construction.

This decision is under the exclusive jurisdiction of the Council and is not applicable to any other modification or construction.

Enclosed for your information is a copy of the Findings of Fact on this project.

Very truly yours,

Pamela B. Katz, P.E.
Chairman

PBK/laf

Enclosure: Findings of Fact dated September 9, 2003

c: Honorable Elizabeth Patterson, First Selectman, Town of Mansfield
Gregory Padick, Town Planner, Town of Mansfield
Mr. Martin H. Berliner, Town Manager, Town of Mansfield

PETITION 626T – AT&T Wireless PCS, LLC d/b/a AT&T Wireless petition for a Declaratory Ruling that no Certificate of Environmental Compatibility and Public Need is required to construct a 55-foot tower facility at 111 Middle Turnpike, Mansfield, Connecticut.	} } }	Connecticut Siting Council
--	-------------	--

September 9, 2003

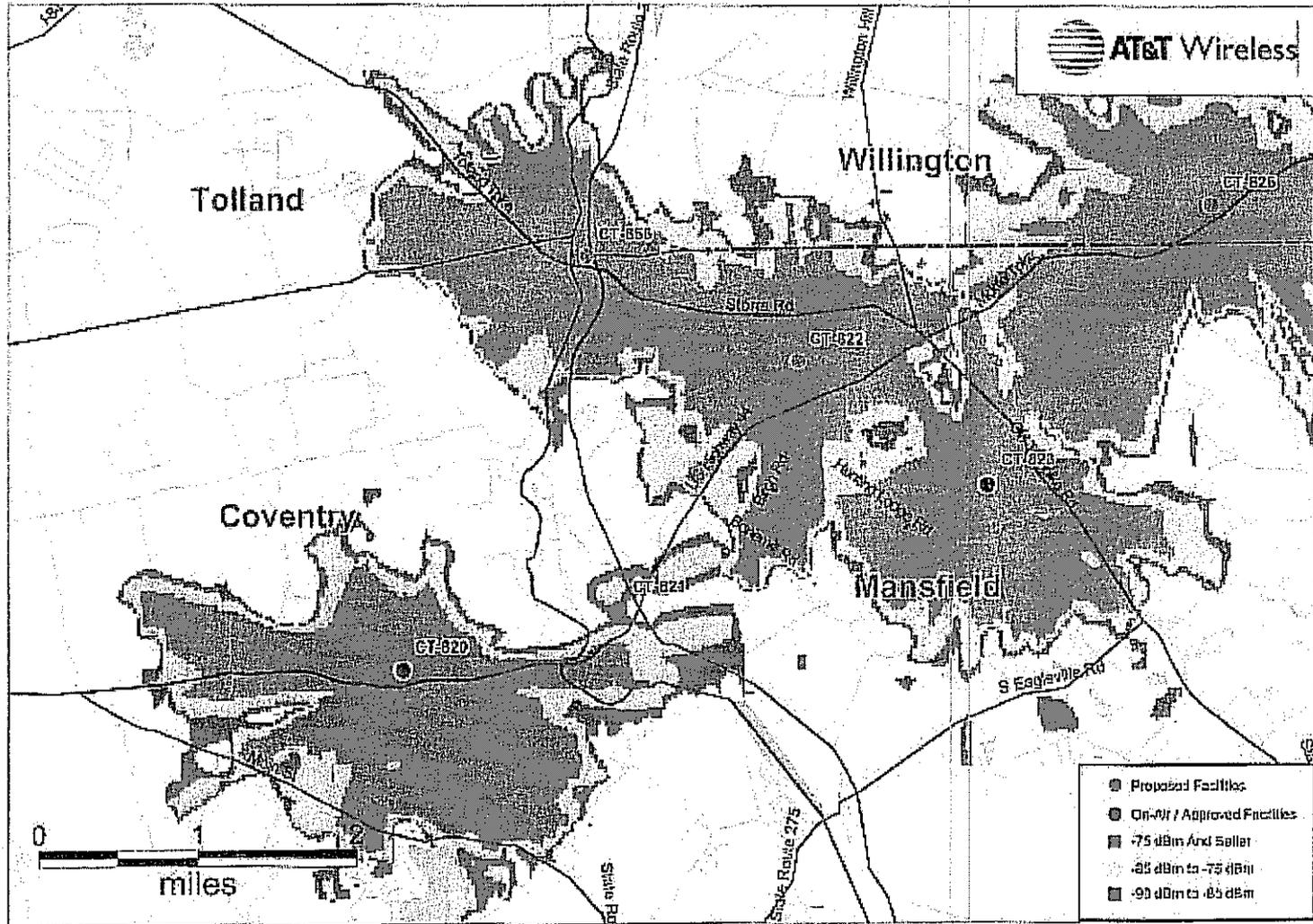
Findings of Fact

1. Pursuant to Sections 16-50j-38 and 16-50j-39 of the Regulations of Connecticut State Agencies (“RCSA”), AT&T Wireless PCS, LLC d/b/a AT&T Wireless (“AT&T”) petitioned the Connecticut Siting Council (“Council”) on April 30, 2003 for a declaratory ruling that a Certificate of Environmental Compatibility and Public Need (“Certificate”) is not required under the provisions of Connecticut General Statutes (“CGS”) Section 16-50k to construct a tower at 111 Middle Turnpike, Mansfield, Connecticut. (AT&T Petition, p. 1)
2. AT&T is licensed by the Federal Communications Commission (“FCC”) to provide PCS services in the area of Connecticut that includes Mansfield. (AT&T Petition, p. 3)
3. The Council, after giving due notice thereof, held a public hearing on this petition in conjunction with the public hearing on the related Docket 247 on June 17, 2003, beginning at 3:00 p.m. and continuing at 7:00 p.m. in Mansfield, Connecticut. (Transcript, June 17, 2003, 3:00 p.m. [Tr. 1], p. 6)
4. The tower AT&T seeks to construct would be located on property known as 111 Middle Turnpike and owned by Burnham and Megan Thompson. The property is located near the intersection of U.S. Route 44 and State Route 32 near the University of Connecticut’s (“UCONN”) Depot Campus. There are a residence, a garage, and a barn on the 10 acre property that includes a field interspersed with trees. Mature trees surround much of the property along the property lines. (AT&T Petition, p. 2)
5. At this site, AT&T would install one 55-foot tall, wood laminate pole in the northern corner at the rear of the property. AT&T would flush-mount three antennas on the pole with a centerline of 52.5 feet. (AT&T Petition, p. 3)
6. The pole would be located at latitude 41° 48’ 14.14” N and longitude 72° 18’ 18.07” W. (AT&T Petition, Site Access Map)
7. The closest residence to the proposed tower is 320 feet away. There are 11 residences within 1,000 feet of the tower. (Pre-Hearing Interrogatory, AT&T Response No. 4)
8. The purpose of the tower would be to provide coverage for an approximately half mile distance on both Route 44 and Route 32 in the vicinity of their intersection. This coverage gap is caused by a dip in topography and AT&T’s low position on the facility on Riley Mountain in Coventry. (Tr. 1, pp. 57, 61)

9. Associated ground equipment would be installed on a 7-foot by 13-foot concrete pad near the base of the tower. The tower and equipment pad would be surrounded by an 8-foot high chain link fence. (AT&T Petition, p. 3)
10. AT&T sought permission from UCONN officials to install its antennas on smokestacks that are on the UCONN Depot Campus. UCONN officials denied AT&T permission to use the smokestacks because they had other plans for the Depot Campus. (AT&T Petition, p. 3; Tr. 1, p. 55)
11. AT&T sent a letter discussing its tower proposal and a copy of the petition submitted to the Council to abutting property owners, other than the State of Connecticut. (AT&T Petition, p. 4)
12. The proposed facility is not inimical to the planning program of the Connecticut Department of Transportation. (Facsimile transmission received from ConnDOT on June 24, 2003)
13. During a field review of the proposed site held on June 17, 2003 before the public hearing in conjunction with Docket 247, the applicant flew a balloon to simulate the height of the proposed tower. At the time of the site inspection, the winds were light, and the balloons flew perpendicular to a height of 55 feet. The balloons were in the air by about 11:30 a.m. and were flown until 7:00 p.m. (Tr. 1, p. 19)
14. Access to the tower would be via the property owners' existing driveway and along the edge of a cleared field. Utilities to the tower site would run underground along the access drive. (AT&T Petition, p. 4)

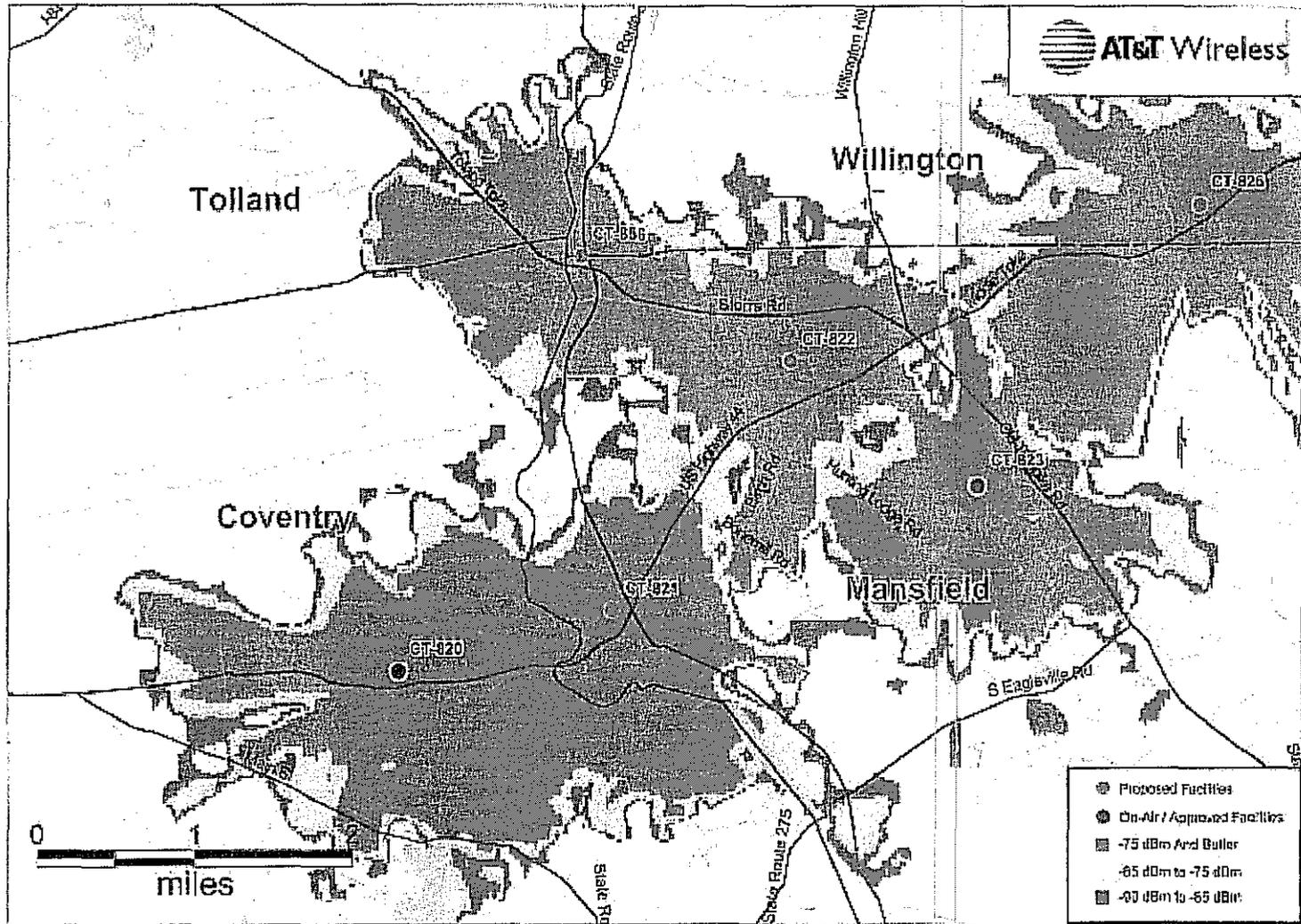
**Map I:
Area Coverage without Petition Site**

**AT&T WIRELESS SERVICES
111 MIDDLE TURNPIKE
PROPOSED SITE A NEIGHBOR RF COVERAGE; ANTENNA CENTERLINE: 52.5 FT**



**Map 2:
Area Coverage with Petition Site**

**AT&T WIRELESS SERVICES
111 MIDDLE TURNPIKE
PROPOSED SITE A COMPOSITE RF COVERAGE; ANTENNA CENTERLINE: 52.5 FT**



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TOWN OF MANSFIELD

Planning and Zoning Commission

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

Item #32

Memo to: Town Council
From: Planning and Zoning Commission
A. H. Barberet, Chairman *AHB/jwr*
Date: 9/17/03

Re: PZC approval of proposed telecommunication tower and related facilities adjacent to Town Garage,
PZC file 1209

At a meeting held on September 15, 2003, the Mansfield Planning and Zoning Commission unanimously adopted the following motion:

"to approve with conditions the special permit application (file 1209) of the Town of Mansfield and TCP Communications, Inc. for a 180-foot telecommunication tower and related facilities and site work to be located at 230 Clover Mill Road, in an RAR-90 zone, as submitted to the Commission and shown on plans revised through 6/5/03 and as presented at a Public Hearing on 8/4/03. This approval is granted because the application as hereby approved is considered to be in compliance with Article V, Section B, Article X, Section R, and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. This approval is based on submitted plans and project descriptions. Any change in plans or the proposed use of the site shall require further review and approval as per Mansfield's Zoning Regulations. The applicant shall be responsible for meeting Building Permit requirements and complying with all applicable State and Federal regulations pertaining to the subject telecommunication use.
2. Prior to any use of the telecommunication facilities and the issuance of a Certificate of Compliance, all site work shall be satisfactorily completed. Based on the provisions of Article V, Section B.7.c, a variation of this condition may be authorized by the Commission, provided that public health and safety components of the project have been satisfactorily completed.
3. To help ensure effective long-term screening of the equipment compound area and compliance with regulatory provisions, the plans shall be revised to incorporate a staggered row of evergreen trees of mixed species between the Town Garage/Bicentennial Pond access road and the compound area. The size, type and location of this required evergreen screen shall be approved by the PZC officers, with staff assistance. With this revision, the proposed eight (8) foot high wooden fence around the compound, and the retention of existing wooded areas around the compound, the proposal will be acceptably screened. The compound and tower are not expected to be readily visible from Clover Mill Road or nearby residences along Clover Mill Road.
4. Whereas abandonment/tower removal issues are addressed by Town ownership and the Town's contract with TCP Communications, Inc., a separate bond pursuant to Article X, Section R.6 of the Zoning Regulations shall not be required.
5. This permit shall not become valid until the applicant obtains the permit form from the Planning Office and files it on the Land Records."

If there are any questions regarding this action, the Planning Office may be contacted.

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STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

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Web Site: www.state.ct.us/csc/index.htm

September 29, 2003

Item #33

Honorable Elizabeth Patterson
Mayor
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

RE: **TS-AT&T-078-030925** – AT&T Wireless PCS LLC request for an order to approve tower sharing for a proposed telecommunications facility to be constructed at 230 Clover Mill Road, Mansfield, Connecticut.

Dear Ms. Patterson:

The Connecticut Siting Council (Council) received this request for tower sharing, pursuant to Connecticut General Statutes § 16-50aa.

The Council will consider this item at the next meeting scheduled for October 14, 2003, at 1:30 p.m. in Hearing Room One, Ten Franklin Square, New Britain, Connecticut.

Please call me or inform the Council if you have any questions or comments regarding this proposal.

Thank you for your cooperation and consideration.

Very truly yours,

S. Derek Phelps
Executive Director

SDP/ld

Enclosure: Notice of Tower Sharing

c: Gregory Padick, Town Planner, Town of Mansfield ✓

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CUDDY & FEDER LLP

90 MAPLE AVENUE
WHITE PLAINS, NEW YORK 10601-5196

WILLIAM V. CUDDY
1971-2000

NEIL J. ALEXANDER (also CT)
CHARLES T. BAZYDLO (also NJ)
THOMAS R. BEIRNE (also DC)
THOMAS M. BLOOMER
JOSEPH P. CARLUCCI
LUCIA CHIOCCHIO (also CT)
ROBERT DISIENA
KENNETH J. DUBROFF
ROBERT FEDER
CHRISTOPHER B. FISHER (also CT)
ANTHONY B. GIOFFRE III (also CT)
SUSAN E.H. GORDON
KAREN G. GRANIK
JOSHUA J. GRAUER
KENNETH F. JURIST
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NORWALK, CONNECTICUT

WILLIAM S. NULL
DAWN M. PORTNEY
ELISABETH N. RADOW
NEIL T. RIMSKY
RUTH E. ROTH
JONATHAN S. SAUL (also NJ)
JENNIFER L. VAN TUYL
CHAUNCEY L. WALKER (also CA)

Of Counsel
ANDREW A. GLICKSON (also CT)
ROBERT L. OSAR (also TX)
MARYANN M. PALERMO
ROBERT C. SCHNEIDER

September 24, 2003

VIA FEDERAL EXPRESS

Hon. Pamela B. Katz, Chairman and Members
of the Siting Council
Connecticut Siting Council
10 Franklin Square
New Britain, Connecticut 06051

Re: Tower Sharing Request by AT&T Wireless
Municipal Tower Facility
230 Clover Mill Road, Mansfield, Connecticut

Hon. Pamela B. Katz, Chairman and Members of the Siting Council:

Pursuant to Connecticut General Statutes (C.G.S.) § 16-50aa, AT&T Wireless PCS LLC, by and through its agent AT&T Wireless Services, Inc., ("AT&T") hereby requests an order from the Connecticut Siting Council (the "Council") to approve the proposed shared use of a municipal communications tower to be built by TCP Communications ("TCP") and located at 230 Clover Mill Road in the Town of Mansfield (the "Clover Mill Road Tower Facility"). It is our understanding from TCP representatives that they have completed and executed an agreement with the Town to build a 180' municipal communications tower which will be owned by the Town of Mansfield and used for Town Fire, EMS, Police and Department of Public Works services. We also understand that the tower has recently received local zoning approvals from the Town. See local zoning approval annexed as Exhibit A.

September 24, 2003

Page 2

The Clover Mill Road Tower Facility

The Clover Mill Road Tower Facility will consist of an approximately one hundred eighty (180) foot monopole (the "Tower") and associated equipment, which will be used for emergency and other communications by the municipality. The Facility will be located on property owned by the Town and already used by the Mansfield Department of Public Works.

AT&T Wireless' Facility

As shown on the enclosed plans prepared by Dewberry-Goodkind, Inc., including a site layout plan and tower elevation of the Clover Mill Road Tower Facility, AT&T Wireless proposes shared use of the Facility to provide FCC licensed services. AT&T Wireless will install 6 panel antennas at approximately the 168 foot level of the Tower and associated equipment cabinets (2 proposed, 2 future, each 76"H x 30" W x 30" D) located on a concrete pad within the fenced compound.

Connecticut General Statutes § 16-50aa provides that, upon written request for shared use approval, an order approving such use shall be issued, "if the council finds that the proposed shared use of the facility is technically, legally, environmentally and economically feasible and meets public safety concerns." (C.G.S. § 16-50aa(c)(1).) Further, upon approval of such shared use, it is exclusive and no local zoning or land use approvals are required C.G.S. § 16-50x. Shared use of the Clover Mill Road Tower Facility satisfies the approval criteria set forth in C.G.S. § 16-50aa as follows:

- A. Technical Feasibility As evidenced in the letter of structural integrity prepared by Dewberry-Goodkind, Inc., annexed hereto as Exhibit B, AT&T has confirmed that the tower has been designed to structurally support the Town's and AT&T's antennas, as well as other future carriers. The proposed shared use of this Tower is therefore technically feasible.
- B. Legal Feasibility Pursuant to C.G.S. § 16-50aa, the Council has been authorized to issue an order approving shared use of the Clover Mill Road Tower Facility. (C.G.S. § 16-50aa(c)(1)). Under the authority vested in the Council by C.G.S. § 16-50aa, an order by the Council approving the shared use of a tower would permit AT&T to obtain a building permit for its proposed installation on the Tower.

September 24, 2003

Page 3

- C. Environmental Feasibility The proposed shared use would have a minimal environmental effect, for the following reasons:
1. The proposed installation would have a de minimis visual impact, and would not cause any significant change or alteration in the physical or environmental characteristics of the approved facility;
 2. The proposed installation by AT&T Wireless would not increase the height of the Tower nor extend the site boundaries;
 3. The proposed installation would not increase the noise levels at the existing facility boundaries by six decibels or more;
 4. Operation of AT&T Wireless' antennas at this site would not exceed the total radio frequency electromagnetic radiation power density level adopted by the FCC and Connecticut Department of Health. The "worst case" exposure calculated for the operation of this facility for all carriers, would be approximately 0.92% of the standard. See Cumulative Emissions Compliance Report dated April 7, 2003, prepared by Galen Belen, RF Engineer, annexed hereto as Exhibit C;
 5. The proposed shared use of the Clover Mill Road Tower Facility would not require any water or sanitary facilities, or generate air emissions or discharges to water bodies. Further, the installation will not generate any traffic other than for periodic maintenance visits.
- D. Economic Feasibility The Applicant has entered into a mutual agreement to share use of the Clover Mill Road Tower Facility on terms agreeable to the parties. The proposed tower sharing is therefore economically feasible.
- E. Public Safety As stated above and evidenced in the Cumulative Emissions Compliance Report annexed hereto as Exhibit C, the operation of AT&T Wireless' antennas at this site would not exceed the total radio frequency electromagnetic radiation power density level adopted by the FCC and Connecticut Department of Health. Further, the addition of AT&T Wireless' telecommunications service in the Mansfield area is expected to enhance the safety and welfare of local residents and travelers through the area resulting in an improvement to public safety in this area of Mansfield.

September 24, 2003
Page 4

Conclusion

As delineated above, the proposed shared use of the Clover Mill Road Tower Facility satisfies the criteria set forth in C.G.S. § 16-50aa, and advances the General Assembly's and the Siting Council's goal of preventing the proliferation of towers in the State of Connecticut. AT&T Wireless therefore requests the Siting Council issue an order approving shared use of the proposed Facility.

Respectfully submitted,



Christopher B. Fisher, Esq.
On behalf of AT&T Wireless

cc: Elizabeth C. Paterson, Mayor
Martin Berliner, Town Manager
Gregory Paddick, Town Planner
Wendell Davis, Esq.

Number 03-68

October 8, 2003



Legislative Update

Connecticut Conference of Municipalities

➤ PLEASE DELIVER IMMEDIATELY TO ALL CCM-MEMBER MAYORS, FIRST SELECTMEN, AND TOWN/CITY MANAGERS

Municipal Officials Must Be Heard!

BINDING ARBITRATION REFORM IS POSSIBLE IF SPECIAL SESSION TAKES PLACE

Reform of binding arbitration is a real possibility if the legislature convenes in Special Session this fall.

House and Senate leaders and rank-and-file members will caucus on October 14th to discuss whether to hold a Special Session and, if so, what subjects, including binding arbitration reform, will be brought to a vote.

State legislators are under intense pressure from public employee unions to cancel a fall Special Session and avoid taking up the issue of binding arbitration reform.

Help Open the Door for Binding Arbitration Reform

State legislators need to know that reform of the binding arbitration laws for municipal employees and teachers is a priority for the municipal leaders and for property taxpayers in their legislative districts. (See the enclosed letter from CCM President Mary Lou Strom, that went to legislative leaders on both sides of the aisle.)

YOUR ACTION NEEDED

Call your own state legislators **RIGHT AWAY**. Urge them to speak up in caucus on October 14, in strong support of holding a fall Special Session and taking action to reform the binding arbitration system.

TELL YOUR STATE LEGISLATORS:

- That your municipality supports holding a fall Special Session to, among other things, enact reforms of the binding arbitration laws.
- Reforming the binding arbitration system can provide fiscal relief to towns and their property taxpayers -- at no cost to the State itself.
- That you and CCM will help them enact specific and fair reforms to the binding arbitration system.

##

Please call Jim Finley, Ron Thomas or Bob Labanara of CCM at (203) 498-3000 if you have any questions.

Enclosure



CONNECTICUT CONFERENCE OF MUNICIPALITIES

900 Chapel St., 9th Floor, New Haven, CT 06510-2807 • Phone (203) 498-3000 • Fax (203) 582-8314 • www.ccm-ct.org

President: Mary Lou Strom, Councilmember of Enfield • **First Vice-President:** Phillip K. Schenck, Jr., Town Manager of Avon • **Second Vice-President:** Michael P. Stupinski, First Selectman of Ellington • **Treasurer:** Herbert C. Rosenthal, First Selectman of Newtown • **Secretary:** Dominique S. Thornton, Mayor of Middletown

Directors: Dennison L. Allen, First Selectman of Sprague, Martin H. Bevilner, Town Manager of Mansfield, Maryann Board, First Selectman of Durham, Mark D. Boughton, Mayor of Danbury, R. Leon Churchill, Jr., Town Manager of Windsor, Dale P. Clark, First Selectman of Sterling, Michael A. DeNegris, Mayor of Wolcott, John A. Elbequer, Town Manager of Coventry, John M. Fabrizio, Mayor of Bridgeport, Diane Goss Farrell, First Selectwoman of Westport, Wayne L. Frazer, First Selectman of East Lyme, Mitchell R. Goldblatt, First Selectman of Orange, Timothy C. Griswold, First Selectman of Old Lyme, Robert F. Harrel, Jr., First Selectman of Darien, Martin L. Heft, First Selectman of Chester, Edward L. Kallnowski, First Selectman of Portland, Alex Knopp, Mayor of Norwalk, Kevin Kopetz, First Selectman of North Haven, Andrew J. Nunn, First Selectman of Monroe, Eddie A. Perez, Mayor of Hartford, Keith J. Robbins, First Selectman of Bozrah, Linda Roberts, First Selectman of East Windsor

Past Presidents: Stephen T. Casano, Mayor of Manchester, Susan D. Mellow, First Selectman of East Haddam, John DeStefano, Jr., Mayor of New Haven, John Weichsel, Town Manager of Southington, Dannel Malley, Mayor of Stamford, Wesley J. Johnson, Sr., Mayor of Ledyard, Lucian J. Pawlak, Mayor of New Britain

Executive Director and General Counsel: Joel Cogen • **Associate Director-Public Policy and Advocacy:** James J. Finley, Jr.

October 6, 2003

The Honorable Moira K. Lyons
Speaker of the House
Legislative Office Building
Room 4100
Hartford, CT 06106

Dear Speaker Lyons:

The Connecticut Conference of Municipalities urges you to support inclusion of binding arbitration reform as a subject for action in a fall Special Session.

We appreciate your difficulty in crafting the biennial state budget. But, as you know, this fiscal year has also been a difficult one for local governments. Reforming the binding arbitration system is one way that the State can provide fiscal relief to towns and cities and their property taxpayers -- at no cost to the State itself.

We urge you to use a special session to enact fair and balanced proposals that provide mandates-relief to towns and cities -- your partners in serving the people and businesses of Connecticut. CCM is ready to help you enact specific reforms.

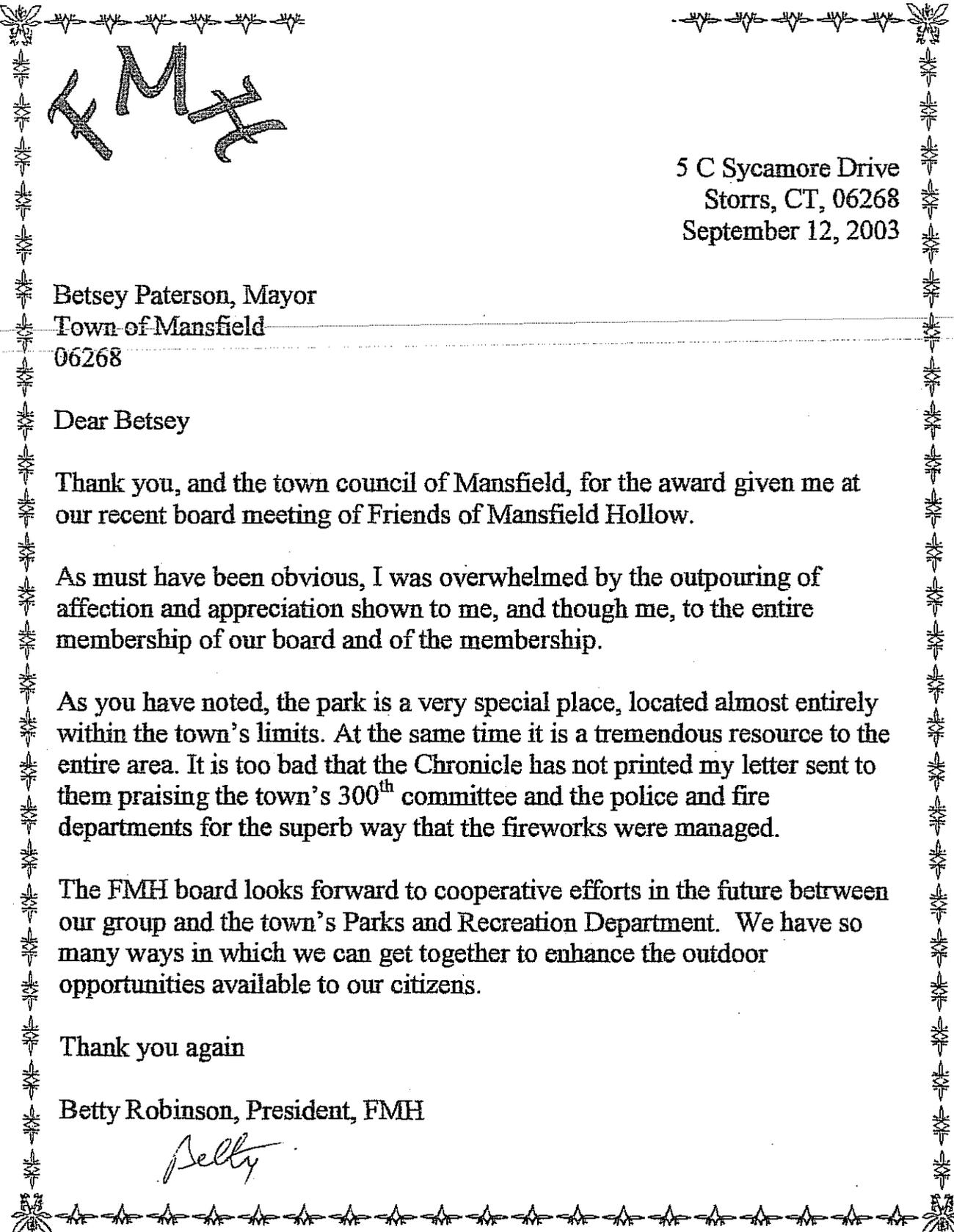
Jim Finley and Gian-Carl Casa of the CCM staff will follow up with your office.

Thank you for consideration of our request on behalf of the towns and cities of our state.

Sincerely,

Mary Lou Strom
President of CCM
and
Minority Leader, Enfield Town Council

cc: House Majority Leader James Amann
House Minority Leader Robert Ward



FMH

5 C Sycamore Drive
Storrs, CT, 06268
September 12, 2003

Betsey Paterson, Mayor
Town of Mansfield
06268

Dear Betsey

Thank you, and the town council of Mansfield, for the award given me at our recent board meeting of Friends of Mansfield Hollow.

As must have been obvious, I was overwhelmed by the outpouring of affection and appreciation shown to me, and through me, to the entire membership of our board and of the membership.

As you have noted, the park is a very special place, located almost entirely within the town's limits. At the same time it is a tremendous resource to the entire area. It is too bad that the Chronicle has not printed my letter sent to them praising the town's 300th committee and the police and fire departments for the superb way that the fireworks were managed.

The FMH board looks forward to cooperative efforts in the future between our group and the town's Parks and Recreation Department. We have so many ways in which we can get together to enhance the outdoor opportunities available to our citizens.

Thank you again

Betty Robinson, President, FMH



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University of Connecticut
Division of Business and Administration

Item #36

Architectural and
 Engineering Services

REC'D OCT 01 2003

Larry G. Schilling
 Executive Director

LETTER OF TRANSMITTAL

SENT VIA: Mail

ATTENTION: Martin Berliner
 Town Manager
 Town of Mansfield
 4 South Eagleville Road
 Storrs, CT 06268

DATE: September 26, 2003

FROM: Larry G. Schilling
 Executive Director of Architectural & Engineering Services

PROJECT: Stadium Road Detention Basin

SUBJECT: 2003-2005 Storm Water Monitoring Proposal

COPIES:	DATE:	DESCRIPTION	REQUESTED ACTION:
1	08/04/03	Storm Water Monitoring Proposal for Stadium Road Detention Basin Testing Schedule and Testing Perimeter prepared by Charter Oak Environmental Services.	As discussed

COPIES TO:

ITEMS:

VIA:

SIGNED:

Larry G. Schilling

LS/dz
 LSTRNSMTALTRMBSTORMWATERMONITORINGPROPOSAL

An Equal Opportunity Employer

31 LeDoyt Road Unit 3038
 Storrs, Connecticut 06269-3038

Telephone: (860) 486-3116
 Facsimile: (860) 486-3255
 e-mail: larry.schilling@uconn.edu
 web: www.aes.uconn.edu

CHARTER OAK
ENVIRONMENTAL SERVICES, INC.



August 4, 2003

Larry Schilling
Executive Director of Architectural & Engineering Services
University of Connecticut
Division of Business and Administration
31 LeDoyt Road
Unit 3038
Storrs, CT 06269-3038

Re: 2003-2005 Storm Water Monitoring Proposal

Dear Mr. Schilling,

Charter Oak Environmental Services, Inc. (Charter Oak) is pleased to provide the University of Connecticut (University) with this proposal for storm water monitoring in conjunction with the detention basin at the corner of Stadium and Separatist Roads.

Objective

The objective of this monitoring program is to provide the University with information on the pollutants, if any, that may be transported in the runoff from the new buildings and improvements recently constructed within the catchment of the detention basin. The University requested this scope of work in a continuing effort to assess water quality associated with runoff in and around the detention basin.

Scope of Work

In accordance with the University's request, Charter Oak will collect storm water samples on a bi-annual basis for two years, including a total of five sampling events. These five sampling events will take place during the fourth quarter of 2003, and during the second and fourth quarters of 2004 and 2005. The samples will be collected using generally accepted methods and equipment. During each of these five sampling events, runoff from one storm will be sampled. Charter Oak will attempt to select storms that occur after a three-day period of dry weather. Typically, storm water samples will be collected within 30 minutes of observing a storm water discharge from the detention basin. Some field judgment will be used in determining the appropriate time to collect the stormwater samples.

Three samples will be collected during each monitoring event. One sample will be collected from the detention basin outlet structure, one sample will be collected from the headwall area on the downstream (western) side of Separatist Road, and one sample will be collected from the stream draining the wooded area south of the detention basin. This

stream joins the culvert from the detention basin beneath Separatist Road. Therefore, the second sample will represent the water quality after mixture of runoff from these two catchments. A blind duplicate sample will be collected from one of the three sampling locations and submitted to the laboratory with the field samples.

The samples will be placed in an iced cooler and transported under chain of custody to Complete Environmental Testing, Inc. (CET) of Stratford, Connecticut. The Charter Oak field representative will deliver the samples for bacteria analysis to Phoenix Environmental Laboratories, Inc. of Manchester, Connecticut directly from the field by the end of the business day so that the analysis may be performed within the 6-hour holding time for Fecal Coliform. Both of these laboratories maintain a current certification with the Connecticut Department of Public Health. The samples will be analyzed by EPA-approved methods for the following constituents and parameters:

- Volatile Organic Compounds
- Organo-chlorine Pesticides
- Organo-chlorine Herbicides
- Total Petroleum Hydrocarbons
- Priority Pollutant Metals (13)
- Manganese
- Iron
- Ammonia – Nitrogen
- Nitrate – Nitrogen
- Phosphorus
- Biochemical Oxygen Demand
- Total Suspended Solids
- Sulfate
- Glyphosate
- Total & Fecal Coliform
- E. Coli*

The samples will also be analyzed for Pendimethalin, an active ingredient in Lesco Fertilizer, which is a pesticide used by the University on its fields. Pendimethalin is analyzed by a modified version of EPA-approved method 8081.

The priority pollutant metals sample will be collected in two plastic bottles containing nitric-acid preservative, in accordance with standard sample-preservation methods. One of the sample bottles will be filled from the sample bladder directly, while the water for the second bottle will be filtered through a 0.45-micron filter prior to placement in the bottle. Analysis of unfiltered samples is standard practice for storm-water monitoring because the silt and the metals that are typically absorbed to the silt are considered part of the potential pollution load to surface water bodies. However, for assessing the potential

for impacts to ground water, the goal is to obtain a silt-free sample because typically silt is effectively filtered out by the soils overlying the ground water.

During each of the sampling events, the pH of the rainfall will be measured. Dissolved oxygen, pH, and temperature will be measured at all three sampling stations with calibrated field instruments. The rainfall depth for the sampled storm event will be determined from a rain gauge maintained at Charter Oak's Mansfield office. Photographs will be taken of the detention basin and sampling points at the time of sampling to document environmental conditions during sampling. A trip blank for VOC analysis will accompany the sample bottles to the field and back to the laboratory for analysis.

When analytical results are received, summary reports will be prepared and submitted to you. Reports will include analytical results, field measurements, chain-of-custody forms, photographs, and sampling logs for each monitoring point, as well as laboratory quality-assurance data for the monitoring event. Sampling logs will include the time that precipitation begins, the approximate time that runoff begins, and the time of sample collection. Laboratory quality assurance data will include laboratory blanks and duplicates, as well as results for the blind duplicate and trip blank. Calibration documentation for field instruments will be included in the report. Reports will be prepared for each of the five sampling events.

Cost Estimate

Charter Oak will perform the work described above on a fixed fee basis for an estimated per-sampling-event cost of \$8,700. Thus, if the program is continued for the five sampling events over the next two years, the cost will be \$43,500. The cost of the analytical laboratory work, included in the price above, is approximately \$4,300 per event.

Charter Oak will perform out of scope tasks that are requested by the University on a time and materials basis. Such tasks may include attendance at meetings.

Acceptance

The following terms shall apply upon acceptance of this proposal:

1. The attached Schedule of Rates and Standard Contractual Terms and Conditions shall apply upon acceptance of this proposal.
2. Subcontractor and miscellaneous expenses such as blueprinting, reproductions, etc. are billed at cost plus ten percent and are included in our cost estimates.

3. Monthly statements will be submitted on or about the first of each month requesting payment and shall be due and payable within thirty days.

This proposal shall remain firm for forty-five (45) days from this date. If no agreement has been reached within forty-five days, Charter Oak will have the right to void or revise the proposal as appropriate.

If this proposal is acceptable, please sign the enclosed copy and return for our records. Thank you for considering Charter Oak to assist you on this project. We look forward to working with you.

Sincerely,
CHARTER OAK ENVIRONMENTAL SERVICES, INC.

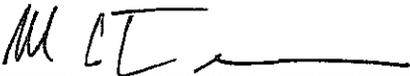


Philip E. Forzley
Vice President of Engineering

Attachment

Required Signatures:

Accepted for Charter Oak Environmental Services, Inc.:



Mark A. Franson President 8/5/03 Date

Accepted for the University of Connecticut:

Name Title Date

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Martin H. Berliner

From: John E. Jackman
Sent: Monday, October 06, 2003 6:56 PM
To: Martin H. Berliner
Subject: FW: USFA Grant Awards - 17th Round - Brookfield, Harwinton West Side, Mansfield, Naugatuck, Poquonnock Bridge, Thompson and Williamsville Fire Co. Receive Grant Awards

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

From: CFPC Fire News [mailto:cfpc.firenews@po.state.ct.us]
Sent: Monday, October 06, 2003 3:43 PM
To: CFPC News List
Subject: USFA Grant Awards - 17th Round - Brookfield, Harwinton West Side, Mansfield, Naugatuck, Poquonnock Bridge, Thompson and Williamsville Fire Co. Receive Grant Awards

State of Connecticut
 Commission on Fire Prevention and Control

CT FIREnews

Providing one way, direct, up-to-date fire service information via Email

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Assistance To Firefighters Grant Awards Round 17, Announced To Aid America's Firefighters

WASHINGTON, DC - Michael D. Brown, Under Secretary of Homeland Security for Emergency Preparedness and Response, announced 489 grants to fire departments throughout the U.S. this week in the seventeenth round of the 2003 Assistance to Firefighters Grant Program. To date, almost 4500 fire departments have received over \$304 million to support their role as first responders in the neighborhoods and communities they serve as firefighters.

"With recent storms and flooding in the DC area, I am pleased to announce the largest award announcement to date in the 2003 AFG program" said Under Secretary Brown. "Four hundred and eighty nine grants were processed in this past week in support of our first responders. President Bush, Secretary Ridge and I remain committed to directly funding their efforts to save lives and property through this grant program administered by Homeland Security and FEMA."

The Assistance to Firefighters Grant Program is administered by the U.S. Fire Administration (USFA), part of the Federal Emergency Management Agency (FEMA), and assists rural, urban and suburban fire departments throughout

the United States. These funds are used by the nation's firefighters to increase the effectiveness of firefighting operations, firefighter health and safety programs, new fire apparatus, emergency medical service programs, and fire prevention and safety programs.

Fire departments having questions regarding the Assistance to Firefighters Grant Program can reach the FEMA Grant Program staff at 1-866-274-0960, or via email at usfagrants@fema.gov. For the most current information regarding these grant awards, and any of the many other USFA projects, visit www.usfa.fema.gov or enroll in the USFA email distribution listserv for the most current news releases from the USFA.

Congratulations to the following Connecticut Fire Department that received a grant in this latest round:

Brookfield Vol. Fire Dept. Candlewood Co. Inc.		Fire Ops. and FF Safety
\$7,470		
Harwinton West Side Vol. Fire Co. Inc.		Fire Ops. and FF Safety
\$43,200		
Mansfield Vol. Fire Co., Inc.		Fire Ops. and FF Safety
\$86,397		
Naugatuck Fire Dept.	CT	Fire Ops. and FF Safety
\$93,226		
Poquonnock Bridge Fire Dist.	Groton	Fire Ops. and FF Safety
\$55,627		
Thompson Fire Engine Co. Inc.		Fire Ops. and FF Safety
\$9,365		
Williamsville Fire Engine Co	Rogers	Fire Ops. and FF Safety
\$23,153		
Total Awarded to Connecticut Fire Departments in 17th Round:		\$
318,438		
Total Awarded to Connecticut Fire Departments FY 2003:		
\$3,131,139		

The Commission on Fire Prevention and Control is not responsible for the accuracy of information posted if that information has been received from outside sources nor do we, as the Commission, endorse or sponsor some of the activities/events that are posted via this medium.

Please submit items to be considered for publication on the CFPC News to fred.piechota@po.state.ct.us

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