



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, June 28, 2004
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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ROLL CALL	
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REGULAR MEETING-MANSFIELD TOWN COUNCIL-JUNE 14, 2004

The Mansfield Town Council was called to order at 7:35 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building by Mayor Elizabeth Paterson.

I. ROLL CALL

Present: Blair, Clouette, Haddad, Hawkins, Paterson, Paulhus, Redding, Schaefer, Thorkelson

II. APPROVAL OF MINUTES

Mr. Thorkelson moved and Mr. Hawkins seconded to approve the minutes of May 24, 2004 as presented with one correction. Under audience for citizens, Katherine Paulhus was neutral on the saying of the pledge of allegiance at Town Council meeting.

So passed as corrected.

Mr. Schaefer moved and Ms. Blair seconded to move up item #5 on the agenda.

So passed unanimously.

New Business

5. Proclamation in Celebration of Dawn Clauson's Girl Scout "Gold Award"

Dawn Clauson, a life time resident of Fern Road in Mansfield has enjoyed Girl Scouting in Mansfield since starting as a Daisy Girl Scout in the fall of 1990. She presented Mayor Paterson with an album she completed for her Gold Award Project. This collection of photos and write-ups represented the businesses in a two-mile radius of her home in the year 2003. The album is presently in the Town Clerks office for public viewing.

Mayor Paterson then presented Dawn with a proclamation from the Council along with a pin of the Town. A lovely reception for Dawn followed the presentation.

Mr. Schaefer moved and Mr. Haddad seconded that effective June 14, 2004, to authorize the Mayor to issue the attached Proclamation in Celebration of Dawn Clauson's Girl Scout "Gold Award"

So passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

IV. PUBLIC HEARING

1. "An Ordinance Designating the Municipal Aquifer Protection Agency for the Town of Mansfield"

Mr. Rudy Favretti, Chairman of the Planning and Zoning Commission spoke on behalf of the Commission and in support of the ordinance.

Mr. Gregory Padick, Town Planner for Mansfield, spoke on the ordinance and that the Planning and Zoning Commission is the appropriate agency to be so designated.

Public Hearing closed at 8:10 p.m.

V. OLD BUSINESS

2. Issues Regarding the UConn Landfill including the UConn Consent Order, Public Participation Relative to the Consent Order and Well Testing

Ongoing report, no action by Council necessary.

3. "An Ordinance Designating the Municipal Aquifer Agency for the Town of Mansfield"

Mr. Hawkins moved and Mr. Paulhus seconded that effective June 14, 2004, to adopt "An Ordinance Designating the Municipal Aquifer Protection Agency for the Town of Mansfield," as proposed by staff in its draft dated June 14, 2004, and which ordinance shall become effective 21 days after publication in a newsletter having circulation in the Town of Mansfield".

So passed unanimously.

4. University Spring Weekend

No action taken. The Council has requested a report on the 2004 University Spring Weekend, however at this time staff has just received relevant information from the Connecticut State Police, and will now prepare the report.

The Council expressed concern that this issue may not be discussed as thoroughly as they would wish, however the Mayor assured the Council that this subject matter is very important to her and she will be sure a report will be given the Council.



TOWN OF MANSFIELD
Code of Ordinances

"An Ordinance Designating the Municipal Aquifer Protection Agency for the Town of Mansfield"

June 14, 2004 Draft

Section 1. Title.

This ordinance shall be known and may be cited as the "Municipal Aquifer Protection Agency Ordinance."

Section 2. Legislative Authority.

This ordinance is enacted pursuant to the provisions of *Connecticut General Statutes §22a-354o*, which provides that each municipality in which an aquifer protection area is located shall authorize by ordinance an existing board or commission to act as the municipal aquifer protection agency.

Section 3. Intent and Purpose.

This ordinance is designed to implement the provisions of *Connecticut General Statutes §22a-354o*, as it may be amended from time to time, to assist the town with the regulation and the protection of aquifer protection areas.

Section 4. Findings.

The Town Council has found that it is in the best interest of the town of Mansfield to designate the Mansfield Planning and Zoning Commission (hereinafter the "PZC") as the town's municipal aquifer protection agency.

Section 5. Designation and Membership.

- A. In accordance with the provisions of *Connecticut General Statutes §22a-35a, et seq.*, the PZC is hereby designated as the Municipal Aquifer Protection Agency (hereinafter the "Agency") of the town of Mansfield.
- B. Members of the PZC shall serve coexisting terms on the Agency. The membership requirements of the Agency shall be the same as those of the PZC including, but not limited

to, the number of members, the terms of members, the method of selection of members, the removal of members, and the filling of vacancies.

- C. At least one member of the Agency or staff of the Agency shall complete the course in technical training formulated by the Commissioner of Environmental Protection of the State of Connecticut, pursuant to *Connecticut General Statutes* §22a-354v.

Section 6. Regulations to be Adopted.

The Agency shall adopt regulations in accordance with *Connecticut General Statutes* §22a-354p and the *Regulations of Connecticut State Agencies* §22a-354i-3. Said regulations shall provide for:

- A. The manner in which boundaries of aquifer protection areas shall be established and amended or changed;
- B. Procedures for the regulation of activity within the area;
- C. The form for an application to conduct regulated activities within the area;
- D. Notice and publication requirements;
- E. Criteria and procedures for the review of applications; and
- F. Administration and enforcement.

Section 7. Inventory of Land Use.

- A. In order to carry out the purposes of the Aquifer Protection Program, the Agency will conduct an inventory of land use within the area to assess potential contamination sources.
- B. Not later than three months after approval of Level B mapping of aquifers by the Commissioner of the Connecticut Department of Environmental Protection, the Agency will inventory land uses overlying the mapped zone of contribution and recharge areas of such aquifers in accordance with guidelines established by the Commissioners pursuant to, *Connecticut General Statutes* §22a-354f. In accordance with *Connecticut General Statutes* §22a-354e, such inventory shall be completed not more than one year after the designation and establishment of the Agency.

Section 8. Construction.

Whenever used, the singular number shall include the plural, and the plural the singular.

VI NEW BUSINESS

5. Proclamation in Celebration of Dawn Clauson's Girl Scout Award.

Issue completed earlier in meeting.

6. Memorandum of Understanding Between the State of Connecticut and the Town of Mansfield for FY 2004 State Homeland Security Grant Funds

Mr. Schaefer moved and Mr. Haddad seconded that retroactive to June 2, 2004, to authorize the Town Manager to execute the attached Memorandum of Understanding between the State of Connecticut and the Town of Mansfield for Fiscal Year 2004 State Homeland Security Grant Funds.

So passed unanimously.

7. Mr. Thorkelson moved and Mr. Clouette seconded that effective June 14, 2004, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on June 28, 2004, to solicit public comment on the proposed amendment to the Emergency Preparedness Ordinance.

So passed unanimously.

8. Adjustments to Capital Projects Fund

Mr. Schaefer moved and Mr. Thorkelson seconded that effective June 14, 2004, to authorize the adjustments to the Capital Projects Fund as recommended by the Director of Finance in his correspondence dated May 20, 2004.

So passed unanimously.

9. Renovation of Reynolds School as Alternate High School

Ms. Blair moved and Mr. Clouette seconded to adopt the following resolution:

Whereas, the Region 19 School District Board of Education has voted to request that the Town of Mansfield lease to it the former Reynolds School on Depot Road in Mansfield for a minimum period of twenty (20) years for the purpose of creating a regional Special Education Center or alternative high school expected to accommodate and address the educational needs of approximately 35 students at that location; and



*Town of Mansfield
Proclamation*

In Celebration of Dawn Clauson's Girl Scout "Gold Award"

Whereas, Ms. Dawn Clauson of Mansfield was recently awarded the "Gold Award," the highest award in girl scouting; and

Whereas, Dawn has been a member of the Girl Scouts for fourteen years and is currently registered as a lifetime member and serves as an assistant leader for Junior Troop 507; and

Whereas, Dawn earned the Gold Award by completing five requirements, all of which promote community service, personal and spiritual growth, positive values and leadership skills; and

Whereas, in the pursuit of her Gold Award, Dawn earned four interest project patches, documented more than thirty hours of leadership, earned a career exploration pin and a girl scout challenge pin for self evaluation and improvement; and

Whereas, Dawn's efforts to strive and to achieve her goals and potential serve as an inspiration to all girl scouts and the greater Mansfield community.

NOW, THEREFORE, I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby acknowledge Dawn Clauson for her outstanding efforts, and congratulate Dawn upon her receipt of the "Gold Award," the highest honor in girl scouting.

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 June in the year 2004.

Elizabeth C. Paterson
Mayor, Town of Mansfield
June 14, 2004

PROPOSED CAPITAL FUND BUDGET CHANGES

Page 1 of 1

JOB #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET					EXPENDITURE BUDGET			BALANCE TO SPEND (OVER/SPENT)	
			CURRENT BUDGET	BUDGET CHANGE	PROPOSED BUDGET	ACTUAL REVENUES	OVER/ (UNDER) PROPOSED	CURRENT BUDGET	BUDGET CHANGE	PROPOSED EXPEND.		ACTUAL EXPEND.
01912	Munivision System	CNR	\$15,000	(\$3,630)	\$11,370	\$15,000	\$3,630	\$15,000	(\$3,630)	\$11,370	\$11,370	-
03216	Wash Water Treatment System	CNR	75,000	241	75,241	75,000	(241)	75,000	241	75,241	75,241	-
03217	Cruber Parking Addition	CNR	80,000	(15,677)	74,323	80,000	15,677	80,000	(15,677)	74,323	74,323	-
03302	Small Bridges and Culverts	CNR Lo-CIP	54,571	(50,000) 50,000	4,571 50,000	54,571	50,000 (50,000)					
	Total 03302		54,571		54,571	54,571		54,571		54,571	48,667	4,664
03303	Large Bridges	CNR Lo-CIP	28,231 43,950	(26,050) 26,050	2,181 70,000	28,231	26,050 (70,000)					
	Total 03303		72,181		72,181	28,231	(43,950)	72,181		72,181	72,181	-
03524	Road Resurfacing	CNR Lo-CIP	165,000	66,607 (66,607)	66,607 98,393		(66,607) (98,393)					
	Total 03524		165,000		165,000		(165,000)	165,000		165,000	124,388	40,612
03728	Turf Aerator	CNR	17,000	1,000	18,000	17,000	(1,000)	17,000	1,000	18,000	18,000	-
04207	Library Furniture	CNR	50,000	(1,818)	48,182	50,000	1,818	50,000	(1,818)	48,182	48,182	-
04208	Buchanan Floor & Slage	CNR	35,000	1,818	36,818	35,000	(1,818)	35,000	1,818	36,818	32,085	4,733
04213	Historical Society Electrical Update	CNR	5,000		5,000	5,000		5,000		5,000	5,000	-
04804	Daycare Snowblower	CNR	2,500	(89)	2,411	2,500	89	2,500	(89)	2,411	2,411	-
06223	Maintenance Shop Windows	CNR	10,812	(1,353)	9,459	10,812	1,353	10,812	(1,353)	9,459	9,459	-
06259	Goodwin Floor Tile Replacement	CNR EQ/A	45,135 122,409	19,738 (19,738)	64,873 102,671	45,135 102,671	(19,738)					
	Total 06259		167,544		167,544	147,806	(19,738)	167,544		167,544	167,544	-
06262	Southeast School Boiler	CNR	65,000	10,287	75,287	65,000	(10,287)	65,000	10,287	75,287	75,287	-
06608	Middle School Snowblower	CNR	2,500	(89)	2,411	2,500	89	2,500	(89)	2,411	2,411	-
	TOTALS		5827,108	(39,310)	5817,788	5888,420	(5219,378)	5827,108	(39,310)	5817,788	5767,669	50,229

* Indicates Project Closed

Recap of Funding Changes:

CNR Fund	5985
Lo-CIP	9,443
State Educ. Assisl.	(19,738)
	<u>(39,310)</u>

P.7

Whereas, on June 1, 2004, said Region 19 Board of Education voted to establish a Building Committee, to authorize the preparation of schematics for the project, to authorize the filing of a grant application to the State Department of Education to fund the project, and to approve educational standards for the project; and

Whereas, in order for said project to be viable, the Town of Mansfield must advance to the Region 19 Board of Education its local share of the funds necessary for said Board to renovate said Reynolds School building for said purpose, which is expected to amount to no more than \$200,000.00 any such advance payment by the Town of Mansfield to be reimbursed to the Town by the board of Education in five equal installments during the five years following completion of the construction of said renovations; and

Whereas, it is determined to be in the best interests of the people of the Town of Mansfield that said regional Special Education Center be established at the former Reynolds School in accordance with the foregoing considerations, be it hereby

Resolved, that the Town Manager is authorized to negotiate a twenty (20) year lease of said Reynolds School Building to the Region 19 School District Board of Education in accordance with the foregoing considerations, and to advance to said Board of Education an amount up to \$200,000, as the Region's local share of the cost of renovating said school building to serve as a Regional Special Education Center, under a contract which provides for the reimbursement of said funds to the Town of Mansfield in five equal annual installments, the first of which shall become payable one year after the completion of construction of said renovations.

So passed unanimously.

10. Draft EIE-UConn Proposed Football Complex, Indoor Athletic Facility and Tennis Court relocation Project

Mr. Haddad moved and Mr. Thorkelson seconded that effective June 14, 2004, to authorize the Mayor to co-endorse the Planning and Zoning Commission's comments to the draft environmental impact evaluation for UConn's Proposed Football Complex, Indoor Athletic Facility and Tennis Court Relocation Project.

So passed unanimously

VII. DEPARTMENTAL REPORTS

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Haddad moved to accept the recommendations of the COMMITTEE ON COMMITTEES for several appointments and reappointments

See attached

So passed unanimously.

Mr. Haddad announced that the Committee hopes to put on a volunteer Recognition program for the many persons in Mansfield who give their time to town commissions and committees. The suggested date is August 29, 2004.

IX. REPORTS OF COUNCIL MEMBERS

Mr. Chris Thorkelson announced to the Town Council that he would be resigning his position as a Town Council member effective in July. He is moving to England. He thanked the Council for the time he has been a member and said that he had enjoyed serving the Town as a Council member.

Mayor Paterson attended the opening of the Mansfield Historical Society's summer exhibits. One-exhibit features long time Mansfield resident Claude McDaniels. On opening day there was a program dedicated to him, which featured poems, songs, photos and pictures.

Bruce Clouette was mentioned in a New York Times article on Black Regiment from Connecticut.

X. TOWN MANAGERS REPORT

The Town Manager has spoken with Attorney Jon McGrath who is the executor of the Claude McDaniel's. At this time there is a legal dispute that needs to be settled before any discussions of purchasing Mr. McDaniel's property for Open Space.

The Town Manager has met with the group of concerned sport parents who are interested in building a concession/bathroom stand at Southeast School. These volunteers have persons who are willing to donate materials and build this structure. As soon as the group can finalize their plans the Manager will meet with them again.

The Downtown Partnership has held its Third Annual Meeting. There was a presentation on the UConn Fine Arts project. There is a good strong proposal from the Alliance of Partnership.

The Town will be submitting a proposal to DEP for funding an Open Space Project for the Dorwart 76 acre parcel.

The State Legislature has voted not to require revaluation of all towns each year if the Town was due for reval in 2003, 2004 and 2005. The town could choose, with governing approval to delay reval up to three years. Presently, Mansfield is doing its' reval for 2004 and is on schedule.

The Town Manager, the Town Planner and the Director of Public Works were in Hartford with UConn, DEP and DPHS to discuss the water supply issue.

XI. FUTURE AGENDAS

XII. PETITIONS, REQUESTS AND COMMUNICATIONS

11. The Sun Chronicle-: Mansfield(MA) Budget goes Down To Wire to Balance
12. Town of Mansfield-20034 Road Resurfacing Program
13. Connecticut DEP Forestry re: America-the-Beautiful Grant Program
14. G. Padick re: Assisted Living Conversion Zoning Review-Juniper Hill Village
15. M. Berliner re: Budget and Annual Town Meeting
16. Traffic Advisory Committee-Prioritized Mansfield Walkways.

XIV. EXECUTIVE SESSION

Not needed.

XV. ADJORNMENT

At 9:37 p.m. Mr. Thorkelson moved and Mr. Paulhus seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdsen, Town Clerk

LEGAL NOTICE
TOWN OF MANSFIELD

PUBLIC HEARING
PROPOSED AMENDMENT TO EMERGENCY PREPAREDNESS ORDINANCE
JUNE 28, 2004

The Mansfield Town Council will hold a public hearing at 7:30 p.m. at the Council's regular meeting on June 28, 2004, to solicit public comment on the proposed amendment to the Emergency Preparedness Ordinance. At this time persons may appear and be heard and written communication received. Packets with amendments are at the Town Clerk's office at 4 South Eagleville Road.

Dated at Mansfield this fifteenth day of June, 2004

Joan E. Gerdson
Town Clerk

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
 Martin Berliner, Town Manager
CC: John Jackman, Fire Marshal/Civil Preparedness Director; Matt Hart, Assistant
 Town Manager
Date: June 28, 2004
Re: Amendment to Emergency Preparedness Ordinance

Subject Matter/Background

Attached please find a proposed amendment to the town's Emergency Preparedness Ordinance. The purpose for the revision is to:

- Change the references to the term "civil preparedness" in the ordinance to the term "emergency management." This change reflects how both the federal and state governments refer to the office and the functions that it performs.
- Make a technical revision to the types of emergencies that the Town Manager may declare as an emergency or disaster. The amendment clarifies that all types of emergencies and disasters are subject to declarations.
- Modify the composition of the Civil Preparedness Advisory Council to reflect the change in the emergency services management structure with the addition of the Emergency Services Administrator to town staff. Furthermore, the amendment proposes to change the number of citizen members from five (5) to two (2) to reflect the difficulty in filling vacancies on the Advisory Council.

The town's Civil Preparedness Advisory Council has reviewed and endorsed the proposed amendment by unanimous vote.

Financial Impact

There is no financial impact to this proposal.

Legal Review

The Town Attorney has reviewed and approved the draft.

Recommendation

Staff recommends that, following the public hearing and the consideration of any comments from the community, the Town Council adopt the amendment to the ordinance as proposed. Most of the recommend changes are perfunctory in nature, and are designed to bring the ordinance in line with current conditions in the field.

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

Move, effective June 28, 2004, to adopt the amendment to Chapter 21, Emergency Preparedness, of the Mansfield Code of Ordinances, as proposed by staff in its draft dated June 28, 2004, and which amendment shall become effective 21 days after publication in a newsletter having circulation in the Town of Mansfield.

Attachments

- Proposed amendment to Emergency Preparedness Ordinance (deletions are contained in [brackets] and additions are underlined)

Town of Mansfield
Proposed Amendment to Emergency Preparedness Ordinance – Chapter 21, Mansfield
Code of Ordinances

June 28, 2004 Draft

Chapter 21, EMERGENCY [PREPAREDNESS] Management

[HISTORY: Adopted by the Town Council of the Town of Mansfield 11-13-1979, effective 12-10-1979. Amendments noted where applicable.]

§ 21-1. Office of [Civil Preparedness] Emergency Management; Advisory Council.

Pursuant to § 28-7 of the Connecticut General Statutes, as amended, there is hereby created an Office of [Civil Preparedness] Emergency Management, consisting of a Director appointed by the Town Manager and an Advisory Council consisting of the Mayor, the Town Manager, the Superintendent of Schools, the Director of Public Works, the Director of the Eastern Highlands Health District, the Senior Resident Trooper, the Chief of the Mansfield Volunteer Fire Company, Inc., the Chief of the Eagleville Fire Department, Inc., Emergency Service Administrator, and [five (5)] two (2) other persons to be appointed by the Town Manager who are representative of various interests which are important to the [civil preparedness] emergency management program in the Town of Mansfield. Such Advisory Council members shall serve for two-year terms, which are concurrent with the terms of the office of the members of the Town Council

§ 21-2. Director; removal.

The Director shall be responsible for the organization, administration and operation of the Office of [Civil Preparedness] Emergency Management, subject to the direction and control of the State Director. The Town Manager may remove the local Director for cause.

§ 21-3. Duties of Office of [Civil Preparedness] Emergency Management.

The Office of [Civil Preparedness] Emergency Management shall be responsible for the development and maintenance of current plans and programs which may be needed in response to an emergency caused by an "attack", or by a "civil preparedness emergency", or a "local civil preparedness emergency", as those terms are defined in § 28-1 of the Connecticut General Statutes, as amended. The Office of [Civil Preparedness] Emergency Management shall also perform such civil preparedness and emergency management functions within the Town of Mansfield as the State Director prescribes, and, in addition, shall conduct such functions outside such territorial limits as are prescribed by the State [Civil Preparedness] Emergency Management program or by the terms of any mutual aid agreements to which the Town of Mansfield is a party.

§ 21-4. Development of mutual aid agreements.

The Director of the Office of [Civil Preparedness] Emergency Management may, with the approval of the State Director, collaborate with other public and private agencies within the State of Connecticut and develop, or cause to be developed, mutual aid agreements for [civil preparedness] emergency management aid and assistance in case of a disaster too great to be dealt with unassisted.

§ 21-5. Development of out-of-state mutual aid agreements.

The Director of the Office of [Civil Preparedness] Emergency Management may, with the approval of the State Director and the Town Manager, enter into mutual aid agreements with [civil preparedness] emergency management agencies or organizations in other states. Such agreements shall be consistent with the state's [civil preparedness] emergency management plan and program, and, in time of emergency, the Office of [Civil Preparedness] Emergency Management shall render assistance in accordance with the provisions of such agreements to which it is a party unless otherwise ordered by the State Director.

§ 21-6. Requests for funds.

The Office of [Civil Preparedness] Emergency Management may request funds from the Town Council to obtain needed equipment and supplies to fulfill its responsibilities.

§ 21-7. Natural or man-made disasters.

In the event of a serious natural or man-made disaster affecting the Town of Mansfield, the Town Manager is in full charge of all personnel and equipment, and the Director of the Office of [Civil Preparedness] Emergency Management shall act as his or her advisor in directing the town's emergency response activities.

§ 21-8. Declaration of state of emergency or disaster.

The Town Manager may declare a state of emergency or disaster for the Town of Mansfield if in his or her opinion a declaration is necessary. He or she shall file such declaration with the Town Clerk, and it will remain effective for up to thirty (30) days unless voided earlier by the Town Manager or action by the Town Council.

§ 21-9. Duties of Director; limitation.

The Director of the Office of [Civil Preparedness] Emergency Management will advise the Town Manager on all matters pertaining to [civil preparedness] emergency management, and he or she will coordinate the activities of the town agencies, but will not assume control over any agency or department of the Town of Mansfield other than the Office of [Civil Preparedness] Emergency Management, unless directly ordered to do so by the Town Manager.

§ 21-10. Applying for state or federal disaster assistance.

In an emergency situation, the Town Manager is empowered to apply to the state and also, through the state, to federal agencies for any appropriate disaster assistance which may be available.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
Martin H. Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: June 28, 2004
Re: Issues Regarding the UConn Landfill Including the UConn Consent Order,
Public Participation Relative to the Consent Order and Well Testing

Subject Matter/Background

Attached please find new correspondence concerning the UConn landfill. At present, the Town Council is not required to take any action on this item.

Attachments

- 1) June 17, 2004 Correspondence from L. Schilling to A. Rocque
- 2) June 2004 Interim Monitoring Report



University of Connecticut
Administration and Operations Services

Architectural and
Engineering Services

June 17, 2004

Commissioner Arthur Rocque, Jr.
State of Connecticut
Department of Environmental Protection
79 Elm Street
Hartford, CT 06106-5127

**RE: UConn Landfill - Consent Order No. SRD-101, June 26, 1998
Meadowood Road Water Main Extension and Residential Service Connections
Project No. 901004**

Dear Commissioner Rocque:

The University of Connecticut (UConn) has completed the installation of the new six-inch water main in Meadowood Road to provide water service to four properties located at 10, 11, 21, and 28 Meadowood Road. The residences at 213 and 219 North Eagleville Road were also provided water service from the water main in North Eagleville Road. The owner of 22 Meadowood Road rejected UConn's offer of water service.

All one-inch copper service connections from the main water lines on Meadowood and North Eagleville Roads to inside each residence were completed. In addition to water main installation, work undertaken also involved the disconnection of existing well pumps and electrical service to the well pump. Pump removal was accomplished and installation of a locking cap was completed when possible. Piping from well to the residence was disconnected outside of the residence where pump removal and a locking cap installation could not be accomplished. Backflow preventors and pressure reducers were also installed at each residence that is receiving UConn water service. Landscaping and driveway work tasks have also been completed.

Please note Connecticut Department of Public Health (CTDPH) requirements for final abandonment of residential wells by filling wells was not included in this water main extension project contract. Following Connecticut Department of Environmental Protection (CTDEP) evaluation and concurrence, final abandonment work can proceed and will be scheduled with a certified driller to meet CTDPH requirements.

An Equal Opportunity Employer

31 LeDoyt Road Unit 3038
Storrs, Connecticut 06269-3038

web: <http://www.aes.uconn.edu>

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June 17, 2004
Commissioner Arthur Rocque, Jr.
State of Connecticut
Department of Environmental Protection

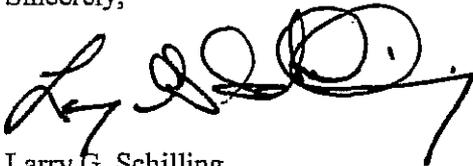
Certification

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,



Larry G. Schilling
Executive Director
Architectural and Engineering Services

LGS/JMP

cc: Gail Batchelder, HGC Environmental Consultants
Martin Berliner, Town of Mansfield
Scott Brohinsky, UConn
Brian Cutler, Loureiro
Dale Dreyfuss, UConn
Nancy Farrell, RVA
Charles Franks, USEPA
Ray Frigon, CTDEP
Allison Hilding, Mansfield Common Sense
Ayla Kardestuncer, Mansfield Common Sense
John Kastrinos, Haley & Aldrich
Alice Kaufman, USEPA
George Kraus, UConn
Rob Miller, Eastern Highlands
Elsie Patton, CTDEP
James Pietrzak, UConn
Rick Standish, Haley & Aldrich
Jennifer Usher, Lenard

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

**HALEY &
ALDRICH**

2 June 2004

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

Attention: Raymond L. Frigon, Jr.

Subject: Interim Monitoring Program Report
February 2004 Sampling Round #13
UConn Landfill
Storrs, Connecticut

Ladies and Gentlemen:

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

OFFICES

Boston
Massachusetts

Cleveland
Ohio

Dayton
Ohio

Detroit
Michigan

Kansas City
Kansas

Los Angeles
California

Manchester
New Hampshire

Parsippany
New Jersey

Portland
Maine

Rochester
New York

San Diego
California

Santa Barbara
California

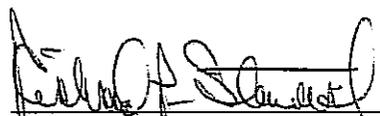
Tucson
Arizona

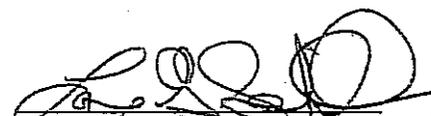
Washington
District of Columbia

■ Interim Monitoring Program Report
February 2004 Sampling Round #13
UConn Landfill
Storrs, Connecticut

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

Agreed and accepted as stated above:


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


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

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I. INTRODUCTION

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

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

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

Since the initiation of the IMP in September 2000, groundwater samples have been submitted to the Environmental Research Institute (ERI) for analysis. On 25 September 2003, in light of investigations being conducted at ERI by federal and state agencies, the CTDEP issued a letter to the University requesting groundwater samples collected in the next round of the IMP be submitted to a private laboratory certified by the Department of Public Health.

Groundwater samples collected in February 2004, also referred to as Round #13, were submitted to Phoenix Environmental Laboratories, Inc., in Manchester, Connecticut for analysis. Details of this sampling event are documented in this report. Subsequent sampling will be conducted on a quarterly basis.

II. SCOPE OF PROGRAM

Twenty-five (25) monitoring locations were identified to be sampled in this round, seven monitoring wells for shallow groundwater, five locations for surface water, and thirteen active residential water supply wells. All IMP sampling locations are shown on Figure 1.

Seven shallow groundwater monitoring wells sampled were:

Well 7 (previous existing well destroyed January 2003/replaced May 2003)
Well 11 A (previous existing well);
Well 13 (previous existing well);
MW - 101 (installed July/August 1999);
MW - 103 (installed July/August 1999);
MW - 105 (installed July/August 1999); and
MW - 112 (installed July/August 1999).

In addition, four of the five surface water monitoring locations were sampled:

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

Note: Location SW-C was dry, therefore could not be sampled this round.

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

213 North Eagleville Road;
219 North Eagleville Road;
10 Meadowood Road;
11 Meadowood Road;
65 Meadowood Road;
143 Separatist Road;
157 Separatist Road;
202 Separatist Road;
206 Separatist Road;
219 Separatist Road;
3 Hillyndale Road;
233 Hunting Lodge Road; and
55 Northwood Road.

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

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

Samples collected from eight of the remaining active domestic water supply wells were analyzed for VOCs only.

For this sampling round, all groundwater and surface water samples were submitted to Phoenix Environmental Laboratories, Inc. (Phoenix Laboratories) of Manchester, Connecticut for analysis. Approximately 20% of the samples collected were split and submitted to ERI for analysis as well.

As in previous IMP rounds, the Eastern Highlands Health District (EHHD) collected two split samples from residential locations which were submitted to the Department of Public Health's (DPH) laboratory for analysis.

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

III. SAMPLING PROCEDURES

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

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

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

IV. SUMMARY OF RESULTS

The analytical results from the February 2004 IMP round # 13 sampling are summarized in Table I. A discussion of the results below is organized by general sample types and locations - shallow groundwater monitoring wells, surface water samples, and active residential wells.

Shallow Groundwater Monitoring Wells

In general, results show typical landfill leachate impact in shallow groundwater from wells located on or near the northern and northwestern toe of the landfill slope (MW-101, MW-103, and MW-112) and southwest of the landfill near the head of the western tributary of Eagleville Brook (MW-105). These impacts are generally characterized by VOCs, ETPH, higher metals, and other indicator parameters such as higher chemical oxygen demand, higher chloride, higher conductivity, and lower dissolved oxygen and oxygen reduction potential (ORP). PCBs, organochlorine pesticides and chlorinated herbicides were not detected in the wells sampled. In general, VOC concentrations were slightly lower in MW-101, and generally higher in MW-103, MW-105 and MW-112 than in the previous round # 12 collected in October/November 2003. In MW-103 and MW-112, metal concentrations generally remained the same, but were higher in MW-101 and MW-105 than in the previous round. Groundwater protection criteria were exceeded for benzene in MW101, MW103, MW105 and MW112; for chlorobenzene in MW103; for total xylenes in MW103; and for ETPH in MW101 and MW103.

Well B7 is considered a background quality monitoring well. No VOCs, semi-VOCs, chlorinated herbicides, organochlorine pesticides, ETPH or PCBs were detected in the groundwater from well B7. Metals and other parameters were within typical drinking water ranges.

Well B11A is located west of the landfill, not in an area of active landfill leachate migration in shallow groundwater. No VOCs, semi-VOCs, chlorinated herbicides, organochlorine pesticides, ETPH or PCBs were detected in the groundwater from well B11A. Metals and other parameters were within typical drinking water ranges.

Well B13 is located in the western tributary of the Eagleville Brook drainage. The on-going hydrogeologic investigation data has shown that it is likely that both landfill leachate and leachate from the former chemical pit area are migrating through the subsurface in the vicinity of B13. Chloroform and PCE were detected at low concentrations at this location in the previous round, however were not detected in this round. Trace concentrations of 1,2,4-trimethylbenzene and p-isopropyltoluene were detected in the split sample submitted to ERI, however they were not detected in the original groundwater sample collected from well B13. No semi-VOCs, chlorinated herbicides, organochlorine pesticides, ETPH or PCBs were detected. Metals and other parameters were within typical drinking water ranges.

Surface Water Samples

Four surface water samples were analyzed in this round of sampling. Surface water sample location SW-C was dry; therefore not sampled this round. Trace concentrations of toluene were detected in the surface water collected from SW-A and SW-B. SW-B also contained trace concentrations of 1,4-dichlorobenzene and chlorobenzene. VOCs were not detected in the surface water at SW-D and SW-E.

No semi-VOCs, chlorinated herbicides, organochlorine pesticides, ETPH or PCBs were detected in any of the surface water samples collected this round. Metals and other parameters were within typical surface water ranges.

Active Residential Wells

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

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

Samples from the drinking water supplies at 3 Hillyndale Road and 65 Meadowood Road were split with EHHD and analyzed at the DPH laboratory. Results from the split samples were in general agreement with one exception. MTBE was not detected in the original sample collected at 65 Meadowood Road however it was detected at 0.6 ug/l, below the state action level of 70 ug/l, in the split sample.

For quality control purposes, split samples were collected from 10 Meadowood Road and 219 Separatist Road and submitted to ERI for analysis. ERI subcontracted VOC analysis by EPA Method 524.2 to Spectrum Analytical, Inc. (Spectrum). Split sample results provided by ERI and Spectrum were in general agreement with the results provided by Phoenix Laboratories.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
Martin H. Berliner
From: Martin H. Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: June 28, 2004
Re: University Spring Weekend

Subject Matter/Background

As requested, attached please find a draft summary report regarding UConn Spring Weekend 2004. Please review the draft, and let us know if you have any questions or would like staff to conduct any additional research on this topic.

Memo

To: Martin Berliner, Town Manager
From: Matt Hart, Assistant Town Manager *MWH*
CC: David Dagon, SGT Darcy, Kevin Grunwald, Chief Hawthorne, John Jackman, Chief Jordan
Date: June 24, 2004
Re: UConn Spring Weekend 2004 – Draft Summary Report

As requested, I have prepared this draft report concerning UConn Spring Weekend 2004. The report consists of a summary only, and is focused upon the activities of the town's emergency services and public safety units, as well as the Connecticut State Police. I have labeled the report as a draft in case you or the Town Council request additional information. In preparing this report, I have relied heavily upon information received from the Mansfield Resident Trooper's Office, the town's Office of Emergency Services and the Eagleville Fire Department, and I would like to thank my colleagues in those offices for their assistance.

By way of background, Spring Weekend at the University of Connecticut has traditionally occurred in late April prior to the final week of classes. The event has existed in some form or another the better part of the last 35 years. Spring Weekend normally runs from Thursday night through early Sunday morning, and consists of a few sanctioned University events such as the Saturday night concert at Gampel Pavilion in addition to various unsanctioned events like the large parties at Carriage House and Celeron Square Apartments. Typically, these unsanctioned events have attracted large numbers of young people and have featured behaviors such as public intoxication, underage drinking, fighting and other violence, and property destruction. These unsanctioned events have also attracted non-UConn students, including many young people who are under the age of majority. It is largely because of these unsanctioned events that Spring Weekend has gained its notoriety throughout the state and the northeast region.

Planning

As in years past, a large number of area public safety and emergency services agencies and organizations took part in responding to Spring Weekend 2004. These entities included town agencies such as the Mansfield Resident Trooper's Office, the Mansfield Fire Marshal/Civil Preparedness Office, the Eagleville Fire Department and the Mansfield Volunteer Fire Company; state entities such as the Connecticut State Police, the local State Attorney's Office and the University's Department of Public Safety; local fire departments and ambulance corps; and area hospitals and emergency medical services. Also, while not involved in a public safety capacity, Town Council members and various town and university administrators maintained a regular presence throughout the weekend. This year one council member (A. Blair) was present at the event in her capacity as a firefighter/EMT.

Approaching Spring Weekend, the goal of these agencies and organizations was largely to ensure public safety, respond to medical emergencies and to help prevent property destruction. To adequately prepare, many of these organizations and entities conducted extensive operational preplanning, including joint planning sessions and briefings. Both the Connecticut State Police and the Eagleville Fire Department, for example, prepared written operations plans prior to the event and trained according to those documents.

In addition, the Mansfield Resident State Trooper and Fire Marshal's Offices met with the owners and management of local apartment complexes to discuss and implement various preventive measures against fires and other potential problems. Also, the university engaged in a public relations campaign to encourage students to act responsibly and to caution them about the ramifications of bad behavior. And, on a lesser note, the Town Manager's Office notified area residents of potential road closures and the Social Services Department sent a communication to the parents of EO Smith students to alert them of the potential dangers inherent to Spring Weekend.

Event Chronology

Thursday, April 22 into Friday, April 23

Following tradition, the location for Thursday night's event was the Carriage House Apartments located on Carriage House Road, off of Hunting Lodge Road. The weather was clear during the early evening, but transitioned to steady rain by early Friday morning with a low temperature of approximately 60 degrees. Crowds started gathering in early the afternoon and by 8:00 p.m. the state had deployed its full complement of approximately 100 personnel. The Eagleville Fire Department had also established a command post/triage area onsite with assistance from Mansfield and other area departments. In addition, the town had located fire police and town officers to control traffic along the affected roads.

The state police closed the road to vehicular traffic by 9:30, and an estimated crowd of 8,000 people gathered within the apartments and on Carriage House Road. According to the state police, "the partygoers were heavily intoxicated but generally well behaved." That evening, state police made nine arrests for offenses ranging in severity from breach of peace to 3rd

degree assault. The transition to steady rain by early Friday morning enabled the police to disperse the crowd by 1:30 a.m., and the scene was quiet by about 2:00 a.m.

At the town's triage area, fire department personnel handled 17 medical incidents, of which eight involved transports to area hospitals. The majority of the injuries were classified as minor.

Friday, April 23 into Saturday, April 24

In the past, the activities on Friday night primarily involved smaller parties at student housing sites around town. More recent years, however, have seen the development of large-scale parties at Celeron Square Apartments, located directly across Hunting Lodge Road from the Carriage House complex. This year fell in line with the recent trend, and approximately 8,000 people gathered on Friday night at Celeron Square. As Carriage House is sited on property belonging to UConn, university police have primary jurisdiction for that complex. Yet, because of the size of the crowd, the state police had by 9:00 p.m. deployed its full complement of approximately 100 personnel with most of its officers assigned to Celeron Square and a reserve dedicated to Carriage House. The police closed the road to vehicular traffic by 9:40 p.m.

Similar to Thursday night, the weather was clear during the early evening and gave way to steady rain after midnight. Yet, the temperature was cooler on Friday night as the low fell to 43 degrees. From personal observation, the crowd on Friday night seemed much more unruly and prone to violence than it did the prior night. On Friday, Connecticut State Police made eight arrests ranging in severity from breach of peace to assault on a police officer and inciting to riot. As with the previous evening, the late rain enabled the officers to disperse the crowd fairly early, by 1:00 a.m.

For their part, the town's emergency services personnel retained their command post/triage area at the Carriage House site, and on Friday night they treated 18 medical incidents, of which 14 were transported to area hospitals. Those staff also responded to and extinguished one fire. Most of the treated injuries on Friday evening were classified as acute intoxication or minor.

Saturday, April 24 into Sunday, April 25

In keeping with tradition, Saturday's night's unsanctioned event took place at the X-lot parking lot on the campus proper, which is under the jurisdiction of the UConn police. Also, the university sponsored a concert event that evening in Gampel Pavilion featuring the popular rap artist "Ludacris." UConn police handled security at the concert, which sold out with a crowd of 7,500 people and experienced little law enforcement problems.

By 10:00 p.m. the state police had deployed its full complement of 100+ personnel and estimated the crowd at 15,000, perhaps the largest ever at X-lot. According to plan, state police "integrated" into the crowd to maintain order. Because of the large size of the gathering, shortly after midnight police closed the roads around campus to vehicular traffic to prevent greater numbers from reaching the event.

A little before 1:00 a.m., police began dispersing the crowd. As reported by the police, the crowd was "well behaved, for the most part." "Limited incidents of fighting and bottle-throwing did occur," and at least one officer was injured. The state police made 13 arrests that evening ranging in severity from breach of peace to 3rd degree assault and reckless endangerment. The state police were able to disperse the crowd by approximately 1:40 a.m. and then assisted the university police in patrolling the campus until about 4:30 a.m.

With the location at X-lot, the university's emergency medical services and health services personnel treated the majority of incidents that evening. However, the town's emergency services personnel did retain a small triage area at Carriage House and responded to two medical incidents, both of which involved transports. The department also responded to three fires and one standby that evening/early morning.

Fire and Emergency Medical Operations

As described to some degree above, over the weekend fire and EMS personnel responded to a number of calls and medical incidents ranging from acute intoxication, to first aid and assault injuries. The Eagleville Fire Department and the Mansfield Volunteer Fire Company combined treated 37 medical incidents, of which 24 involved ambulance transports, and responded to four fires. During the same time period, the UConn Fire Department responded to 75 ambulance calls and 25 fire calls, and University Student Health Services treated 95 persons. Three state troopers experienced minor injuries.

A total of 35 Town of Mansfield firefighters and support staff volunteered or worked at least one night in the operations for Spring Weekend. Volunteers alone contributed 432 hours over the three-day period, and not included in this number of volunteer hours are the support-related activities such as planning and briefing sessions, officer meetings, arrangements for food, and time spent procuring the light tower, generators, tents and other incidentals.

Although staff does not have firm numbers we believe it is fair to estimate that at least an equal number of firefighters (35) from surrounding communities provided mutual aid and volunteered throughout the weekend.

Total Arrests

Over the weekend, the Connecticut State Police made 30 arrests and the UConn Police accounted for 39 arrests.

Staffing Costs

Throughout Spring Weekend, Mansfield's town officers and assigned resident state troopers worked 270.50 hours of overtime at a total cost of \$9,860.49. This figure does include hours worked at straight time by part-time town officers, but does **not** include regular hours worked by the full-time town officers and resident troopers during this timeframe.

As reported by our Emergency Services Administrator, the town's full and part-time fire personnel worked an additional 145 hours of straight time and 175 hours of over-time at a total cost of \$7,520.76. This figure does not include the regular hours worked by fire personnel nor does it include the approximately 432 hours worked by departmental volunteers.

Total additional staffing expenditures for the town alone were approximately \$17,381. The Connecticut State Police, the University of Connecticut and other responding agencies and organizations undoubtedly experienced significant additional staffing costs as well.

Summary

Arguably, UConn Spring Weekend 2004 featured the largest crowds to date, with an estimated 8,000 in attendance on both Thursday and Friday night, and another 15,000 at X-lot on Saturday. Despite the tremendous number of people in attendance and the level of public intoxication, partygoers were relatively peaceful and the community was able to avoid severe injury or property destruction. Some have therefore described the weekend as a qualified "success." However, I would caution against defining the event in those terms, as the potential for greater violence and injury was certainly present. The weather, especially the rain, certainly helped to break up the crowds on early Friday and Saturday morning. Another contributing factor to the relatively low level of violence from the student body could have been the rigorous stance that the university applied toward those students who were apprehended for various offenses during the Final Four victory celebration, which had occurred just a few weeks prior to Spring Weekend. In this instance, one could speculate that the university's willingness to discipline students who had committed various infractions sent the message to the student body that this sort of behavior would not be tolerated. We can also attribute much of credit for the relatively limited level of violence and injury experienced during Spring Weekend 2004 to the efforts of the public safety and emergency services personnel who were assigned and responded to the event. All of these staff and volunteers – from the town, the university, the state and the region – appeared very well prepared for the event and handled their responsibilities in a most capable and professional manner. We were very fortunate to have had their assistance throughout the weekend.

Please review this draft summary report, and let me know if you have further questions or would like me to research a particular issue in greater detail.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
 Martin H. Berliner, Town Manager
CC: Kevin Grunwald, Director of Social Services; Matt Hart, Assistant Town Manager
Date: June 28, 2004
Re: Youth Services Bureau Grant Application

Subject Matter/Background

The purpose of the Youth Service Bureau grants program is to: "Assist municipalities and private youth-serving organizations designated to act as agents for municipalities with maintaining and expanding such bureau for the benefit of youth" (*Connecticut General Statutes* § 10-19n). Direct services provided under the grant may include:

- Individual and group counseling
- Parent training and family therapy
- Work placement and employment counseling
- Alternative and special educational opportunities
- Recreational and cultural programs
- Outreach programs
- Teen pregnancy services
- Suspension/expulsion services
- Diversion from juvenile justice services
- Preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug prevention
- Programs that develop positive youth involvement (*Connecticut General Statutes* §10-19m (b))

The Mansfield Youth Service Bureau delivers all of these services in some form, and works closely with the Mansfield Board of Education to support students and their families who are experiencing a wide range of behavioral health problems. In the past year direct services were provided to 156 individuals and 102 families.

Due to timing issues, staff has already submitted the grant application and is seeking the Council's retroactive authorization.

Financial Impact

The annual fiscal year 2005/06 budget for the Youth Service Bureau (YSB) is approximately \$124,000. Funds received from this grant subsidize the costs of operating the YSB. Each YSB in the state is eligible for a minimum grant of \$14,000, and those YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a

proportionate share of the remaining appropriation. Additionally, each town must contribute an amount equal to the amount of the state grant, of which *no less* than fifty percent of the contribution shall be from funds appropriated by the town. The remaining amount may be matched with other funds or in-kind services. Last year the Town of Mansfield received \$16,130 from this grant award.

Recommendation

Staff recommends that the Town Council support this grant application. While the grant award only provides a small subsidy for the actual cost of operating the Youth Service Bureau, it does provide one source of income for a service that reaches a large number of youth and families in need. Additionally, our participation in this grant program gives us the opportunity to affiliate with other municipalities in Connecticut who are delivering similar services and following a set of agreed upon goals and objectives.

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

Resolved, retroactive to June 17, 2004, that the Town Manager, Martin H. Berliner, be authorized to submit an application to the Connecticut Department of Education to receive funding for the operation of the Mansfield Youth Service Bureau for the period beginning July 1, 2004 and ending June 30, 2005.

Attachments

1) Excerpts from Grant Application

MANSFIELD YOUTH SERVICES ADVISORY BOARD

2003-2004

Ethel Mantzaris 217 Gurleyville Rd. Storrs, CT 06268 H: 429-4413 (unlisted)	Chairperson Consumer	F/W
Frank Perrotti 42 Cedar Swamp Rd. Storrs, CT 06268 H: 429-0323	Assistant Chairperson Superintendent R	M/W
Frank Maloney 5 Southwood Rd. Mansfield, CT 06268 H: 487-0367	Consumer	M/W
Maureen Kirouac 8 Mansfield Hollow Rd. Ext. Mansfield Center, CT 06250 H: 456-1525	Resident	F/W
Office Jerry Marchon Mansfield Municipal Building 4 S. Eagleville Rd. Mansfield, CT 06268 W: 429-3376	Mansfield Police	M/W
Charles C. Leavens 1235 Storrs Rd. Storrs, CT 06268 W: 487-0877	E. O. Smith High School Regional School District #19	M/W
Barbara Ivry 19 Westwood Drive Storrs, CT 06268 H: 429-5605	Resident	F/W
Jaime Russell 205 Spring Hill Rd. Mansfield, CT 06268 W: 429-9341	Assistant Principal Mansfield Middle School	M/W

Rachel Leclerc 4 S. Eagleville Rd. Mansfield, CT 06268 W: 429-3354	Pupil Personnel Director-Mansfield Board of Education	F/W
Valerie Thompson 1414 Stafford Rd. Mansfield, CT 06268 H: 429-1534	Student/MMS 8 th grade	F/W
Spenser Anthony 131 Birch Rd. Mansfield, CT 06268 H: 429-9230	Student/MMS 8 th grade	M/W
Chris Murphy 145 Brookside Lane Mansfield Center, CT 06250 H: 429-1080	Student/E.O. Smith 11 th grade	M/W
Rebecca McCabe 109 Birch Rd. Storrs, CT 06268 H: 487-8000	Student/E.O. Smith 10 th grade	F/W
Erica Thompson 109 Birch Rd. Storrs, CT 06268 H: 487-8000	Student/MMS 7 th grade	F/W
Tyler Burnham 101 Woods Rd. Mansfield Center, CT 06250 H:	Student/	M/W
Sirsa Qursha 240 South McMahan Hall Storrs, CT 06269 427-5343	Student/UConn	F/W
c: Kevin Grunwald, Director SSD Martin Berliner, Town Manager Matt Hart, Assistant Town Manager Town Clerk (agenda)		

advbd
updated: 6/18/04

Appendix A: Application

Youth Service Bureau
Grant Application
#120 Revised 4/2003
Statutory Ref.: C.G.S.
17a-39 through 17a-41

State of Connecticut
Department of Education

TITLE PAGE

1) Legal Name of Organization

Applying for Funds: Town of Mansfield SDE code 078

2) Federal Identification No.: 06-6002032

3) Town(s) to be Served: Mansfield

4) Program Name: Mansfield Youth Service Bureau

5) Executive Director: Janit P. Romavko, LCSW Phone: 860 429-3317 Fax: 860 429-6863

6) Contact Persons:

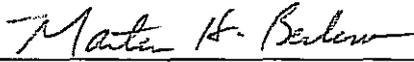
Program: Janit P. Romavko, LCSW Phone: 860 429-3317 Fax: 860 429-6863

Fiscal: Jeffrey H. Smith Phone: 860 429-3342 Fax: 860 429-6863

7) Program Mailing Address: 4 South Eagleville Road Storrs, CT 06268

8) Program Location Address: Same

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the Youth Service Bureau's planned programs and services for the period July 1, 2004 through June 30, 2005.

9) Original Applicant Signature:  Date: June 17, 2004

10) Typed Name: Martin H. Berliner Title: Town Manager

2004-2005 Youth Service Bureau Grant Application

Administrative Core Unit Goals and Objectives: Summarize the proposed goals and objectives of your administrative core unit. Group your goals and objectives under the following headings. (See sample in Appendix F.)

1. Management/Administration- List one goal and the objectives necessary to enhance your management/administration. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Improve the administration of YSB programs and services.	To provide for staff supervision.	Weekly meetings with staff.
	To provide staff training.	Attend in-service and external training events.
	To coordinate with the Finance Department for an efficient fiscal process at YSB.	Participate in budget development and regular review of expenditures.
	To evaluate the data management process.	Regular review of data collected.
	To provide for effective administrative procedures.	Ongoing evaluation and revision to administrative processes.

2. Research- List one goal and the objectives necessary to increase your research activities. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Integrate YSB statistics into effective services/programs.	To translate programs into solutions.	Identify data sources. Collect and analyze data.
	To survey YSB Board regarding programs, services.	Develop a survey tool and utilize advisory board members as a data source.
	To develop an unduplicated clinical and programs file.	Maintain appropriate case files and explore software supports.

3. Resource Development- List one goal and the objectives necessary to increase your resource development. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Increase programs and services to Mansfield youth and families.	Secure additional funding.	Write grant applications
	Access existing services.	Research local, regional and state resources.

4. Community Involvement- List one goal and the objectives necessary to increase your community involvement. List the tasks you will perform to meet the objectives.

2004-2005 Youth Service Bureau Grant Application

GOAL	OBJECTIVES	TASKS
Coordinate with local providers to enhance the service delivery system.	To encourage community groups to continue activities, programs and services.	To maintain ongoing resource meetings with community groups.

5. Youth Advocacy- List one goal and the objectives necessary to increase your youth advocacy. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Advocate for the needs of Mansfield youth to improve programs and services.	Maintain visibility within the community.	Participate in advocacy efforts aimed at local programs and services.
	Assist at-risk youth and families in negotiating the system.	Advocate for individual youth in need throughout the service delivery system.
	Build program capacity.	Advocate for adoption of policies that will benefit Mansfield youth.

Direct Service Unit Activities Narrative: Summarize the proposed goals and objectives of your direct service unit. If you have subcontracted, denote that services are to be provided by a subcontractor. Group your goals and objectives under the following headings (see sample in Appendix F).

1. Juvenile Justice- List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Divert youth from the Juvenile Justice system.	Identify and intervene with at-risk youth.	Youth "at risk" with the Juvenile Justice system will be given services and supports needed in time of family/individual crises.
	Target resources to individuals and families with the greatest need for services.	To provide clinical services for "at risk" youth and their families.

2. Mental Health Services- List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Respond to those youth in need of triage or prompt service delivery.	To provide immediate, crisis-oriented counseling to youth and their families.	Maintain high visibility and easy access to services.
	To provide psychiatric services to referred youth.	Provide resources for psychiatric consultation.
	To provide symptom specific problem focused support groups for youth and/or families.	Mobilize mutual support.

2004-2005 Youth Service Bureau Grant Application

3. Child Welfare- List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Diagnose those individual/family system problems involved in DCF.	To provide referrals and clinical services appropriate to the DCF population.	Maintain active liaison with DCF.
	To provide psychiatric consultation to DCF cases and staff.	Provide resources for psychiatric consultation.

4. Teen Pregnancy Prevention - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Service Not Provided	NA	NA

5. Teen/Parent Education - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Support and educate parents of special education students.	Assist parents of children with special needs.	Schedule regular meetings and educational presentations for Middle School parents.

6. Youth Development- List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Offer positive youth development programs for Mansfield youth and their families.	To offer self esteem opportunities for youth.	Continually evaluate existing program offerings.
	To provide for programs that foster trust between youth and community members.	Seek out opportunities for integration of youth with other members of the community.

7. Community Outreach- List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Provide positive opportunities for youth/families in their leisure time.	To provide the community with information about positive and safe alternative services.	Provide parent education workshops.

2004-2005 Youth Service Bureau Grant Application

ADVISORY BOARD COMPOSITION REPORT

Composition Criteria

- At least seven members
- At least one member under 21 years of age (non-voting member)
- Representatives from the school system, police department, and a private youth-serving agency (police department member is non-voting)
- At least one-third of the total membership from individuals who receive less than 50% of their income from delivering services to youth
- At least one member on the Board from each municipality served by the YSB

1. **Board Composition**

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

Name *plus* Member Type:

- Youth
- School System representative
- Police Department representative
- Private youth serving agency representative
- Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

2. **Board Type***

Check the appropriate board type for your Advisory Board.

Advisory Youth Commission Other - Please specify _____

3. If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions: NA

Anticipated date for meeting composition criteria: NA

4. **Board Meetings**

- (a) The number of times the YSB Advisory Board meets each fiscal year? X
- (b) Are minutes of all meetings on file in your office and available for inspection? Yes

* Please refer to instructions.

2004-2005 Youth Service Bureau Grant Application

Professional Development Work Plan

List a minimum of three professional development activities that you will participate in 2004-2005. What Administrative Core Unit Functions will be impacted/enhanced as a result of your participation.

Proposed Professional Development Activities	Impacted ACU Function
1. Ongoing coordination with Department of Children and Families' staff in the regional office, with a focus on the current mandated reporting legislation.	Community Involvement and Advocacy
2. Maintain regular communication with school psychologists, guidance personnel and psychiatric consultant regarding individual cases, treatment plans and identification of clinical trends.	Community Involvement
3. Communicate with school nurses and Pupil Personnel Directors regarding individual cases and system-wide trends.	Research, Community Involvement, Advocacy

2004-2005 Youth Service Bureau Grant Application

ED114 FISCAL YEAR 2005

YOUTH SERVICE BUREAU BUDGET FORM

GRANTEE NAME: Mansfield Youth Service Bureau		VENDOR CODE: 078		
GRANT TITLE: YOUTH SERVICE BUREAU				
PROJECT TITLE:				
CORE-CT CLASSIFICATION:		FUND: 11000	SPID: 17052	PROGRAM: 82079
BUDGET REFERENCE: 2005		CHARTFIELD1: 170002		
CHARTFIELD2:				
GRANT PERIOD: 07/01/04 -06/30/05		AUTHORIZED AMOUNT:\$		
AUTHORIZED AMOUNT by SOURCE:		CURRENT DUE:\$		
LOCAL BALANCE:\$		CARRY-OVER DUE:\$		
CODES	DESCRIPTIONS	SDE GRANT AWARD	CASH MATCH	IN-KIND MATCH
100	ADMINISTRATIVE SUPPORT, SALARIES/DIRECT SERVICE SALARIES			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
322	IN SERVICE			
323	PUPIL SERVICES			
330	OTHER PROFESSIONAL TECHNICAL SERVICES			
400	PURCHASED PROPERTY SERVICES			
510	PUPIL TRANSPORTATION			
530	COMMUNICATIONS			
580	TRAVEL			
590	OTHER PURCHASED SERVICES			
611	INSTRUCTIONAL SUPPLIES			
612	ADMINISTRATIVE SUPPLIES			
690	OTHER SUPPLIES			
700	PROPERTY			
890	OTHER OBJECTS			
	TOTAL			

ORIGINAL REQUEST DATE _____ STATE DEPARTMENT OF EDUCATION DATE OF
 REVISED REQUEST DATE _____ PROGRAM MANAGER AUTHORIZATION APPROVAL

Grant/Match Summary

SDE Grant Award	
Local Match:	
Municipal Appropriation	
Other Funds	
In-Kind	
Total Local Match	

I certify that the budget provided herein represents the planned income and expenditures of the Youth Service Bureau grant funds and local match of the above grantee for the grant period July 1, 2004 through June 30, 2005, in accordance with all applicable instructions and statutory requirements.

Authorized Signature _____ Date _____
 Jeffrey H. Smith June 17, 2004

2004-2005 Youth Service Bureau Grant Application

Typed Signature

Date

Budget Narrative - Income

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the "Grant and Local Match Budget" form.

Account Name	Description	Line Item Total
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s): Mansfield	\$16,646
Other Funds	List source and amounts for other funds that will be used as matching funds for this grant.	
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

2004-2005 Youth Service Bureau Grant Application

Budget Narrative - Expenses

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the "Grant and Local Match Budget" form.

Account Code/Name	Description	Line Item Total
100	Administrative support, salaries, direct service salaries	\$33,292

GRANTEE NAME: Mansfield Youth Service Bureau VENDOR CODE: 078

GRANT TITLE: YOUTH SERVICE BUREAU

PROJECT TITLE:

CORE-CT CLASSIFICATION: FUND: 11000 SPID: 17052 PROGRAM: 82079

BUDGET REFERENCE: 2005 CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 07/01/04 -06/30/05 AUTHORIZED AMOUNT:\$

AUTHORIZED AMOUNT by SOURCE: CURRENT DUE:\$

LOCAL BALANCE:\$ CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	SDE GRANT AWARD	CASH MATCH	IN-KIND MATCH
100	ADMINISTRATIVE SUPPORT, SALARIES/DIRECT SERVICE SALARIES	\$16,646	\$16,646	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
322	IN SERVICE			
323	PUPIL SERVICES			
330	OTHER PROFESSIONAL TECHNICAL SERVICES			
400	PURCHASED PROPERTY SERVICES			
510	PUPIL TRANSPORTATION			
530	COMMUNICATIONS			
580	TRAVEL			
590	OTHER PURCHASED SERVICES			
611	INSTRUCTIONAL SUPPLIES			
612	ADMINISTRATIVE SUPPLIES			
690	OTHER SUPPLIES			
700	PROPERTY			
890	OTHER OBJECTS			
	TOTAL	\$16,646	\$16,646	

ORIGINAL REQUEST DATE _____

STATE DEPARTMENT OF EDUCATION

PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL _____

REVISED REQUEST DATE _____

Grant/Match Summary

SDE Grant Award	\$16,646
Local Match:	
Municipal Appropriation	\$16,646
Other Funds	
In-Kind	
Total Local Match	\$16,646

I certify that the budget provided herein represents the planned income and expenditures of t Youth Service Bureau grant funds and local match of the above grantee for the grant period July 1, 2004 through June 30, 2005, in accordance with all applicable instructions and statut requirements.


 Authorized Signature
 Jeffrey H. Smith
 Typed Signature

6/17/04
 Date
 June 17, 2004
 Date



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
 Martin H. Berliner, Town Manager
CC: Jeffrey Smith, Director of Finance; Pamela Wells, Collector of Revenue; Matt Hart, Assistant Town Manager
Date: June 28, 2004
Re: Property Tax Suspense List

Subject Matter/Background

Attached please find the Property Tax Suspense List submitted for the Town Council's review and approval. As explained by the Collector of Revenue, most of the list items are motor vehicle accounts billed to taxpayers that the town has been unable to locate. For June 2004, the suspense list totals \$59,653.66.

Although the taxes are removed from the books as a current receivable they continue to remain collectible for 15 years from their original due date. All collectible amounts will be transferred to the collection agency sponsored by the Connecticut Conference of Municipalities. From July 1, 2003 to date, the agency has successfully collected \$9,143.80 in outstanding taxes and interest.

Recommendation

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

Move, effective June 28, 2004, to transfer \$59,653.66 in outstanding property taxes to the Mansfield Property Tax Suspense List, as recommended by the Collector of Revenue.

Attachments

- 1) Communication from Collector of Revenue
- 2) Town of Mansfield Suspense Accounts

**TOWN OF MANSFIELD
COLLECTOR OF REVENUE
4 South Eagleville Road
Storrs/Mansfield, CT 06268-2599**

June, 2004

Town Council
Town of Mansfield
Mansfield, CT 06268-2599

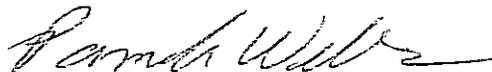
Dear Council Members:

The following list of uncollected taxes for transfer to the Suspense Tax Book is respectfully submitted for your examination and approval as required by Sec. 12-165 of the General Statutes of the State of Connecticut. The mobile home taxes are for units that no longer exist. The homes were removed from their lots and disposed of, having belonged to owners that have passed away or moved out of state. The majority of the motor vehicle accounts were billed to owners that we are no longer able to locate. All accounts have been extensively rebilled, reported to the Connecticut Motor Vehicle Department and issued Tax Collector Demands. Warrants were prepared for collection against any accounts where addresses were still known at the time of issuance.

Although these taxes are removed from the books as a current receivable they continue to remain collectible for fifteen years from their original due date. Suspense collection of tax and interest this fiscal year has been \$9,143.80 from July 1, 2003 to date.

The Collector's office continues to monitor all bankruptcy cases in the event assets are made available through the Court toward tax payments. The office also submits all motor vehicle suspense accounts to the Delinquent Property Division of the Department of Motor Vehicles to block reregistration in Connecticut.

Respectfully submitted,



Pamela Wells
Collector of Revenue

Grand List	Mobile Homes	Personal Property	Motor Vehicle	TOTAL
Oct. 1992	382.89			382.89
Oct. 1993	729.99			729.99
Oct. 1994	542.39	108.81		651.20
Oct. 1995	678.10			678.10
Oct. 1996	678.10			678.10
Oct. 1997	796.06	382.90	252.30	1431.26
1997 SMV			213.81	213.81
Oct. 1998	732.05	321.42	1796.92	2850.39
1998 SMV			533.43	533.43
Oct. 1999			7004.29	7004.29
1999SMV			1309.15	1309.15
Oct. 2000		618.70	10412.73	11031.43
2000 SMV			2055.74	2055.74
Oct. 2001			27557.59	27557.59
2001S			2546.29	2546.29
				<u>59653.66</u>

TOWN OF MANSFIELD - SUSPENSE ACCOUNTS
TRANSFER DATE: 06/30/2004

LIST#	NAME	ADDRESS	GRAND LIST YEAR	DUE DATE	AMOUNT	REASON

TAX YEAR 1992						
01690	HATCH TIMOTHY A & DEBRA L	8 WOODLAWN APTS, ASHFORD CT 06278	10011992	01011994	382.89	CANNOT LOCATE
			TOTAL	1992 - 1	<u>382.89</u>	
					=====	
TAX YEAR 1993						
01745	HATCH TIMOTHY A & DEBRA L	8 WOODLAWN APTS, ASHFORD CT 06278	10011993	01011995	382.89	CANNOT LOCATE
04387	VIOLETTE DELMER R SR &	31 MAPLEWOOD RD, STORRS CT 06268	10011993	01011995	347.10	CANNOT LOCATE
			TOTAL	1993 - 2	<u>729.99</u>	
					=====	
TAX YEAR 1994						
40458	STORRS MIKE	1640 STORRS ROAD, STORRS CT 06268	10011994	07011995	108.81	OUT OF BUSINESS
01667	HAGENOW HELEN I	P O BOX 6001, VERNON	10011994	01011996	195.29	OTHER
04384	VIOLETTE DELMER R SR &	31 MAPLEWOOD RD, STORRS CT 06268	10011994	01011996	347.10	CANNOT LOCATE
			TOTAL	1994 - 3	<u>651.20</u>	
					=====	
TAX YEAR 1995						
01731	HAGENOW HELEN I	P O BOX 6001, VERNON	10011995	01011997	331.00	OTHER
04410	VIOLETTE DELMER R SR &	31 MAPLEWOOD RD, STORRS CT 06268	10011995	01011997	347.10	CANNOT LOCATE
			TOTAL	1995 - 2	<u>678.10</u>	
					=====	
TAX YEAR 1996						
04322	TOLLAND BANK	P O BOX 6001, VERNON	10011996	01011998	331.00	OTHER
04442	VIOLETTE DELMER R SR &	31 MAPLEWOOD RD, STORRS CT 06268	10011996	01011998	347.10	CANNOT LOCATE
			TOTAL	1996 - 2	<u>678.10</u>	
					=====	
TAX YEAR 1997						
57317	PONYA AMIN S	268 CODFISH FALLS, STORRS CT	10011997	07011998	64.87	CANNOT LOCATE
59231	TIBERIO EMILY M	87 HUNTINGLODGE RD, STORRS CT	10011997	07011998	187.43	CANNOT LOCATE
40427	SANWA LEASING CORP	4151 BELTLINE RD#308, DALLAS TX 75244	10011997	07011998	179.45	OUT OF BUSINESS
40454	SODA SERVICE INC	206 RIDGE ROAD, WETHERSFIELD CT 06109	10011997	07011998	186.84	OUT OF BUSINESS
40492	TELEDYNE ROCKETS **	152 HANKS HILL RD, STORRS CT 06268	10011997	07011998	16.61	OUT OF BUSINESS
04371	TOLLAND BANK	P O BOX 6001, VERNON	10011997	01011999	331.00	OTHER
04490	VIOLETTE DELMER R SR &	31 MAPLEWOOD RD, STORRS, CT 06268	10011997	01011999	347.10	CANNOT LOCATE
04678	WOODWORTH HELEN	12 VALLEY VIEW DR, STORRS, CT 06268	10011997	01011999	117.96	CANNOT LOCATE
89449	POUYA AMIR S	268 CODFISH FALLS RD, STORRS	10011997	01011999	213.81	CANNOT LOCATE
			TOTAL	1997 - 9	<u>1,645.07</u>	
					=====	

TOWN OF MANSFIELD - SUSPENSE ACCOUNTS
TRANSFER DATE: 06/30/2004

LIST#	NAME	ADDRESS	YEAR	DUE DATE	AMOUNT	REASON

TAX YEAR 1998						
51065	BROUSSEAU HOLLY JO	91 CHAFFEEVILLE RD, MANSFIELD CNTR	10011998	07011999	82.02	OUT OF STATE
52016	CURRY ANDREA R	48 EVERGREEN RD, LEEDS	10011998	07011999	40.83	OUT OF STATE
52829	FERRIE RICHARD	833 HEARTLAND CIR, MULBERRY	10011998	07011999	211.61	OUT OF STATE
53277	GEMME CATHERINE E	468 STAFFORD ROAD, MANSFIELD	10011998	07011999	41.64	CANNOT LOCATE
54142	HOWLETT KURT S	138 COMANTVILLE RD, MANSFIELD	10011998	07011999	96.62	CANNOT LOCATE
54608	KELLEY RAYMOND	34 WARRENVILLE RD, MANSFIELD	10011998	07011999	2.56	CANNOT LOCATE
54609	KELLEY RAYMOND	34 WARRENVLL RD BX280, MANSFIELD CNTR	10011998	07011999	57.38	CANNOT LOCATE
54982	KURZWEIL ALLEN	1 LINCOLN PLAZA, NY NY 10023	10011998	07011999	11.47	OUT OF STATE
54984	KURZWEIL ALLEN J	20 BENEFIT ST, PROVIDENCE	10011998	07011999	7.50	OUT OF STATE
56303	MOLAPO QUARSHIE THAKANE	986 STORRS ROAD, STORRS	10011998	07011999	25.07	CANNOT LOCATE
56414	MORTON KAREN C	10 PROSPECT ST, BRISTOL	10011998	07011999	50.58	OUT OF STATE
56525	MYERS DANETTE M	84 WILDWOOD RD, STORRS	10011998	07011999	201.16	CANNOT LOCATE
56749	NOECKER JULIE ANN	90 WOODS RD, MANSFIELD CNTR	10011998	07011999	36.14	CANNOT LOCATE
56750	NOECKER JULIE A	90 WOODS RD, MANSFIELD CNTR	10011998	07011999	49.89	CANNOT LOCATE
56864	OMALLEY PAMELA L	514 STAFFORD RD, MANSFIELD CNTR	10011998	07011999	42.94	CANNOT LOCATE
56865	OMALLEY PAMELA L	514 STAFFORD RD, MANSFIELD CNTR	10011998	07011999	44.63	CANNOT LOCATE
57122	PENNINGTON CABLE T	102 DEPOT RD, MANSFIELD DPT	10011998	07011999	44.19	CANNOT LOCATE
57362	POUYA AMIR S	268 CODFISH FALLS RD, STORRS	10011998	07011999	203.20	CANNOT LOCATE
57805	ROLLINS JAMES	BOX 364, NEW CASTLE	10011998	07011999	7.23	OUT OF STATE
59098	TEVELDE MATTHEW S	33A CORNELL RD, STORRS	10011998	07011999	261.48	CANNOT LOCATE
59186	TIBERIO EMILY M	87 HUNTINGLODGE RD, STORRS	10011998	07011999	178.05	CANNOT LOCATE
59919	WILLIAM G MURPHY DR	145 BROOKSIDE LANE, MANSFIELD CNTR	10011998	07011999	100.73	CANNOT LOCATE
40437	SANWA LEASING CORP C/O	4151 BELTLINE RD#308, DALLAS TX 75244	10011998	07011999	67.10	OUT OF BUSINESS
40462	SODA SERVICE INC	206 RIDGE ROAD, WETHERSFIELD CT 06109	10011998	07011999	233.62	OUT OF BUSINESS
40507	TELEDYNE ROCKETS	152 HANKS HILL RD, STORRS CT 06268	10011998	07011999	20.70	OUT OF BUSINESS
04406	TOLLAND BANK	P O BOX 6001, VERNON	10011998	01012000	262.00	OTHER
04523	VIOLETTE DELMER R SR &	31 MAPLEWOOD RD, STORRS, CT 06268	10011998	01012000	272.98	CANNOT LOCATE
04707	WOODWORTH HELEN EST	45 CANDIDE LA, STORRS, CT 06268	10011998	01012000	197.07	CANNOT LOCATE
88093	BASS MARC C	PO BOX 322, MANSFIELD CNTR	10011998	01012000	93.91	CANNOT LOCATE
88372	CHU NINGSHIANG	188 CEDAR SWAMP RD, STORRS	10011998	01012000	59.94	CANNOT LOCATE
88404	CORBIN KIJANA A	19 BROOKSIDE LN, MANSFIELD	10011998	01012000	77.29	CANNOT LOCATE
88880	HOWLETT KURT S	138 COMANTVILLE RD, MANSFIELD	10011998	01012000	54.70	CANNOT LOCATE
88910	JACOBSEN JULIUS G	227 GURLEYVILLE RD, STORRS	10011998	01012000	12.78	CANNOT LOCATE
89148	MAJOR JOSEPH C	23 WHITE OAK RD 8C, STORRS	10011998	01012000	17.79	CANNOT LOCATE
89292	MOTT BRUCE J	184 COVENTRY RD, MANSFIELD CNTR	10011998	01012000	15.59	CANNOT LOCATE
89534	ROME PATRIE	162 FOSTER DR, WILLIMANTIC	10011998	01012000	152.59	OUT OF STATE
89535	ROME PATRIE	162 FOSTER DR, WILLIMANTIC	10011998	01012000	33.10	OUT OF STATE
89755	SWEET ALLEN	P O BOX 95, MANSFIELD CNTR	10011998	01012000	15.74	CANNOT LOCATE
				TOTAL	1998 - 38	3,383.82
=====						

TAX YEAR 1999

50495	BASS MARC C	PO BOX 322, MANSFIELD CNTR	10011999	07012000	106.09	CANNOT LOCATE
50653	BEMONT LEONARD A OR	727 MANSFIELD CITY RD, STORRS	10011999	07012000	529.00	CANNOT LOCATE
50654	BEMONT LEONARD OR	727 MANSFIELD CITY RD, STORRS	10011999	07012000	247.40	CANNOT LOCATE
50730	BEVELL DARRELL AND	1 SO EAGLEVILLE RD 56, MANSFIELD	10011999	07012000	58.30	OUT OF STATE
50781	BINFORD ARTHUR LEIGH	27 CODFISH FALLS, STORRS	10011999	07012000	138.10	CANNOT LOCATE

TOWN OF MANSFIELD - SUSPENSE ACCOUNTS
TRANSFER DATE: 06/30/2004

LIST#	NAME	ADDRESS	GRAND LIST			
			YEAR	DUE DATE	AMOUNT	REASON
51086	BRODIE KEVIN S OR	60 BALABAN RD 409*, COLCHESTER	10011999	07012000	55.34	CANNOT LOCATE
51103	BROUSSEAU HOLLY JO	91 CHAFFEEVILLE RD, MANSFIELD CNTR	10011999	07012000	73.16	OUT OF STATE
51145	BRYANT DOROTHY M M	75 STAFFORD RD, MANSFIELD CNTR	10011999	07012000	65.59	CANNOT LOCATE
51276	BOBE MARICELI M	90 FOSTER DR, WILLIMANTIC	10011999	07012000	39.72	CANNOT LOCATE
51313	CAMALET JEAN L	79 CHENEY DR, STORRS	10011999	07012000	60.83	OUT OF COUNTRY
51465	CARVALHO MAKYESE	3 CHENEY DR, STORRS	10011999	07012000	61.27	CANNOT LOCATE
52073	CRUZ CARMEN	727 A STAFFORD RD, STORRS	10011999	07012000	302.72	CANNOT LOCATE
52271	DELCIAMPO JOSH A	456 STAFFORD RD, MANSFIELD CNTR	10011999	07012000	27.44	CANNOT LOCATE
52389	DICEPOLO KATHLEEN M	BOX 111 RT 195, STORRS	10011999	07012000	16.80	CANNOT LOCATE
52554	DUCAS PHILOMENE	5146 SWEENEY CRK TR, FLORENCE *	10011999	07012000	38.41	OUT OF STATE
52602	DUNHAM MICHAEL G	BOX 224, STORRS	10011999	07012000	71.81	OUT OF STATE
52733	ELLIOTT EZRA A	36 MT HOPE RD, MANSFIELD CNTR	10011999	07012000	38.41	CANNOT LOCATE
52799	ERICSON AMY C	2C CARLETON RD, STORRS	10011999	07012000	61.75	CANNOT LOCATE
52845	FACKRELL DARRELL D	14169 W GUINNESS CT, BOISE	10011999	07012000	80.48	OUT OF STATE
52917	FELTENBERGER VALERIE J	514 STAFFORD RD, MANSFIELD CNTR	10011999	07012000	30.65	CANNOT LOCATE
53179	FRASER GEMME C	468 STAFFORD RD LOT 7, MANSFIELD	10011999	07012000	111.58	CANNOT LOCATE
53401	GEMME CATHERINE F	468 STAFFORD RD, MANSFIELD CNTR	10011999	07012000	44.37	CANNOT LOCATE
53636	GOULD KEVIN J	32 FERN DR, STORRS	10011999	07012000	44.81	CANNOT LOCATE
53637	GOULD KEVIN J	32 FERN DR, STORRS	10011999	07012000	154.11	CANNOT LOCATE
54072	HERDENDORF JAIME A	P O BOX 453 *, WILLINGTON	10011999	07012000	34.31	CANNOT LOCATE
54267	HOWLETT KURT S	138 CONANTVILLE RD, MANSFIELD CNTR	10011999	07012000	93.83	CANNOT LOCATE
54268	HOWLETT KURT S	138 CONANTVILLE RD, MANSFIELD	10011999	07012000	64.02	CANNOT LOCATE
54347	HWANG SUNWOOK	230 HUNTING LODGE RD, STORRS	10011999	07012000	165.53	CANNOT LOCATE
54362	HARDNETT NISHA	170 FOSTER DR, WILLIMANTIC	10011999	07012000	104.49	CANNOT LOCATE
54423	JACOBSEN JULIUS	227 GURLEYVILLE RD, STORRS	10011999	07012000	69.98	CANNOT LOCATE
54424	JACOBSEN JULIUS G	227 GURLEYVILLE RD, STORRS	10011999	07012000	13.07	CANNOT LOCATE
54831	KIM DO YOON	119 HUYLER LANDING R, CRESSKILL	10011999	07012000	520.38	OUT OF STATE
54903	KLAUS LAUREN B	1 SHAREN DR, LIDO BEACH	10011999	07012000	237.34	OUT OF STATE
55117	KURZWEIL ALLEN	20 BENEFIT ST, PROVIDENCE	10011999	07012000	86.86	OUT OF STATE
55118	KURZWEIL ALLEN J	20 BENEFIT ST, PROVIDENCE	10011999	07012000	54.95	OUT OF STATE
55179	LAFLAMME DANIEL F	38 OLD COLONY RD *, STORRS	10011999	07012000	58.09	CANNOT LOCATE
55338	LAWSON LISA M	142 OCEAN BAY DR, KEY LARGO	10011999	07012000	138.21	OUT OF STATE
56576	MORTON KAREN C	10 PROSEPECT ST, BRISTOL	10011999	07012000	46.64	OUT OF STATE
56599	MOTT BRUCE J	8638 BROGG DR, SURFSIDE BEACH	10011999	07012000	38.78	OUT OF STATE
56600	MOTT BRUCE J	8638 BROGG DR, SURFSIDE BEACH	10011999	07012000	77.74	OUT OF STATE
56638	MULRODNEY RYAN P OR	69 VARGA RD APT 124, ASHFORD	10011999	07012000	402.40	CANNOT LOCATE
56823	NEW ENGLAND COMPUTER ASSO	18 DOG LN, STORRS	10011999	07012000	278.75	OUT OF BUSINESS
57008	OCRUTT JAMES H	742 STORRS RD, STORRS	10011999	07012000	29.74	CANNOT LOCATE
57062	OMALLEY PAMELA L	514 STAFFORD RD, MANSFIELD CNTR	10011999	07012000	46.20	CANNOT LOCATE
57211	PARENT DAVID W	1 WASHINGTON SQ, SAN JOSE	10011999	07012000	66.32	OUT OF STATE
57318	PENNINGTON CABLE T	885 SWAMP RD, COVENTRY	10011999	07012000	43.90	CANNOT LOCATE
57470	PLANTE SONJA L	9A HIGGINS HWY, MANSFIELD CNTR	10011999	07012000	55.79	CANNOT LOCATE
57506	POOLE WENDY L	VANCOUVER BC, CANADA V6T 1R9	10011999	07012000	77.29	OUT OF COUNTRY
57725	RAUSCH REBECCA A	66 FIRST AVENUE, ALBION	10011999	07012000	39.71	OUT OF STATE
57786	RELYEA LESTER	303 SARGEANT ST *, HARTFORD	10011999	07012000	112.05	CANNOT LOCATE
57994	ROLLINS JAMES	BOX 364, NEW CASTLE *	10011999	07012000	93.28	OUT OF STATE
58132	RYAN RICHARD F OR	4366 ERIE DR, LITTLE RIVER	10011999	07012000	45.73	OUT OF STATE
58133	RYAN RICHARD F OR	4366 ERIE DR, LITTLE RIVER	10011999	07012000	59.92	OUT OF STATE
58143	ROME PATRIE	450 LIVINGSTON ST, ELIZABETH	10011999	07012000	156.00	OUT OF STATE
58436	SHADOWFAX JACQUELINE OR	569 MIDDLE TPKE, STORRS	10011999	07012000	66.32	CANNOT LOCATE

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58442	SHAFIE EHSON	8C CARRIAGE HOUSE RD, STORRS	10011999	07012000	104.26	CANNOT LOCATE
58813	SOUZA MARGARET M OR	338 HICKORY TR *, COVENTRY	10011999	07012000	145.88	CANNOT LOCATE
58814	SOUZA MARGARET M OR	338 HICKORY TR *, COVENTRY	10011999	07012000	173.76	CANNOT LOCATE
59124	SUAREZ MARIA E	291 STORRS RD, MANSFIELD CNTR	10011999	07012000	38.41	CANNOT LOCATE
59187	SWEET ALLEN	P O BOX 95, MANSFIELD CNTR *	10011999	07012000	39.33	CANNOT LOCATE
59233	SZYMCZAK SANDRA B	RAMEAU 78100, ST-GERMAIN-EN-LAYE FRANCE	10011999	07012000	42.07	OUT OF COUNTRY
59733	VANDELL LISA A	4E MARIE PETERS PL, STORRS	10011999	07012000	173.76	CANNOT LOCATE
60084	WENZLER MARTIN	98 GARDEN ST, HARTFORD *	10011999	07012000	54.43	OUT OF COUNTRY
60185	WILLIAM G MURPHY OR	145 BROOKSIDE LANE, MANSFIELD CNTR	10011999	07012000	77.29	CANNOT LOCATE
60334	XIAN QING	#103 FUXINGMENNEI AV, BEIJING 100800 CHINA	10011999	07012000	59.92	OUT OF COUNTRY
60393	YEROCOSTA SYLVIA	64B CRYSTAL LN, STORRS	10011999	07012000	194.80	OUT OF STATE
60394	YEROCOSTA SYLVIA M OR	64B CRYSTAL LA, STORRS	10011999	07012000	28.82	OUT OF STATE
60648	SMOLENSKI WALTER A	63 STAFFORD RD, MANSFIELD CENTER CT 06250	10011999	07012000	35.80	CANNOT LOCATE
88016	ALLEN BRIAN N	BOX 330, STORRS	10011999	01012001	78.65	CANNOT LOCATE
88124	BENNETT MICHAEL P	28B DARTMOUTH RD, STORRS	10011999	01012001	21.35	CANNOT LOCATE
88125	BENNETT MICHAEL P	28B DARTMOUTH RD, STORRS	10011999	01012001	6.40	CANNOT LOCATE
88141	BEVELL TAMMY S	1 S EAGLEVILLE RD A56, STORRS	10011999	01012001	51.21	OUT OF STATE
88178	BOUGUERRO AMIRE	UNIV OF CT 107 LYME, STORRS	10011999	01012001	11.11	CANNOT LOCATE
88201	BRAZEAU MATTHEW V	4 EAGLE CT, STORRS	10011999	01012001	4.01	CANNOT LOCATE
88206	BRESSON JAMES	153 PLEASANT VALLEY R, MANSFIELD CNTR	10011999	01012001	85.29	OUT OF STATE
88207	BRESSON JAMES R OR	153 PLEASANT VALLEY R, MANSFIELD CNTR	10011999	01012001	146.33	OUT OF STATE
88438	COOPER DARIEN S	170 SHELTON AVE, NEW HAVEN	10011999	01012001	46.56	CANNOT LOCATE
88661	FLORENCE WENDY A	676 PHOENIXVILLE RD, CHAPLIN	10011999	01012001	153.64	CANNOT LOCATE
88744	GEIB WILLIAM J	47 MAPLEWOOD RD, TOLLAND	10011999	01012001	91.82	CANNOT LOCATE
88759	GILROY JEREMY S	264 MOUNT HOPE RD 20, MANSFIELD	10011999	01012001	7.58	CANNOT LOCATE
88797	GOULD KEVIN J	32 FERN DR, STORRS	10011999	01012001	66.29	CANNOT LOCATE
88854	HANLEY LAURA J	87 RUBY RD APT 34, WILLINGTON	10011999	01012001	17.66	CANNOT LOCATE
88855	HANLEY LAURA J	87 RUBY RD APT 34, WILLINGTON	10011999	01012001	11.78	CANNOT LOCATE
88897	HERDENDORF JAIME A	PO BOX 453, WILLINGTON	10011999	01012001	4.13	CANNOT LOCATE
89058	KNIGHT DEVITA	9 SHARON DR, STORRS	10011999	01012001	56.18	CANNOT LOCATE
89074	KRUEGER TRAVIS L	39D DARTMOUTH RD, STORRS	10011999	01012001	25.58	OUT OF STATE
89094	LAFLAMME DANIEL F	38 OLD COLONY RD, STORRS	10011999	01012001	13.82	CANNOT LOCATE
89311	MONGEAU STEVEN	227 FORREST RD, STORRS	10011999	01012001	74.31	CANNOT LOCATE
89400	NOONAN SHAWN P	611 MIDDLE TPKE 3A, MANSFIELD	10011999	01012001	7.97	CANNOT LOCATE
89473	PEREZ ELISABET AND	83 CHENEY DR, STORRS	10011999	01012001	31.80	CANNOT LOCATE
89476	PERKINS ROBERT C	38 PHILLIP DRIVE, STORRS	10011999	01012001	132.37	CANNOT LOCATE
89711	SHROFF MANDJ	UCONN DERBY 309, STORRS	10011999	01012001	53.28	OUT OF COUNTRY
89930	VILLARONGA LUIS G	CALLE COSTA RICA, SAN JUAN	10011999	01012001	31.88	OUT OF COUNTRY
90015	WRAGG TAMMY L	294 HANKS HILL RD, STORRS	10011999	01012001	57.90	CANNOT LOCATE
90086	INGLE RANDY L	116 MEADOWBROOK LA, MANSFIELD CNTR CT 06250	10011999	01012001	20.25	CANNOT LOCATE
			TOTAL	1999 - 95	8,313.44	

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50133	ALLEN BRIAN N	BOX 330, STORRS CT 06268 0330	10012000	07012001	74.70	CANNOT LOCATE
50134	ALLEN BRIAN N	PO BOX 330, STORRS CT 06268 0330	10012000	07012001	35.05	CANNOT LOCATE
50177	ANTOWER MITCHELL B	212 CEDAR SWAMP RD, STORRS CT 06268 1228	10012000	07012001	65.95	CANNOT LOCATE
50245	ASHLEY CHARLES	209 BIRCH RD, STORRS CT 06268 1555	10012000	07012001	74.83	CANNOT LOCATE
50323	AYALA ALEXIS JR	101 S EAGLEVILLE 25D, STORRS CT 06268 2527	10012000	07012001	118.52	OUT OF STATE

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LIST#	NAME	ADDRESS	GRAND LIST			
			YEAR	DUE DATE	AMOUNT	REASON
50502	BASS MARC C	PO BOX 322, MANSFIELD CNTR CT 06250 0322	10012000	07012001	95.91	CANNOT LOCATE
50646	BELL DUSTIN J	611 MIDDLE TPKE A3B, STORRS CT 06268 1631	10012000	07012001	48.43	CANNOT LOCATE
50667	BEMONT LEONARD A OR	727 MANSFIELD CITY RD, STORRS CT 06268 2700	10012000	07012001	506.79	CANNOT LOCATE
50668	BEMONT LEONARD OR	727 MANSFIELD CITY RD, STORRS CT 06268 2700	10012000	07012001	158.97	CANNOT LOCATE
50678	BENNETT MICHAEL P	28B DARTMOUTH RD, STORRS CT 06268 1217	10012000	07012001	27.67	CANNOT LOCATE
50679	BENNETT MICHAEL P	28B DARTMOUTH RD, STORRS CT 06268 1217	10012000	07012001	47.96	CANNOT LOCATE
50680	BENNETT MICHAEL P	28B DARTMOUTH RD, STORRS CT 06268 1217	10012000	07012001	12.91	CANNOT LOCATE
50884	BOBE MARICELI M	90 FOSTER DR, WILLIMANTIC CT 06226 1557	10012000	07012001	37.36	CANNOT LOCATE
51039	BRAZEAU MATTHEW V	4 EAGLE CT, STORRS CT 06268 1816	10012000	07012001	57.18	CANNOT LOCATE
51041	BRAZEAU PAUL T	463 STORRS RD, MANSFIELD CNTR CT 06250 1219	10012000	07012001	84.85	CANNOT LOCATE
51061	BRESSON BEVERLY L	153 PLEASANT VALLEY R, MANSFIELD CNTR CT 0625	10012000	07012001	310.35	OUT OF STATE
51062	BRESSON JAMES R OR	153 PLEASANT VALLEY R, MANSFIELD CNTR CT 0625	10012000	07012001	295.12	OUT OF STATE
51107	BRONWELL VIRGINIA W	32 HILLYNDALE RD, STORRS CT 06268 1802	10012000	07012001	33.20	CANNOT LOCATE
51117	BROUSSEAU HOLLY JO	91 CHAFFEEVILLE RD, MANSFIELD CNTR CT 06250 1	10012000	07012001	65.95	CANNOT LOCATE
51292	BRICENO ERIK A	425 MIDDLE TPK, STORRS CT 06268 1641	10012000	07012001	74.83	OUT OF STATE
51293	BROWN MARONDA V	445 WHITNEY EXT U200, STORRS CT 06269 9019	10012000	07012001	35.49	OUT OF STATE
51346	CAMPO ANTHONY T	85 ELLISE RD, STORRS CT 06268 1406	10012000	07012001	162.79	CANNOT LOCATE
51427	CARAKER DIANE	834 MANSFIELD CITY RD, STORRS CT 06268 2709	10012000	07012001	61.79	CANNOT LOCATE
51853	CLERMONT ALAN J	33 BRIARCLIFF RD, MANSFIELD CNTR CT 06250 140	10012000	07012001	232.41	OTHER
51958	COOK TERRY L	15 WILLINGTON HL RD, STORRS CT 06268 1215	10012000	07012001	39.66	CANNOT LOCATE
51969	COOPER HEIDI L	MAPLEWOOD APTS 3A, STORRS CT 06268	10012000	07012001	38.78	OUT OF STATE
51990	CORL RYAN J	56 BROOKSIDE LN, MANSFIELD CT 06250 1110	10012000	07012001	158.18	CANNOT LOCATE
52017	CORZO LEON F	CELERON SQ A2A STLLMN, STORRS CT 06268	10012000	07012001	112.51	CANNOT LOCATE
52075	COYNE MICHAEL P	2 WETZEL WAY A2H, STORRS CT 06268 1529	10012000	07012001	101.45	CANNOT LOCATE
52171	CACERES CARMEN	238 FOSTER DR, WILLIMANTIC CT 06226 1559	10012000	07012001	82.48	CANNOT LOCATE
52182	CARPENTER BETH	10 SHARON DR, STORRS CT 06268	10012000	07012001	158.63	CANNOT LOCATE
52326	DELCIAMPO JOSH A	456 STAFFORD RD, MANSFIELD CNTR CT 06250 1425	10012000	07012001	26.30	CANNOT LOCATE
52327	DELCIAMPO JOSH A	456 STAFFORD RD, MANSFIELD CNTR CT 06250 1425	10012000	07012001	59.95	CANNOT LOCATE
52399	DESILETS DAVID S	486 STAFFORD RD, MANSFIELD CNTR CT 06250 1425	10012000	07012001	35.97	CANNOT LOCATE
52450	DIGBEU DIMITRI K	207B RUSSELL RD, STORRS CT 06268	10012000	07012001	46.11	OUT OF STATE
52698	DUNNIGAN JOHN M	25A DARTMOUTH RD, STORRS CT 06268 1214	10012000	07012001	63.19	CANNOT LOCATE
52901	ERICSON AMY C	35 CHENEY DR, STORRS CT 06268 2048	10012000	07012001	54.89	CANNOT LOCATE
53028	FELTENBERGER VALERIE J	514 STAFFORD RD, MANSFIELD CNTR CT 06250 1447	10012000	07012001	24.45	CANNOT LOCATE
53029	FELTHAM PATRICIA A	10A CARLTON RD MAPLWD, STORRS CT 06268 2567	10012000	07012001	41.05	CANNOT LOCATE
53032	FENNELLY KATE L	2B YALE RD, STORRS CT 06268 1248	10012000	07012001	34.12	CANNOT LOCATE
53343	FUSICK FRANK J	327 STEARNS RD, MANSFIELD CT 06250 1528	10012000	07012001	17.13	CANNOT LOCATE
53344	FUSICK FRANK J	327 STEARNS RD, MANSFIELD CT 06250 1528	10012000	07012001	54.89	CANNOT LOCATE
53345	FUSICK FRANK J	327 STEARNS RD, MANSFIELD CT 06250 1528	10012000	07012001	14.76	CANNOT LOCATE
53346	FUSICK FRANK J	327 STEARNS RD, MANSFIELD CT 06250 1528	10012000	07012001	18.37	CANNOT LOCATE
53347	FUSICK FRANK J	327 STERNS RD, MANSFIELD CT 06250 1528	10012000	07012001	15.81	CANNOT LOCATE
53512	GEER JENNIFER	169 STAFFORD RD, MANSFIELD CNTR CT 06250 1441	10012000	07012001	186.29	CANNOT LOCATE
53514	GEIB WILLIAM J	10 CARLETON RD, STORRS CT 06268 2557	10012000	07012001	97.31	CANNOT LOCATE
53524	GEMME CATHERINE F	468 STAFFORD RD, MANSFIELD CNTR CT 06250 1450	10012000	07012001	39.66	CANNOT LOCATE
53607	GILROY JEREMY S	264 MOUNT HOPE RD 20, MANSFIELD CT 06250 1012	10012000	07012001	50.28	CANNOT LOCATE
53754	GOULD KEVIN J	32 FERN DR, STORRS CT 06268 1145	10012000	07012001	191.83	CANNOT LOCATE
53755	GOULD KEVIN J	32 FERN DR, STORRS CT 06268 1145	10012000	07012001	43.35	CANNOT LOCATE
54219	HEMMER DIANE L	327 STEARNS RD, MANSFIELD CT 06250 1528	10012000	07012001	45.88	OUT OF STATE
54254	HIGGINS COURTNEY A	101 HUNTING LODGE RD, STORRS CT 06268 1538	10012000	07012001	295.25	CANNOT LOCATE
54495	HUMMEL GEORGE J	430 BASSETTLE BRG RD, MANSFIELD CNTR CT 06250	10012000	07012001	13.18	CANNOT LOCATE
54593	JACOBSEN JULIUS G	227 GURLEYVILLE RD, STORRS CT 06268 1448	10012000	07012001	13.17	CANNOT LOCATE

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LIST#	NAME	ADDRESS	GRAND LIST			
			YEAR	DUE DATE	AMOUNT	REASON
54907	KELLEHER THOMAS P	90 B MNSFLD HOLLOW RD, MANSFIELD CT 06250	10012000	07012001	30.91	OUT OF STATE
55073	KLAUS LAUREN B	1 SHAREN DR, LIDO BEACH NY 11561 5224	10012000	07012001	199.68	OUT OF STATE
55239	KROEGER NILS J	1 NORTHWOOD RD 52, STORRS CT 06268 1925	10012000	07012001	77.02	OUT OF COUNTRY
55243	KRUEGER TRAVIS L	39D DARTMOUTH RD, STORRS CT 06268 1245	10012000	07012001	86.69	OUT OF STATE
55277	KURYLOV ANDRIY A	U200 396 UCONN, STORRS CT 06268	10012000	07012001	61.79	OUT OF STATE
55296	LABB RANDY	76 INDEPENDANCE DR, MANSFIELD CNTR CT 06250 1	10012000	07012001	34.12	CANNOT LOCATE
55332	LAFLAMME DANIEL F	38 OLD COLONY RD, STORRS CT 06268 2912	10012000	07012001	62.71	CANNOT LOCATE
55659	LEWIS JOEY A	6 MOUNTAIN RD, MANSFIELD CNTR CT 06250 1211	10012000	07012001	84.85	CANNOT LOCATE
55702	LIBERMAN ALVIN M	614 STORRS RD, MANSFIELD CNTR CT 06250 1225	10012000	07012001	260.55	OUT OF STATE
55896	LYONS MAURA	12 WESTWOOD RD, STORRS CT 06268 2410	10012000	07012001	148.96	CANNOT LOCATE
55972	MAINES ANDREW	38 SPRING HILL RD, STORRS CT 06268 2513	10012000	07012001	252.19	CANNOT LOCATE
56228	MATTSON RUTH L	C303 ALDER LA, STORRS CT 06268	10012000	07012001	47.03	CANNOT LOCATE
56322	MCINTYRE MARYANNE	416 CHAFFEEVILLE RD, STORRS CT 06268 2313	10012000	07012001	37.81	OUT OF STATE
56620	MITRA KAUSHIK DR	7D CLUB HOUSE CIR, STORRS CT 06268 1637	10012000	07012001	218.13	OUT OF STATE
56621	MITRA KAUSHIK DR	7D CLUBHOUSE CIR, STORRS CT 06268 1637	10012000	07012001	79.31	OUT OF STATE
56729	MORIARTY SHAWN	12B ANTON RD, STORRS CT 06268 1178	10012000	07012001	59.50	CANNOT LOCATE
56778	MOTT BRUCE J	184 COVENTRY RD, MANSFIELD CNTR CT 06250 1400	10012000	07012001	36.52	OUT OF STATE
56815	MULLANEY TERESA A OR	4 PATRIOTS SQ, MANSFIELD CNTR CT 06250 1517	10012000	07012001	150.80	OUT OF STATE
56816	MULLANEY TERESA R OR	4 PATRIOTS SQ, MANSFIELD CT 06250 1517	10012000	07012001	263.76	OUT OF STATE
56822	MULROONEY RYAN P OR	101 SOUTH EAGLE RD, MANSFIELD CT 06268	10012000	07012001	345.84	CANNOT LOCATE
56932	NASS DELIA A	828 STAFFORD RD, STORRS CT 06268 2023	10012000	07012001	33.68	CANNOT LOCATE
57072	NIKOLOV ANGUEL N	135 HUNTING LODGE RD, STORRS CT 06268 1538	10012000	07012001	41.50	CANNOT LOCATE
57073	NILSON JAMES E	65 TIMBER DR, STORRS CT 06268 1210	10012000	07012001	322.68	CANNOT LOCATE
57136	NOLLEN WILLIAM T	1308 STAFFORD RD, STORRS CT 06268 2911	10012000	07012001	35.05	CANNOT LOCATE
57139	NOONAN SHAWN P	611 MIDDLE TPKE 3A, MANSFIELD CT 06268	10012000	07012001	17.92	CANNOT LOCATE
57163	NOWAK MICHELLE F	621 STAFFORD RD, MANSFIELD CT 06268	10012000	07012001	81.16	CANNOT LOCATE
57371	PANTOJA TANYA L	28 CARLTON RD, STORRS CT 06268 2559	10012000	07012001	53.96	CANNOT LOCATE
57443	PATRA KAUSHIK	U3120 196 AUDITORIUM, STORRS CT 06268	10012000	07012001	386.42	CANNOT LOCATE
57533	PERKINS ROBERT C	38 PHILLIP DRIVE, STORRS CT 06268 2328	10012000	07012001	148.96	CANNOT LOCATE
57564	PETERSON ERIC P	178 SPRING HILL RD, STORRS CT 06268 2818	10012000	07012001	210.27	CANNOT LOCATE
57655	PLANTE JENNIFER M	86 PLEASANT VALL, MANSFIELD CT 06250 1521	10012000	07012001	47.96	CANNOT LOCATE
57880	RAHUL NAROLA	631 MCMAHONY, STORRS CT 06269	10012000	07012001	53.02	CANNOT LOCATE
58122	ROBERTSON KELLY M	159 CONANTVILLE RD, MANSFIELD CNTR CT 06250 1	10012000	07012001	94.54	CANNOT LOCATE
58163	RODRIGUEZ SANTIAGO	BOX 111, MANSFIELD CNTR CT 06250 0111	10012000	07012001	66.88	CANNOT LOCATE
58194	RONE PATRIE	162 FOSTER DR, WILLIMANTIC CT 06226 1558	10012000	07012001	140.66	OUT OF STATE
58252	ROWETT ALBERT B	471A WARRENVILLE RD, MANSFIELD CNTR CT 06250	10012000	07012001	74.70	CANNOT LOCATE
58303	RUSSELL DENISE H	51 CONSTITUTION ST, MANSFIELD CNTR CT 06250 1	10012000	07012001	156.78	CANNOT LOCATE
58652	SHADOWFAX JACQUELINE OR	569 MIDDLE TPKE, STORRS CT 06268 1617	10012000	07012001	59.95	OUT OF STATE
58653	SHAHER KYLAH L	17 HILLSIDE CIR, STORRS CT 06268 2408	10012000	07012001	85.77	CANNOT LOCATE
58704	SHEHAN JOE	14B MANSFIELD CITY RD, STORRS CT 06268	10012000	07012001	60.87	CANNOT LOCATE
58705	SHEHAN JOE L	14B MANSFIELD CITY RD, STORRS CT 06268	10012000	07012001	28.14	CANNOT LOCATE
59225	STEGGALL ERIC A	466 STAFFORD RD, MANSFIELD CNTR CT 06250 1425	10012000	07012001	262.84	OUT OF STATE
59266	STEWART KINGSLEY	BOX 770, STORRS CT 06268 0770	10012000	07012001	64.11	CANNOT LOCATE
59408	SWEET ALLEN	145 BASSETTS BRDG RD, MANSFIELD CT 06250 1300	10012000	07012001	37.68	CANNOT LOCATE
59929	ULYSSE JOHN	BOX 3172, BRIDGEPORT CT 06605 0172	10012000	07012001	28.59	CANNOT LOCATE
59930	ULYSSE JOHN J	BOX 3172, BRIDGEPORT CT 06605 0172	10012000	07012001	65.03	CANNOT LOCATE
60342	WEN FANG AND	101 S EAGLEVILLE A16B, STORRS CT 06268 2551	10012000	07012001	83.92	CANNOT LOCATE
60651	YEROCOSTA SYLVIA	64B CRYSTAL LN, STORRS CT 06268 1172	10012000	07012001	173.86	OUT OF STATE
60904	INGLE RANDY L	116 MEADOWBROOK LA, MANSFIELD CNTR CT 06250	10012000	07012001	29.51	CANNOT LOCATE
60905	SMOLENSKI WALTER A	63 STAFFORD RD, MANSFIELD CENTER CT 06250	10012000	07012001	34.26	CANNOT LOCATE

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			YEAR	DUE DATE	AMOUNT	REASON
40081	CAMPUS VIDEO & PHOTO EXPR	1232 STORRS ROAD, STORRS CT 06268	10012000	07012001	317.52	OUT OF BUSINESS
40475	SODA SERVICE INC	206 RIDGE ROAD, WETHERSFIELD CT 06109	10012000	07012001	301.18	OUT OF BUSINESS
88185	BRESSON BEVERLY L	347 STEARNS ROAD, MANSFIELD CNTR CT 06250	10012000	01012002	231.56	OUT OF STATE
88186	BRESSON BEVERLY L	347 STEARNS ROAD, MANSFIELD CNTR CT 06250	10012000	01012002	73.36	OUT OF STATE
88218	BURNS PATRICK R	106 BROOKSIDE LANE, MANSFIELD CT 06250	10012000	01012002	52.15	CANNOT LOCATE
88270	CARAKER DIANE A	834 MANSFIELD CITY RD, STORRS CT 06268	10012000	01012002	42.77	CANNOT LOCATE
88365	CLINE ANDREW W	406 S EAGLE VILLE RD, STORRS CT 06268	10012000	01012002	18.81	CANNOT LOCATE
88385	COOPER TIM P	2D YALE RD, STORRS CT 06268	10012000	01012002	49.80	CANNOT LOCATE
88398	CORZO LEON	2A STALLMAN ST, STORRS CT 06268	10012000	01012002	37.81	CANNOT LOCATE
88491	DONG SHUYUN	BRANFORD 207, STORRS CT 06269	10012000	01012002	98.73	CANNOT LOCATE
88654	GAMACHE ELIZABETH A	160 BROWNS RD, STORRS CT 06268	10012000	01012002	128.67	CANNOT LOCATE
88686	GIAMPAPA MICHAEL J	213 NORTH EGLEVILLE RD, STORRS CT 06268	10012000	01012002	160.47	CANNOT LOCATE
88739	GRAUER JASON K	41A STAFFORD RD, MANSFIELD CT 06250	10012000	01012002	28.41	CANNOT LOCATE
88972	KELLEY MAUREEN D	468B S EAGLESVILLE RD, STORRS CT 06268	10012000	01012002	10.43	CANNOT LOCATE
88973	KELLEY MAUREEN D	468 B S EAGLEVILLE, STORRS CT 06268	10012000	01012002	74.25	CANNOT LOCATE
89057	LABB RANDY	76 INDEPENDENCE DR, MANSFIELD CT 06250	10012000	01012002	33.62	CANNOT LOCATE
89058	LABB RANDY T	76 INDEPENDENCE DR, MANSFIELD CT 06250	10012000	01012002	164.63	CANNOT LOCATE
89059	LABOY ANTONIO L	56 HANKS HILL RD, STORRS CT 06268	10012000	01012002	45.59	CANNOT LOCATE
89129	LEWIS JOEY A	6 MOUNTAIN RD, MANSFIELD CNTR CT 06250	10012000	01012002	14.12	CANNOT LOCATE
89165	LOUNSBURY BARBARA A	1559 STAFFORD RD A2, STORRS CT 06268	10012000	01012002	109.54	OUT OF STATE
89468	PANTOJA TANYA L	6 BANK ST, MANCHESTER CT 06040	10012000	01012002	118.05	CANNOT LOCATE
89715	SERGEANT GEORGE L	1 MAPLEWOOD RD, STORRS CT 06268	10012000	01012002	19.52	OUT OF STATE
89723	SHARI LYN LEASING CORP	185 ROSLYN RD, ROSLYN HEIGHTS NY 11577	10012000	01012002	206.35	OUT OF STATE
89757	SIMRELL DOUGLAS A	78 WHITEOAK RD, STORRS CT 06268	10012000	01012002	189.75	CANNOT LOCATE
90031	WELLS TAMIKA	45 CHENEY DR, STORRS CT 06268	10012000	01012002	147.35	CANNOT LOCATE
			TOTAL	2000 - 130	13,087.17	=====

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50074	AGARWAL DEEPAK K	33 CHENEY DR, STORRS CT 06268 2048	10012001	07012002	325.60	CANNOT LOCATE
50090	AHMED ARIF	260 GLENBROOK RD U157, STORRS CT 06269 9005	10012001	07012002	35.15	CANNOT LOCATE
50091	AHN JAE MIN	22 CHENEY DR, STORRS CT 06268 2046	10012001	07012002	209.36	OUT OF STATE
50126	ALFARSI EISA SALEM	CLUB HOUSE CIR A33C, STORRS CT 06268	10012001	07012002	147.26	CANNOT LOCATE
50128	ALIMOV BOBUR S	U200 BOX 151 UCONN, STORRS CT 06269	10012001	07012002	31.49	CANNOT LOCATE
50160	ALMANSODRI MATAR S	33C CLUB HOUSE CIR, STORRS CT 06268 1644	10012001	07012002	194.43	CANNOT LOCATE
50161	ALMOHIMEED ABDULAZIZ M	1 EASTWOOD RD, STORRS CT 06268 2404	10012001	07012002	46.75	CANNOT LOCATE
50170	ALVERIO ROMAN GERARDO	BOX 309, MANSFIELD CT 06250 0309	10012001	07012002	280.09	CANNOT LOCATE
50240	ARAYE JOSEPH M	UNIV OF CT ASHFRD 210, STORRS CT 06269	10012001	07012002	52.94	OUT OF STATE
50458	BARNETT SEAN S	43 BURT LATHAM RD, STORRS CT 06268	10012001	07012002	127.05	OUT OF STATE
50524	BASTIAANSE MARK W	16 B YALE RD, STORRS CT 06268 1242	10012001	07012002	57.75	CANNOT LOCATE
50544	BAUTISTA JAMES A	445 WHITNEY RD EXT, STORRS CT 06269 9018	10012001	07012002	109.73	CANNOT LOCATE
50589	BECKWITH JOSHUA L	10 BRIARCLIFF RD, MANSFIELD CNTR CT 06250 140	10012001	07012002	212.71	OTHER
50670	BELL DUSTIN J	611 MIDDLE TPKE A3B, STORRS CT 06268 1631	10012001	07012002	46.20	CANNOT LOCATE
50690	BEMONT LEONARD A OR	727 MANSFIELD CITY RD, STORRS CT 06268 2700	10012001	07012002	502.45	CANNOT LOCATE
50703	BENNETT MICHAEL P	288 DARTMOUTH RD, STORRS CT 06268 1217	10012001	07012002	12.82	CANNOT LOCATE
50913	BOEHLE BRIAN C	309 WORMWOOD HILL RD, MANSFIELD CT 06250 1034	10012001	07012002	261.33	CANNOT LOCATE
50977	BOUGUERRO AMIRE	UNIV OF CT 107 LYME, STORRS CT 06269	10012001	07012002	40.76	CANNOT LOCATE
51049	BRAZEAU MATTHEW V	4 EAGLE CT, STORRS CT 06268 1816	10012001	07012002	53.43	CANNOT LOCATE
51069	BRESSON JAMES R OR	153 PLEASANT VALLEY R, MANSFIELD CNTR CT 0625	10012001	07012002	267.87	OUT OF STATE

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LIST#	NAME	ADDRESS	GRAND LIST			
			YEAR	DUE DATE	AMOUNT	REASON
51074	BRICENO ERIK A	425 MIDDLE TPK, STORRS CT 06268 1641	10012001	07012002	66.41	OUT OF STATE
51118	BRONWELL VIRGINIA W	32 HILLYNDALE RD, STORRS CT 06268 1802	10012001	07012002	30.80	CANNOT LOCATE
51228	BURGOS HECTOR	727A STAFFORD RD, STORRS CT 06268 2753	10012001	07012002	149.19	CANNOT LOCATE
51317	CACERES CARMEN	238 FOSTER DR, WILLIMANTIC CT 06226 1559	10012001	07012002	74.61	CANNOT LOCATE
51367	CAMPO IRMA	76 HANKS HL RD, STORRS CT 06268 2213	10012001	07012002	43.81	CANNOT LOCATE
51426	CANN JESSICA	38 HILLYNDALE ROAD, STORRS CT 06268 1802	10012001	07012002	8.73	CANNOT LOCATE
51432	CAO YANG	445 WHITNEY RD, STORRS CT 06269 9019	10012001	07012002	70.26	CANNOT LOCATE
51437	CARAKER DIANE A	834 MANSFIELD CITY RD, STORRS CT 06268 2709	10012001	07012002	199.24	CANNOT LOCATE
51478	CARPENTER TIMOTHY OR	1A COLLEGE PARK, STORRS CT 06268 2702	10012001	07012002	249.29	CANNOT LOCATE
51559	CERTO DONNA H	64 WOODS RD, MANSFIELD CNTR CT 06250 1531	10012001	07012002	395.45	OUT OF STATE
51589	CHAMPAGNE JANINE M	17C CARRIAGE HOUSE DR, STORRS CT 06268 1540	10012001	07012002	147.76	CANNOT LOCATE
51597	CHANG JIU	MILFORD 203 UCONN, STORRS CT 06289	10012001	07012002	76.53	OUT OF COUNTRY
51682	CHEN CHUAN	NORTHWOOD 26, STORRS CT 06268	10012001	07012002	106.84	OUT OF STATE
51685	CHEN JIELING OR	1 NORTHWOOD RD A114, STORRS CT 06268 1925	10012001	07012002	362.86	CANNOT LOCATE
51686	CHEN JIQUAN	RIDGEFIELD 102, STORRS CT 06268	10012001	07012002	39.46	OUT OF COUNTRY
51704	CHENG XIAOMIN	101 S EAGLEVILLE RD, STORRS CT 06268 2551	10012001	07012002	63.06	CANNOT LOCATE
51710	CHERUKU SUNITA R AND	1 NORTHWOOD RD 86, STORRS CT 06268 1926	10012001	07012002	282.98	CANNOT LOCATE
51741	CHOI KWANGDUK	408B ASLOP HALL, STORRS CT 06269	10012001	07012002	249.78	CANNOT LOCATE
51925	COLLS DEMALDONADO DORIS	100 FOSTER DR, WILLIMANTIC CT 06226 1500	10012001	07012002	129.94	OUT OF COUNTRY
52005	COOPER HEIDI L	MAPLEWOOD APTS 3A, STORRS CT 06268	10012001	07012002	87.12	OUT OF STATE
52009	COOPER TIM P	2D YALE RD, STORRS CT 06268 1248	10012001	07012002	61.13	CANNOT LOCATE
52026	CORL RYAN J	56 BROOKSIDE LN, MANSFIELD CT 06250 1110	10012001	07012002	113.58	CANNOT LOCATE
52055	CORZO LEON	2A STALLMAN ST, STORRS CT 06268 1548	10012001	07012002	137.64	CANNOT LOCATE
52056	CORZO LEON F	CELERON SQ A2A STLLMN, STORRS CT 06268	10012001	07012002	95.78	CANNOT LOCATE
52326	DAVIS SUSAN MARIE	BOX 256, MANSFIELD CT 06250 0256	10012001	07012002	45.24	CANNOT LOCATE
52360	DELCIAMPO JOSH A	456 STAFFORD RD, MANSFIELD CNTR CT 06250 1425	10012001	07012002	54.48	CANNOT LOCATE
52441	DESILETS DAVID S	486 STAFFORD RD, MANSFIELD CNTR CT 06250 1425	10012001	07012002	34.18	CANNOT LOCATE
52471	DIALLO BOUBACAR	BOX 286 U200, STORRS CT 06268 0286	10012001	07012002	31.30	CANNOT LOCATE
52550	DOETSCH MARKUS	U CONN PRESTON 107, STORRS CT 06269	10012001	07012002	39.46	CANNOT LOCATE
52567	DONG SHUYUN	BRANFORD 207, STORRS CT 06269	10012001	07012002	105.88	CANNOT LOCATE
52688	DUAN HUI	1 NORTHWOOD RD 15, STORRS CT 06268 1925	10012001	07012002	212.71	CANNOT LOCATE
53034	FARFAN JUAN N	112 FOSTER DR, WILLIMANTIC CT 06226 1500	10012001	07012002	68.83	CANNOT LOCATE
53043	FARODQI SHAHID MUNIR DR	3 S EAGLEVILLE RD 85, STORRS CT 06268 2542	10012001	07012002	76.04	CANNOT LOCATE
53080	FEI GUIHUA	1 NORTHWOOD RD A52, STORRS CT 06268 1925	10012001	07012002	114.54	CANNOT LOCATE
53085	FENG ZHENGQUAN	S EAGLEVILLE RD A18, STORRS CT 06268	10012001	07012002	53.43	OUT OF COUNTRY
53086	FENNELLY KATE L	2B YALE RD, STORRS CT 06268 1248	10012001	07012002	30.33	CANNOT LOCATE
53483	GAMACHE ELIZABETH A	160 BROWNS RD, STORRS CT 06268	10012001	07012002	102.52	CANNOT LOCATE
53567	GEER JENNIFER	169 STAFFORD RD, MANSFIELD CNTR CT 06250 1441	10012001	07012002	169.40	CANNOT LOCATE
53568	GEER JENNIFER L	169 STAFFORD RD, MANSFIELD CNTR CT 06250 1441	10012001	07012002	57.75	CANNOT LOCATE
53621	GIAMPAPA MICHAEL J	213 NORTH EGLEVILLE RD, STORRS CT 06268 1919	10012001	07012002	134.28	CANNOT LOCATE
53821	GOULD KEVIN J	32 FERN DR, STORRS CT 06268 1145	10012001	07012002	168.44	CANNOT LOCATE
53869	GRAUER JASON K	41A STAFFORD RD, MANSFIELD CT 06250 1419	10012001	07012002	77.50	CANNOT LOCATE
53998	GYENIZS GLENN E	1308 STAFFORD RD, STORRS CT 06268	10012001	07012002	28.88	CANNOT LOCATE
53999	GYENIZS GLENN E	1308 STAFFORD RD, STORRS CT 06268 2911	10012001	07012002	398.39	CANNOT LOCATE
54000	GYENIZS GLENN E OR	1308 STAFFORD RD, STORRS CT 06268	10012001	07012002	169.40	CANNOT LOCATE
54017	HADDAD ROBERT L	5B EAGLE CT, STORRS CT 06268 1835	10012001	07012002	257.95	OTHER
54084	HALM DEAN J OR	264 MT HOPE RD 15, MANSFIELD CT 06250 1012	10012001	07012002	96.25	OUT OF STATE
54168	HASHEMZADEH MEHRNOOSH	U60 DEPT OF CHEM UCON, STORRS CT 06269	10012001	07012002	159.78	OUT OF STATE
54174	HATFIELD CHARLES W	85A OLD TPKE, STORRS CT 06268 1347	10012001	07012002	185.76	OUT OF STATE
54175	HATFIELD CHARLES W AND	85A OLD TURNPIKE, STORRS CT 06268 1347	10012001	07012002	69.80	CANNOT LOCATE

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LIST#	NAME	ADDRESS	GRAND LIST YEAR	DUE DATE	AMOUNT	REASON
54298	HERMAN ROB W	137A FOREST RD, STORRS CT 06268 1126	10012001	07012002	218.49	CANNOT LOCATE
54317	HIGGINS COURTNEY A	101 HUNTING LODGE RD, STORRS CT 06268 1538	10012001	07012002	309.46	CANNOT LOCATE
54458	HONG SEOKPYO	4D ZYGMUNT DR, STORRS CT 06268	10012001	07012002	78.38	OUT OF COUNTRY
54541	HULL WHITNEY	330 BROWNS RD, STORRS CT 06268 2805	10012001	07012002	373.95	OUT OF STATE
54548	HUMMEL GEORGE J	430 BASSETTS BRIDGE, MANSFIELD CNTR CT 06250	10012001	07012002	33.22	CANNOT LOCATE
54616	ITO NAOYA	106 ENFIELD, STORRS CT 06269 7411	10012001	07012002	101.56	OUT OF STATE
54646	JACOBSEN JULIUS G	227 GURLEYVILLE RD, STORRS CT 06268 1448	10012001	07012002	13.75	CANNOT LOCATE
54698	JANG SANG IL	42 WETZEL CELERON 4C, STORRS CT 06268	10012001	07012002	681.45	CANNOT LOCATE
54740	JIANG JIPING	297 N EAGLEVILLE RD, STORRS CT 06268 1923	10012001	07012002	74.11	OUT OF STATE
54744	JIANG XIANGNING	105 AHERN LANE U5082, STORRS CT 06269	10012001	07012002	76.04	CANNOT LOCATE
54824	JOO SEON TEA	162 FOSTER DR, WILLIMANTIC CT 06226 1558	10012001	07012002	86.63	CANNOT LOCATE
54862	JUNG WOO JIN	48 WEAVER RD, STORRS CT 06269 9030	10012001	07012002	67.87	CANNOT LOCATE
54876	KABUMOTO HIROKI	U200 J202 445 WHTNY, STORRS CT 06269	10012001	07012002	157.85	CANNOT LOCATE
54902	KANEVA MARIA I	QUINEBAUG 204, STORRS CT 06269	10012001	07012002	85.20	OUT OF STATE
54967	KEIN JUSTIN L	2A MARIE PETERS LN, STORRS CT 06268 1551	10012001	07012002	226.68	CANNOT LOCATE
54968	KEIZO SAKUDA	178 SPRINGHILL RD 2D, STORRS CT 06268 2818	10012001	07012002	80.85	CANNOT LOCATE
55058	KIETTUKULNAWONG NARONG	310G FOSTER DR, WILLIMANTIC CT 06226 1541	10012001	07012002	70.68	CANNOT LOCATE
55059	KIETTUKUNWONG NARONG	310G FOSTER DR, WILLIMANTIC CT 06226 1541	10012001	07012002	44.77	CANNOT LOCATE
55079	KIM EUN H	196 E FOSTER DR, WILLIMANTIC CT 06226 1533	10012001	07012002	96.25	CANNOT LOCATE
55085	KIM JONG H	107 HEBRON UNIV OF CT, STORRS CT 06269 7417	10012001	07012002	105.88	CANNOT LOCATE
55090	KIM TAEKYOUNG	62 CHENEY DR, STORRS CT 06268 2032	10012001	07012002	361.63	CANNOT LOCATE
55091	KIM TAEKYOUNG	62 CHENEY DR, STORRS CT 06268 2032	10012001	07012002	43.31	CANNOT LOCATE
55152	KIWANUKA GERALD M	20 CHENEY DR, STORRS CT 06268 2046	10012001	07012002	75.19	OUT OF STATE
55204	KO JAE HONG	276 FOSTER DR, WILLIMANTIC CT 06226 1559	10012001	07012002	138.60	CANNOT LOCATE
55329	KROEGER NILS J	1 NORTHWOOD RD 52, STORRS CT 06268 1925	10012001	07012002	67.38	OUT OF COUNTRY
55337	KRUEGER TRAVIS L	39D DARTMOUTH RD, STORRS CT 06268 1245	10012001	07012002	78.93	OUT OF STATE
55352	KUDO YUTAKA	445 WHITNEY RD EXT, STORRS CT 06269 9018	10012001	07012002	66.41	CANNOT LOCATE
55353	KUEBER CAROLINE E	118 COURTYARD LN, STORRS CT 06268 2286	10012001	07012002	227.65	CANNOT LOCATE
55356	KUETHER ANDREW L	29 D BIRCH RD, STORRS CT 06268 1633	10012001	07012002	34.32	CANNOT LOCATE
55387	LABB RANDY	76 INDEPENDENCE DR, MANSFIELD CT 06250 1541	10012001	07012002	52.47	CANNOT LOCATE
55388	LABB RANDY T	76 INDEPENDENCE DR, MANSFIELD CNTR CT 06250 1	10012001	07012002	184.80	CANNOT LOCATE
55389	LABB RANDY T	76 INDEPENDENCE DR, MANSFIELD CT 06250 1541	10012001	07012002	297.41	CANNOT LOCATE
55397	LABOY ANTONIO L	56 HANKS HILL, STORRS CT 06268 2213	10012001	07012002	64.49	CANNOT LOCATE
55398	LABOY ANTONIO L	56 HANKS HILL RD, STORRS CT 06268 2213	10012001	07012002	66.41	CANNOT LOCATE
55399	LABOY ANTONIO L	56 HANKS HILL RD, STORRS CT 06268 2213	10012001	07012002	91.44	CANNOT LOCATE
55430	LAFLAMME DANIEL F	38 OLD COLONY RD, STORRS CT 06268 2912	10012001	07012002	53.90	CANNOT LOCATE
55602	LEAHY CAROLYN M	19 HUNTING HGHT DR A3, STORRS CT 06268 1648	10012001	07012002	90.48	CANNOT LOCATE
55660	LEE SOO KWAR	UCONN 302 QUINEBURY, STORRS CT 06268	10012001	07012002	80.38	CANNOT LOCATE
55672	LEFLER ANN	271 ATTWOODVILLE RD, MANSFIELD CNTR CT 06250	10012001	07012002	59.68	CANNOT LOCATE
55673	LEFLER ANN	271 ATWOODVILLE RD, MANSFIELD HLW CT 06250 11	10012001	07012002	93.78	CANNOT LOCATE
55711	LEON JULIO E	49 A RIVER RD, MANSFIELD CNTR CT 06250 1018	10012001	07012002	39.00	OUT OF STATE
55762	LEWIS JOEY A	6 MOUNTAIN RD, MANSFIELD CNTR CT 06250 1211	10012001	07012002	37.54	CANNOT LOCATE
55774	LI HE	234 FOSTER DR, WILLIMANTIC CT 06226 1559	10012001	07012002	39.46	OUT OF STATE
55784	LI WEI	354 MANSFIELD RD U148, STORRS CT 06269 9000	10012001	07012002	64.02	OUT OF STATE
55785	LI WEIWEI	U156 PNB 3107 HRS H R, STORRS CT 06268	10012001	07012002	61.60	OUT OF STATE
55868	LIU BIAO	1 S EAGLEVILLE RD A81, STORRS CT 06268 2502	10012001	07012002	71.72	CANNOT LOCATE
55874	LIU SHAOHUI DR	1 NORTHWOOD RD 12, STORRS CT 06268 1925	10012001	07012002	150.86	OUT OF STATE
55880	LIU YING	42 HORSEBARN HILL RD, STORRS CT 06268 1306	10012001	07012002	38.03	OUT OF STATE
55882	LIU YUMIN DR	137 BIRCH RD, STORRS CT 06268 1505	10012001	07012002	226.19	OUT OF STATE
55891	LO YI PIN	680 MIDDLE TPKE, STORRS CT 06268 1323	10012001	07012002	134.75	CANNOT LOCATE

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LIST#	NAME	ADDRESS	YEAR	DUE DATE	AMOUNT	REASON
55916	LONG PAMELA J	121B CONANTVILLE RD, MANSFIELD CNTR CT 06250	10012001	07012002	193.96	OUT OF STATE
55933	LOUNSBURY BARBARA A	1559 STAFFORD RD A2, STORRS CT 06268 1143	10012001	07012002	103.95	OUT OF STATE
55984	LUGO FERNANDO L	U200 BOX 324 UCONN, STORRS CT 06269	10012001	07012002	51.51	OUT OF STATE
55992	LUO JIAN	MANSFIELD 77, STORRS CT 06268	10012001	07012002	112.15	CANNOT LOCATE
56021	LYONS MAURA	12 WESTWOOD RD, STORRS CT 06268 2410	10012001	07012002	124.66	CANNOT LOCATE
56055	MACLAREN ERIK S	15B MANSFIELD CITY RD, STORRS CT 06268 2735	10012001	07012002	50.05	CANNOT LOCATE
56056	MACLAREN ERIK S	15B MANSFIELD CITY RD, STORRS CT 06268 2735	10012001	07012002	222.34	CANNOT LOCATE
56109	MAJOR JOSEPH C	23 WHITE OAK RD 8C, STORRS CT 06268 2746	10012001	07012002	43.31	CANNOT LOCATE
56123	MALDONADO FABIO E	100 FOSTER DR, WILLIMANTIC CT 06226 1500	10012001	07012002	51.51	CANNOT LOCATE
56195	MANTOLESKY JR JOHN A	54 MEADOW BROOK LN, MANSFIELD CNTR CT 06250 1	10012001	07012002	30.47	CANNOT LOCATE
56201	MAO JIAN	141 MOULTON RD, STORRS CT 06268 1331	10012001	07012002	52.94	CANNOT LOCATE
56337	MASSARDO CRISTINA	101 S EAGLEVILLE A14A, STORRS CT 06268 2551	10012001	07012002	47.16	CANNOT LOCATE
56366	MATTSON RUTH L	C303 ALDER LA, STORRS CT 06268	10012001	07012002	41.39	CANNOT LOCATE
56422	MCCLELLAN LISA G	34 WARRENVILLE RD, MANSFIELD CNTR CT 06250 12	10012001	07012002	183.37	OUT OF STATE
56423	MCCLELLAN LISA G	34 WARRENVILLE RD, MANSFIELD CNTR CT 06250 12	10012001	07012002	249.78	OUT OF STATE
56462	MCGOVERN MICHAEL T	13A BEECHWOOD DR, STORRS CT 06268 2635	10012001	07012002	206.47	CANNOT LOCATE
56477	MCKENNA MICHAEL K	614 CHAFFEEVILLE RD, MANSFIELD CNTR CT 06250	10012001	07012002	70.76	CANNOT LOCATE
56510	MCMANN DAVINE	102 COURTYARD LN, STORRS CT 06268 2285	10012001	07012002	23.38	CANNOT LOCATE
56515	MCMULLAN NATHANIEL A	BOX 131, MANSFIELD CNTR CT 06250 0131	10012001	07012002	56.32	CANNOT LOCATE
56516	MCMULLAN NATHANIEL A	BOX 131, MANSFIELD CNTR CT 06250 0131	10012001	07012002	94.33	CANNOT LOCATE
56529	MCPHERRON PATRICK S	100 LYME, STORRS CT 06269 7425	10012001	07012002	31.30	CANNOT LOCATE
56616	MERROUH NABGL	106 UCONN LANE, STORRS CT 06269	10012001	07012002	22.63	CANNOT LOCATE
56641	MICHAUD ROBERT	1440 STAFFORD RD, STORRS CT 06268 2915	10012001	07012002	314.74	CANNOT LOCATE
56737	MIN SE H	28 EAGLEVILLE RD, STORRS CT 06268	10012001	07012002	57.28	CANNOT LOCATE
56738	MIN SUNG WOOK	24 CHENEY DR, STORRS CT 06268 2047	10012001	07012002	163.63	CANNOT LOCATE
56792	MOLAPO QUARSHIE THAKANE	986 STORRS RD, STORRS CT 06268 2611	10012001	07012002	104.45	CANNOT LOCATE
56802	MONGEAU STEVEN	227 FORREST RD, STORRS CT 06268 1116	10012001	07012002	158.35	CANNOT LOCATE
56821	MOORE ALTON D	16 NUTMEG LA, MANSFIELD CT 06250 1676	10012001	07012002	22.63	CANNOT LOCATE
56841	MORALES CARLOS A	42 HORSE BARN HILL RD, STORRS CT 06268 1306	10012001	07012002	41.88	CANNOT LOCATE
56853	MORE JARED E	101 S EAGEVILLE RD, STORRS CT 06268 2551	10012001	07012002	63.06	CANNOT LOCATE
56922	MOTKAR RAJASHEKAR R	22 CHENEY DR, STORRS CT 06268 2046	10012001	07012002	341.69	CANNOT LOCATE
56956	MULLANEY TERESA A OR	4 PATRIOTS SQ, MANSFIELD CNTR CT 06250 1517	10012001	07012002	125.13	OUT OF STATE
56957	MULLANEY TERESA R OR	4 PATRIOTS SQ, MANSFIELD CT 06250 1517	10012001	07012002	225.23	OUT OF STATE
56960	MULLIEN ROBERT III	13 PATRIOT SQ, MANSFIELD CT 06250 1517	10012001	07012002	34.18	CANNOT LOCATE
57077	NDIAYE IBRAHIMA A	30 1 HUNTING HTS DR, STORRS CT 06268	10012001	07012002	87.12	CANNOT LOCATE
57160	NICHOLS LESLIE L	196G FOSTER DR, WILLIMANTIC CT 06226 1533	10012001	07012002	55.83	CANNOT LOCATE
57188	NISHA MARDNETT	170 FOSTER DR, WILLIMANTIC CT 06226 1558	10012001	07012002	86.63	CANNOT LOCATE
57251	NOLLEN WILLIAM T	1308 STAFFORD RD, STORRS CT 06268 2911	10012001	07012002	30.80	CANNOT LOCATE
57253	NONEMACHER DARCY A	458 S EAGLEVILLE RD, STORRS CT 06268 1820	10012001	07012002	149.19	OUT OF STATE
57258	NORLING PENNY T	1775 STORRS RD, STORRS CT 06268 1249	10012001	07012002	16.50	CANNOT LOCATE
57270	NORTHROP NINA L	105 WILLINGTON HILL R, STORRS CT 06268 1213	10012001	07012002	37.54	CANNOT LOCATE
57274	NOWAK MICHELLE F	621 STAFFORD RD, STORRS CT 06268 2738	10012001	07012002	67.38	CANNOT LOCATE
57290	OBERT JUDY L	111A DEPOT RD, MANSFIELD DPT CT 06251 5108	10012001	07012002	112.61	CANNOT LOCATE
57328	OKUR AHMET T	109 QUINEBAUG HALL, STORRS CT 06269 7433	10012001	07012002	38.03	CANNOT LOCATE
57491	PANG KA MING	11 POINTE ROK DR, WORCESTER MA 01604	10012001	07012002	41.88	OUT OF STATE
57571	PATRICK RYAN	458 S EAGLEVILLE RD, STORRS CT 06268 1820	10012001	07012002	213.21	CANNOT LOCATE
57689	PERRIN DANA C	6 FORT GRISWOLD, MANSFIELD CT 06250	10012001	07012002	73.65	CANNOT LOCATE
57756	PHILBRICK KENNETH	P O BOX 41, MANCHESTER CT 06045 0041	10012001	07012002	188.14	OUT OF STATE
57816	PLANTE ALAIN	101 S EAGLEVL RD A28B, STORRS CT 06268	10012001	07012002	31.30	CANNOT LOCATE
57823	PLANTE JENNIFER M	86 PLEASANT VALL, MANSFIELD CT 06250 1521	10012001	07012002	41.39	OUT OF STATE

TOWN OF MANSFIELD - SUSPENSE ACCOUNTS
TRANSFER DATE: 06/30/2004

LIST#	NAME	ADDRESS	GRAND LIST YEAR	DUE DATE	AMOUNT	REASON
57824	PLANTZ WILLIAM	BOX 665 149 CONANTVLL, MANSFIELD CNTR CT 0625	10012001	07012002	209.36	CANNOT LOCATE
57829	PLENGCHINDARUANG PIYAKAR	214H FOSTER DR, WILLIMANTIC CT 06226 1537	10012001	07012002	138.13	OUT OF STATE
57841	PLUMERI PATRIZIA C	BOX 465, MANSFIELD CNTR CT 06250 0465	10012001	07012002	47.16	CANNOT LOCATE
57970	PUJADAS GABRIEL	62 HILLYNDALE RD, STORRS CT 06268 1802	10012001	07012002	42.35	CANNOT LOCATE
57990	QUAGLIATA ELISE A	419 S BUILDING B, STORRS CT 06268	10012001	07012002	95.29	OUT OF STATE
58055	RAMOS MARISELA J	UCONN FARMINGTON 101, STORRS CT 06269	10012001	07012002	30.33	CANNOT LOCATE
58070	RANGE OFELIA G	PO BOX 843, STORRS CT 06268 0843	10012001	07012002	101.56	OUT OF STATE
58082	RASOANAIVO GUY R	611 MIDDLE TPKE U9A, STORRS CT 06268 1631	10012001	07012002	41.88	CANNOT LOCATE
58112	RAYNOR MICHELLE S	2016 HLSD RD 401 SHKS, STORRS CT 06269 9024	10012001	07012002	207.90	CANNOT LOCATE
58117	REDDY VENKATRAM C	1 NORTHWOOD RD A86, STORRS CT 06268 1926	10012001	07012002	127.05	CANNOT LOCATE
58233	RICHARD PHILIP L	BOX 352, S WINDHAM CT 06266 0352	10012001	07012002	106.84	CANNOT LOCATE
58258	RIMANY JOSHUA H	986 MIDDLE TPK, STORRS CT 06268 1426	10012001	07012002	204.05	OUT OF STATE
58261	RIO KIM M	430 BASSETTS BRDGE RD, MANSFIELD CT 06250 132	10012001	07012002	84.23	CANNOT LOCATE
58348	ROCHA MAURIZIO S	146 HUNTING LODGE RD, STORRS CT 06268 1525	10012001	07012002	147.26	CANNOT LOCATE
58364	RODRIGUEZ DAMARIS	BOX 856, STORRS CT 06268 0856	10012001	07012002	20.52	CANNOT LOCATE
58368	RODRIGUEZ ELSIE	BOX 856, STORRS CT 06268 0856	10012001	07012002	110.69	CANNOT LOCATE
58369	RODRIGUEZ ELSIE	PO BOX 856, STORRS CT 06268 0856	10012001	07012002	39.46	CANNOT LOCATE
58374	ROGALSKI MATTHEW J	214 HARTFORD HALL, STORRS CT 06269 6002	10012001	07012002	124.16	CANNOT LOCATE
58398	ROMAN YOSELIN	40 MARIE PETERS PL, STORRS CT 06268 1553	10012001	07012002	85.20	CANNOT LOCATE
58399	ROMANO SAMUEL J	BOX 465, MANSFIELD CNTR CT 06250 0465	10012001	07012002	35.15	CANNOT LOCATE
58438	ROSENSTEIN MARSHALL	U200 BOX 134 UCONN, STORRS CT 06269	10012001	07012002	136.21	CANNOT LOCATE
58541	RUSTAGI NAVEEN	320 CLUB HOUSE CIR, STORRS CT 06268 1643	10012001	07012002	134.75	CANNOT LOCATE
58588	SAHYOUN VIVIANNE M	200A MAPLE RD, STORRS CT 06268 2535	10012001	07012002	212.71	CANNOT LOCATE
58643	SANDOUIST CHARLES	1368 GILBERT RD, STORRS CT 06269	10012001	07012002	25.52	CANNOT LOCATE
58645	SANELLI KATHLEEN V	1917A STORRS RD, STORRS CT 06268 1258	10012001	07012002	76.53	CANNOT LOCATE
58692	SAVYTSKA NATALIYA Y	196 AUDITORIUM RD 009, STORRS CT 06269 9012	10012001	07012002	87.59	CANNOT LOCATE
58826	SEGEL EDWARD D	84 CHENEY DR, STORRS CT 06268 2052	10012001	07012002	43.31	CANNOT LOCATE
58842	SENDAWULA GODFREY	28A ANTON RD, STORRS CT 06268 1184	10012001	07012002	56.79	OUT OF STATE
58843	SENDAWULA ROSALIND	28A ANTON RD, STORRS CT 06268 1184	10012001	07012002	60.64	OUT OF STATE
58992	SHROFF MANOJ	UCONN DERBY 309, STORRS CT 06269	10012001	07012002	73.15	OUT OF COUNTRY
59059	SIMRELL DOUGLAS A	78 WHITE OAK RD, STORRS CT 06268	10012001	07012002	203.58	CANNOT LOCATE
59342	SROWIG ANDRE CHRISTIAN	36 MANSFIELD HOLL RD, MANSFIELD CNTR CT 06250	10012001	07012002	43.73	CANNOT LOCATE
59378	STANLEY SETH	239 FOREST RD, STORRS CT 06268 1116	10012001	07012002	137.64	CANNOT LOCATE
59390	STARON COLIN R	572 STORRS RD, MANSFIELD CNTR CT 06250 1223	10012001	07012002	51.51	CANNOT LOCATE
59483	STEGGALL ERIC A	466 STAFFORD RD, MANSFIELD CNTR CT 06250 1425	10012001	07012002	240.16	OUT OF STATE
59537	STOCKER CAROLIN	UCONN HEBRON HALL 207, STORRS CT 06269	10012001	07012002	43.31	CANNOT LOCATE
59589	STRINGER WILLIAM C	BOX 381, STORRS CT 06268 0381	10012001	07012002	38.50	CANNOT LOCATE
59637	SUMMERS STEVEN M	264 MT HOPE RD A 9, MANSFIELD CNTR CT 06250 1	10012001	07012002	13.75	CANNOT LOCATE
59724	TANG DAYOU	48 WEAVER RD, STORRS CT 06269 9030	10012001	07012002	59.21	CANNOT LOCATE
59735	TAO YONG	1 NORTHWOOD RD 91, STORRS CT 06268 1925	10012001	07012002	46.70	CANNOT LOCATE
59742	TARRATS VIRGINIA	102 MORRIS DR A201, LAUREL MD 00000	10012001	07012002	76.53	OUT OF STATE
59798	TEJADA ANGEL	238 FOSTER DR, WILLIMANTIC CT 06226 1559	10012001	07012002	141.08	CANNOT LOCATE
59888	THONGSORNKLEEB CHARNSAK	208 N EAGLEVILLE RD, STORRS CT 06268 1917	10012001	07012002	37.54	CANNOT LOCATE
59934	TODD JAMES E	BOX 275, MANSFIELD CNTR CT 06250 0275	10012001	07012002	39.60	CANNOT LOCATE
60066	TRIOMPHE EMMANUEL	713 MACMAHEN NORTH, STORRS CT 06269 6706	10012001	07012002	61.60	CANNOT LOCATE
60265	VASZIL ROBERT D	45 CHENEY RD, STORRS CT 06268 2008	10012001	07012002	212.71	CANNOT LOCATE
60287	VICTOR CHRISTOPHER R	111A DEPOT RD, MANSFIELD DPT CT 06251	10012001	07012002	109.73	CANNOT LOCATE
60445	WANG SHIHE	1S EAGLEVILL RD A46, STORRS CT 06268	10012001	07012002	37.54	CANNOT LOCATE
60452	WANG YOU OR	2A YALE RD, STORRS CT 06268 1248	10012001	07012002	206.47	OUT OF COUNTRY
60455	WANG ZHEN	1 NORTHWOOD RD 12, STORRS CT 06268 1925	10012001	07012002	29.23	OUT OF STATE

TOWN OF MANSFIELD - SUSPENSE ACCOUNTS

TRANSFER DATE: 06/30/2004

LIST#	NAME	ADDRESS	GRAND LIST			
			YEAR	DUE DATE	AMOUNT	REASON
50532	WATSON KERRY M	14D CARRIAGE HOUSE RD, STORRS CT 06268 1541	10012001	07012002	131.86	CANNOT LOCATE
50553	WEBB SUSAN J	18 B KNOLLWOOD APT, STORRS CT 06268	10012001	07012002	9.00	CANNOT LOCATE
50554	WEBBER GINGER L	5 C CARLTON RD, STORRS CT 06268 2504	10012001	07012002	358.05	CANNOT LOCATE
50604	WELLS TAMIKA	45 CHENEY DR, STORRS CT 06268 2008	10012001	07012002	282.98	CANNOT LOCATE
50703	WILDER CHRISTOPHER M	676 MANSFIELD CTY RD, STORRS CT 06268 2710	10012001	07012002	88.55	CANNOT LOCATE
60755	WILSON MATTHEW M	178 SPRING HILL RD 2B, STORRS CT 06268 281B	10012001	07012002	48.48	CANNOT LOCATE
60794	WOOD SHARON A	4571 LK WSHGTN BLV NE, KIRKLAND WA 00000	10012001	07012002	128.51	OUT OF STATE
60824	WRAGG TAMMY	294 HANKS HILL RD, STORRS CT 06268 2316	10012001	07012002	223.30	CANNOT LOCATE
60866	XIE TUGIANG	101 S EAGLEVL RD A13C, STORRS CT 06268	10012001	07012002	58.25	CANNOT LOCATE
60872	XIONG YUN AND	22 NORTHWOOD APTS, STORRS CT 06268 1926	10012001	07012002	110.22	OUT OF STATE
60877	XU TAO AND	1 S EAGLEVILLE RD A24, STORRS CT 06268 2502	10012001	07012002	83.27	CANNOT LOCATE
60886	YANG BAOCHENG	166 FOSTER DR, WILLIMANTIC CT 06226 155B	10012001	07012002	299.48	CANNOT LOCATE
60890	YANG HONGQIN	97 N EAGLEVILLE RD, STORRS CT 06269 1712	10012001	07012002	52.94	CANNOT LOCATE
60924	YEROCOSTA SYLVIA	64B CRYSTAL LN, STORRS CT 06268 1172	10012001	07012002	146.30	OUT OF STATE
60942	YOUNG CHRISTOPHER M	1310 STORRS RD, STORRS CT 06268 2227	10012001	07012002	26.95	CANNOT LOCATE
60954	YUAN JING YAN	MAYFLD 75 1S EGLVL RD, STORRS CT 06268	10012001	07012002	50.05	CANNOT LOCATE
60955	YUAN LISONG OR	1 N WOOD RD A124, STORRS CT 06268 1900	10012001	07012002	332.56	CANNOT LOCATE
60957	YUE HONGTAO	R307 445 WHITNEY RD, STORRS CT 06268	10012001	07012002	76.04	CANNOT LOCATE
61023	ZHANG ZELTUA	11E N EAGLEVILLE RD, STORRS CT 06268 1712	10012001	07012002	22.63	CANNOT LOCATE
61172	SMOLENSKI WALTER A	63 STAFFORD RD, MANSFIELD CENTER CT 06250	10012001	07012002	30.25	CANNOT LOCATE
88141	BEUDDOIN JOANN B	625 STORRS RD, MANSFIELD CNTR CT	10012001	01012003	17.99	CANNOT LOCATE
88307	CERTO DONNA H	64 WOODS RD, MANSFIELD CT	10012001	01012003	71.47	OUT OF STATE
88325	CHEN BEI	11 CHENEY DR, MANSFIELD CT	10012001	01012003	24.70	CANNOT LOCATE
88593	EL BAZ JOHANNA	UCONN 111 ENFIELD, STORRS CT	10012001	01012003	29.87	CANNOT LOCATE
88841	HANSEN RUSSELL P	38 MARY BELLE DR, MANSFIELD CT	10012001	01012003	174.71	CANNOT LOCATE
88871	HE JIE	UCONN DERBY HALL 206, STORRS CT	10012001	01012003	24.67	CANNOT LOCATE
89022	KAZUKI TANIGAWA	311 KILLINGLY, STORRS CT	10012001	01012003	28.52	CANNOT LOCATE
89197	LO YI PIN	680 MIDDLE TPKE, STORRS CT	10012001	01012003	91.69	CANNOT LOCATE
89232	MACDONALD WILLIAM	5A POPALER DR, MANSFIELD CT	10012001	01012003	21.18	CANNOT LOCATE
89236	MACHA MELVINA E	29 FERN DR, STORRS CT	10012001	01012003	73.15	CANNOT LOCATE
89295	MBOGHD SHADRACK M	101 S EAGLEVILLE 17C, STORRS CT	10012001	01012003	73.65	OUT OF STATE
89303	MCCLELLAN LISA G	9140 PINE COVE RD, ENGLEWOOD FL	10012001	01012003	17.05	CANNOT LOCATE
89304	MCCLELLAN LISA G	9140 PINE COVE RD, ENGLEWOOD FL	10012001	01012003	22.47	CANNOT LOCATE
89383	MOHD NORDIN NORAZMIR	UCONN HEBRON HALL 107, STORRS CT	10012001	01012003	73.76	CANNOT LOCATE
89384	MOLHOJ MICHAEL	MNSFLD AP 69 S EGLVLL, STORRS CT	10012001	01012003	137.64	CANNOT LOCATE
89389	MOORE ALTON D	16 NUTMEG LA, N WINDHAM CT	10012001	01012003	30.83	CANNOT LOCATE
89428	MUSA FAISAL A	260GLENBROOK RD U2157, STORRS CT	10012001	01012003	30.69	CANNOT LOCATE
89441	NAKAYAMA KAZNHICO	UNIV OF CT GLFRD 110, STORRS CT	10012001	01012003	97.82	CANNOT LOCATE
89562	PAYNE DENISE C	441 N EAGLEVILLE RD, STORRS CT	10012001	01012003	17.79	CANNOT LOCATE
89586	PETTEE ROBERT M III	102C ANTONIA NOV 164, STORRS CT	10012001	01012003	67.87	CANNOT LOCATE
89659	RENGARAJAN ANAND	141 DAVIS RD, STORRS CT	10012001	01012003	164.12	CANNOT LOCATE
89660	REYNOLDS DARLENE L	456 STAFFORD RD, MANSFIELD CNTR CT	10012001	01012003	46.92	CANNOT LOCATE
89716	ROSARIO FRANCISCO	330 FOSTER DR, WILLIMANTIC CT	10012001	01012003	166.67	CANNOT LOCATE
89773	SCHMITT MICHAEL E	301 PRESTON HALL, STORRS CT	10012001	01012003	125.13	CANNOT LOCATE
89884	SOWELL ANTONIA M	149 CONANTVILLE RD, MANSFIELD CNTR CT	10012001	01012003	12.51	CANNOT LOCATE
89966	SUROWIECKI MICHAEL T JR	98 MIDDLE TPKE, MANSFIELD DPT CT	10012001	01012003	103.37	CANNOT LOCATE
89969	SYKAS BENJAMIN J	138 HIGHLAND RD, MANSFIELD CT	10012001	01012003	271.43	CANNOT LOCATE
90030	TODD JAMES E JR	83 LITTLEFIELD BOX275, MANSFIELD CT	10012001	01012003	20.24	CANNOT LOCATE
90127	WALKUP VINCENT M	19B H FOSTER DR, WILLIMANTIC CT	10012001	01012003	39.27	CANNOT LOCATE
90183	WHITE VIRGINIA E	17 BARLOW DR, MANSFIELD CT	10012001	01012003	13.26	CANNOT LOCATE

TOWN OF MANSFIELD - SUSPENSE ACCOUNTS
TRANSFER DATE: 06/30/2004

LIST#	NAME	ADDRESS	GRAND LIST		AMOUNT	REASON
			YEAR	DUE DATE		
90214	WRAGG TAMMY	294 HAWKS HILL RD, STORRS CT	10012001	01012003	178.67	CANNOT LOCATE
90220	WU XIAMING	17 WILDWOOD RD, STORRS CT	10012001	01012003	40.43	OUT OF BUSINESS
90225	YAN DAJING	67 CHENEY DR, STORRS CT	10012001	01012003	182.27	CANNOT LOCATE
90228	YANG BYUNG CHOOM	24 CHENEY DR, STORRS CT	10012001	01012003	54.48	CANNOT LOCATE
			TOTAL	2001 - 274	30,103.88	
					=====	
			GRAND TOTAL - 556		59,653.66	
					=====	



**Town of Mansfield
Agenda Item Summary**

To: ~~Town Council~~
From: *Martin H. Berliner*
 Martin H. Berliner, Town Manager
CC: Curt Vincente, Director of Parks and Recreation; Jay O'Keefe, Assistant
 Director of Parks and Recreation; Matt Hart, Assistant Town Manager
Date: June 28, 2004
Re: Proclamation Designating the Month of July as National Recreation and Parks
 Month in the Town of Mansfield and Proclamation Designating July 18-24,
 2004 as National Aquatics Week in the Town of Mansfield

Subject Matter/Background

Attached please find two proposed proclamations from the Department of Parks and Recreation – a Proclamation Designating the Month of July as National Recreation and Parks Month in the Town of Mansfield and a Proclamation Designating July 18-24, 2004 as National Aquatics Week in the Town of Mansfield. Staff is requesting that the Town Council consider issuing the proposed proclamations in order to help promote parks and recreation, and aquatic programs in the community.

Recommendation

Staff requests that the Council authorize the Mayor to issue the proclamations as proposed.

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

Move, effective June 28, 2004, to authorize the Mayor to issue the attached Proclamations Designating the Month of July as National Recreation and Parks Month and July 18-24, 2004 as National Aquatics Week in the Town of Mansfield.

Attachments

- 1) Communication from Assistant Director of Parks and Recreation
- 2) Proposed Proclamation Designating the Month of July as National Recreation and Parks Month in the Town of Mansfield
- 3) Proposed Proclamation Designating July 18-24, 2004 as National Aquatics Week in the Town of Mansfield



Mansfield
Community
Center

Town of Mansfield
Parks and Recreation
Department



Jay M. O'Keefe
Assistant Director

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

Dear Members of the Town Council:

On behalf of the Mansfield Parks and Recreation Department, I would like to make you aware that the National Recreation and Parks Association has designated July as *National Parks and Recreation Month*. In addition, July 18-24, 2004 is being nationally recognized as *National Aquatics Week*.

Our department plans to promote awareness of these events during the month of July through distribution of literature, press releases and small special events. Along with our professional organization, the Parks and Recreation Department will be encouraging folks to spend time with family, friends, visit outdoor recreation areas, participate in a favorite hobby, or simply relax. In addition, educational information will be made available regarding recreational safety reminders.

We are requesting the consideration of the Mansfield Town Council to support the two attached proclamations in recognition of *National Parks and Recreation Month and National Aquatics Week*. If in agreement, we ask that you please sign each proclamation and return to them to the Town Manager. He can forward to Parks and Recreation for public posting.

Thank you for your consideration.

Sincerely,

Jay M. O'Keefe
Assistant Director of Parks and Recreation

PROCLAMATION

July is Recreation and Parks Month

It's July—the kickoff of the summer season. It's time to enjoy what your community offers. Play your favorite sport, visit the outdoors, spend time with family and friends, or just kickback and relax. That's why the National Recreation and Park Association has designated July as Recreation and Parks Month.

Whereas, The National Recreation and Park Association brings visibility to parks and recreation, and quality sports programs, and

Whereas, parks, recreation activities, and leisure experiences provide opportunities for young people to live, grow and develop into contributing members of society, and

Whereas, parks and recreation programs create lifelines and continue life experiences for older members of our community, and

Whereas, parks and recreation programs generate opportunities for people to come together and to experience a sense of community through fun recreational pursuits, and

Whereas, park and recreation agencies provide outlets for physical activities, socialization, and stress reducing experiences, and

Whereas, parks, playgrounds, ball fields, nature trails, open spaces, community and cultural centers, and historic sites make a community an attractive and desirable place to live, work, play, and visit, and also contribute to our ongoing economic vitality, and

Whereas, parks, greenways, and open space provide a welcome respite from our fast paced, high tech lifestyle while protecting and preserving our natural environment and,

Whereas, parks and recreation agencies touch the lives of individuals, families, groups, and the entire community, which positively impacts upon the social, economic, health and environmental well-being of our community,

Now, Therefore Be It Resolved, that the Mansfield Town Council designates the month of *July as National Recreation and Parks Month in the Town of Mansfield* and encourages all citizens to celebrate by participating in a leisure activity of their choice.

Signed this _____ day of June, 2004 by _____





PROCLAMATION

Town of Mansfield

By Mayor Elizabeth C. Paterson

WHEREAS, individual and organized forms of recreation and the creative use of free time are vital to the lives of all of our citizens, and education, athletic and recreation programs throughout the Town of Mansfield encompass a multitude of activities that promote personal accomplishment, and satisfaction and family unity for all citizens, regardless of their background, ability level or age; and

WHEREAS, the citizens of Mansfield recognize that swimming and aquatic activities relate to good physical and mental health, and enhance the quality of life for all people; and

WHEREAS, the Town of Mansfield is extremely proud of the swimming facilities and programs of its community and the contributions of those programs in providing all ages with a healthy place to recreate, to learn and grow, to swim, and to build self-esteem, confidence and a sense of self-worth, all of which contribute to the quality of life in our community;

NOW, THEREFORE, I, Elizabeth C. Paterson as Mayor of the Town of Mansfield of Mansfield, do hereby declare the week of July 18-24, 2004 as

“NATIONAL AQUATIC WEEK in the Town of Mansfield.”

This day of June 28, 2004 by _____.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
Martin H. Berliner
CC: Matt Hart, Assistant Town Manager
Date: June 28, 2004
Re: Status Report on Pending Claims and Litigation

Subject Matter/Background

Attached for your review please find the quarterly status report regarding pending claims and litigation. Please let us know if you have any questions concerning the report.

Attachments

- 1) Status Report

Memo

To: Martin Berliner, Town Manager
From: Dennis O'Brien, Town Attorney and Matt Hart, Assistant Town Manager
CC: Mansfield Town Council
Date: June 28, 2004
Re: Status Report on Pending Claims and Litigation

AFSCME v. Town of Mansfield, Regional School District Number 19, et al. The demutualization of the Anthem Insurance Company, and the distribution of certain of its assets in the form of stock or cash, raised a question for most Connecticut municipalities concerning the ownership and management of these assets. This litigation was filed in late September of 2003 against more than 200 municipalities and regional boards of education by the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, on behalf of its members and retirees seeking what the union claims is the rightful share of its members to the Anthem demutualization proceeds. This extremely cumbersome litigation was transferred from the Hartford Superior Court, where it was filed, to the Complex Litigation Docket of the Superior Court in Waterbury. An attempt by the Connecticut Conference of Municipalities to organize a concerted defense of the case by special counsel has been made, so far to no avail. Town Counsel filed appearances for the Town of Mansfield and Region 19, and responded to several preliminary motions made by the plaintiffs. After investigating the Town of Mansfield/ Region's Benefit Health Plan and Health Insurance Pool, the Assistant Town Manager, after consulting with Town Counsel, prepared an Affidavit claiming that no Town of Mansfield employees are affiliated with AFSCME and that all AFSCME affiliated employees of Region 19 have received their health insurance through a self-insured "Health Insurance Pool." Therefore, we claimed that neither the Town nor Region 19 should be a defendant in this case. The Assistant Town Manager's Affidavit was sent to plaintiff's counsel by Town Counsel. The plaintiff AFSCME subsequently withdrew its cases versus both the Town of Mansfield and Region 19, entirely removing the Town from this controversy which continues to rage against numerous other towns on the Complex Litigation Docket.

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

Hirsch v. Negro was tried during the first week of September 2001. On September 10, 2001, the Superior Court issued its decision in favor of the Zoning Agent. Predictably, Mr. Negro appealed to the State Appellate Court. Meanwhile, he continued to violate the Superior Court's order, but on the advice of the Town Attorney and despite the appeal, the Zoning Agent acted to enforce the order by removing many unauthorized motor vehicles from the property. There appears to have been no ensuing violations of the court order. On November 12, 2002, the Appellate Court unanimously affirmed our trial court victory in *Hirsch v. Negro*. As Negro's deadline to petition for certification to appeal to the Supreme Court passed on December 2, 2002, *Hirsch v. Negro* came to a successful conclusion.

Meanwhile, contending essentially that *Negro v. PZC* is redundant, the PZC filed a motion to amend the PZC's answer to add the special defense of *res judicata*. Mr. Negro objected to our motion to amend, but on April 30, 2003, the Court denied his objection paving the way for the PZC to move for summary judgment claiming that the issues raised by Mr. Negro in his case have already been resolved. In the wake of the Court's decision to allow the PZC to amend its pleading, Town Counsel filed a motion for summary judgment accompanied by a brief in support of the motion. Mr. Negro has filed his own motion for summary judgment. At the close of a lengthy hearing on both the motion for summary judgment on October 14, 2003, Judge Scholl revealed to Mr. Negro that she had worked with Town Counsel for ten months twenty-five years ago, and asked him if he had a problem with that. Mr. Negro replied that he objected to Judge Scholl's participation in the case so she said she would have the case assigned to another Judge who will reschedule the hearing on the pending cross motions for summary judgment. No hearing has been scheduled yet.

The Zoning Agent continues to monitor the subject property, and, on the advice of counsel, will enforce the court's September 10, 2001 ruling as needed. Meanwhile, George Negro and Kenneth Wright have filed suit against Curt Hirsch, Attorney O'Brien and the Town, among others, seeking damages for the 2001 enforcement by the Town of Judge Sferrazza's September 10, 2001, ruling. This new case, ***Negro v. Hirsch***, had a return date of December 5, 2003, and was referred to the Town's insurance carrier who is providing legal representation to all defendants except the Town Attorney who is separately represented by his own insurance carrier. Counsel for the Town Counsel and Town of Mansfield are taking a proactive approach. A Motion to Dismiss Mr. Wright from the case was denied by Judge Scholl on February 2, 2004. Counsel for our Town Attorney has filed Interrogatories and Requests for Production directed to plaintiffs Negro and Wright. He has also filed a Motion to Strike the Second Count of the plaintiff's complaint, the only count

directed against the Town Attorney, claiming the count is legally insufficient as pleaded. A court hearing on the Motion to Strike is expected to be held very soon. Meanwhile, the attorney representing the Town, Curt Hirsch and Richard Meehan has filed an answer to the complaint generally denying its validity and raising numerous special defenses including governmental immunity and failure to state a claim on which relief may be granted.

Grand Shart, LLC v. Town of Mansfield. This action was filed by developer Michael Dilaj and attorney Samuel Schrage, doing business as Grand Shart LLC, pursuant to Connecticut General Statutes section 13a-50 seeking the discontinuance of the Old Tolland Turnpike. Old Tolland Turnpike is a highway that cannot be discontinued by the Town in the conventional way because of the manner in which it was initially established during the 19th century. Under the controlling statute, "all questions arising as to the convenience or necessity of such highway shall, unless the parties agree, be decided by a committee." The parties have agreed that Attorney Steve Bacon should serve as "the committee," and he agreed to serve and was appointed by the Court. On November 19, 2003, Mr. Dilaj and Atty. Schrage met with our Town Planner, Town Attorney and Grant Meitzler of the Town Engineering Department to discuss and develop a possible solution to the underlying problem that would resolve this case. Efforts to effectuate an out of court solution have continued, and the case in court continues to be on hold.

Chatham Hills, LLC v. Town of Mansfield. In August of 2003, the Chatham Hill, LLC filed its appeal to the Superior Court of a decision by the Mansfield Inland Wetlands Agency to deny the plaintiff's application for a wetlands permit to construct a road, driveway, houses, etc. adjacent to a wetland/watercourse area on Fern Road as part of a subdivision known as Chatham Hill Subdivision Section II. Town Counsel appeared in the case for the IWA, and with the help of Town staff, filed the record of the IWA and some of the PZC proceedings with the Court along with the IWA's answer to the plaintiff's complaint. The plaintiff's brief was filed with the Court on March 15, 2004. Meanwhile, Chatham Hills filed a reapplication in early April, including a new drainage analysis apparently calculated to address the IWA's concerns about the prior application. The reapplication was granted by the IWA on June 7, 2004. This should result in withdrawal of Chatham Hill's appeal to the Superior Court as soon as the right of appeal the IWA's decision of June 7, 2004 is extinguished, fifteen days after publication of the decision in the newspaper. If Chatham Hills fails to withdraw this case at that time, Town Counsel intends to file a motion to dismiss the case based on a claim of mootness.

Mansfield Cooperative, Inc. v. Town of Mansfield, This tax appeal was returnable to the Superior Court at Rockville on June 22, 2004. Town Counsel has filed an appearance in Court on behalf of the Town. This appeal was apparently filed because, under the authority of Connecticut General Statutes section 12-60, our Assessor corrected a "mistake" in the assessment of the taxes assessed against the plaintiff corporation for Grand List Years 2000, 2001 and 2003, which resulted in an increased tax obligation for the plaintiff. In essence, the Cooperative is claiming that the "mistake" on which the Assessor relied in retroactively increasing the Cooperative's assessment, i.e., failure to include several newly constructed cooperative units in the subject assessments, was not a "mistake" within the

meaning of C.G.S. section 12-60. Our Assessor disagrees, and he will assert his position in this case with the aid of Town Counsel.

Newell v. Regional School District Number 19 and Town of Mansfield. On November 21, 2002, the plaintiff served the Town and Region School District 19 notice on this claim seeking damages for injuries sustained by the plaintiff during football practice at E.O. Smith High School. The Town and the Region are insured by the same carrier (CIRMA), and the carrier has been working with the plaintiff to resolve the matter prior to litigation. If necessary, the carrier will retain a law firm for our legal defense.

UConn Co-op v. Town of Mansfield. This case was returnable to the Superior Court at Rockville on June 24, 2003. Although property tax assessment appeals are usually transferred to a special tax appeals court in New Britain by superior courts in other judicial districts, the office of the Clerk at Rockville informed our Town Counsel that this case might not be transferred, perhaps because of its special nature. It is special because most tax appeals are filed because the taxpayer simply believes that the assessment of fair market value is excessive. In this appeal, however, the Cooperative is making a unique claim of law, based on a statute that is not of general applicability, stating that the Cooperative property should be on the Payment-in-Lieu-of-Taxes list. Our Assessor disagrees. Town Counsel has filed an appearance in this case in behalf of the Town. So far, the Co-op's Attorney has done nothing to move this case forward. Meanwhile, Town Counsel and our Assessor are preparing an Answer to the allegations stated in the Co-op's Appeal Complaint.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Lon Hultgren, Jeffrey Smith, Matt Hart
Date: June 28, 2004
Re: Agreement between the Town of Mansfield and Regional School District No. 19 for Public Works Services

Subject Matter/Background

The current agreement between the town and the regional school district for public works services expires June 30, 2004. Because the agreement has worked to the satisfaction of both parties, we would like to execute a successor contract for another three-year term (July 1, 2004 – June 30, 2007).

Financial Impact

The proposed fee for the first year of the agreement is \$67,370 and annual charges for subsequent years would be increased by three percent per year. This amount is designed to cover the town's cost to provide these services.

Recommendation

Staff recommends that the Council authorize the Town Manager to execute the proposed agreement with the Region.

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

Move, effective June 28, 2004, to authorize the Town Manager to execute the proposed "Agreement between the Town of Mansfield and Regional School District No. 19 for Public Works Services," for a term to begin on July 1, 2004 and to expire on June 30, 2007.

Attachments

- 1) Proposed Agreement

AGREEMENT BETWEEN
THE TOWN OF MANSFIELD AND
REGIONAL SCHOOL DISTRICT NO. 19
FOR PUBLIC WORKS SERVICES

This Agreement made this 1st day of July 2004 by and between the Town of Mansfield (hereinafter called the Town) and Region 19 School District (hereinafter called the Region), witnesseth that:

Whereas the Region wishes to engage the Town to maintain the roads, parking lots, drainage facilities, athletic fields, large turf area and other areas of turf around the building hereinafter described in connection with the operation of the Edwin O. Smith High School located in Mansfield, Connecticut; and,

Whereas the Region has expanded its athletic fields by approximately 12 acres; and

Whereas the Town has within its means the necessary manpower, equipment and materials to undertake said maintenance activities;

NOW THEREFORE THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:

- A. The Region agrees to engage the Town and the Town agrees to perform the exterior maintenance services hereinafter set forth for the amount set forth herein below.
- B. The Town, working through its Director of Public Works, shall do, perform and carry out in a workmanlike manner the maintenance activities hereinafter described to the satisfaction of the Superintendent of the Region.
- C. Said maintenance services shall be for the period beginning July 1, 2004 and ending June 30, 2007. The annual charge shall be adjusted by three percent per annum. The Town shall provide the following services:

- a. Access Roads & Parking Lot Maintenance

The main bus lot and parking area off Route 195, the parking lot to the south of the building, the driveway and two small parking areas to the north of the building and the sidewalks along Route 195 and Bolton Road will:

- 1. Be plowed and sanded after winter storms,
- 2. Be swept in the spring (in conjunction with the Town's spring sweeping program),
- 3. Have their catch basins cleaned out once a year,
- 4. Have the parking lines re-striped every two years (as required),
- 5. Be patched with hot bituminous concrete as necessary to fill potholes or depressions, and repair curbs and,

6. Have other minor road maintenance activities performed as required by the Region.

b. Turf Maintenance

The large turf areas to the rear of the building and the new areas along Hanks Hill Road (approximately 23 acres) shall:

1. Be mowed in accordance with standard mowing practices (approximately once a week during the growing season),
2. Be fertilized with a standard turf fertilizer twice a year,
3. Be aerated twice a year,
4. Have worn areas of turf reseeded as necessary to promote restoration of damaged turf,
5. Top dress and apply weed control as recommended by the Town's turf consultant.
6. Be repaired when damaged by vehicles, vandalism or other unforeseen occurrences.

c. Athletic Field Maintenance

The two (2) soccer fields, field hockey field, softball field, two (2) baseball fields and football fields located behind the school building and along Hanks Hill Road shall:

1. Be laid out once a year,
2. Be lined throughout the playing season,
3. Be rototilled at the beginning of the season (ball fields),
4. Be raked, dragged, shaped and lined throughout the playing season (ball fields), and
5. Have goals assembled and placed at appropriate locations (soccer and field hockey).

d. Lawns and Grounds Maintenance

Lawn areas surrounding the main high school building (to the road) shall:

1. Be mowed in accordance with standard mowing practices (approximately once a week during the growing season).
2. Have worn areas of lawn top dressed with topsoil and reseeded as necessary to promote restoration of area.

3. Repair when damaged by vehicles, vandalism or other unforeseen occurrences.

- D. The agreed upon price for these exterior maintenance services to be paid to the Town by the Region for the period given in Section 2 herein above shall be \$67,370, paid to the Town in quarterly installments by the Region with 30 days of the receipt of the Town's bill.
- E. The Town or the Region may terminate this contract at the end of any given fiscal year. However, notice of such intent to terminate must be given to the affected party in writing at least 180 days prior to the end of the fiscal year so that other service arrangements may be made within fiscal budgetary time constraints.
- F. The Town or the Region may, from time to time, require changes in the scope of services of this Agreement. Such changes, including any increase or decrease in the amount of compensation paid to the Town which is mutually agreed upon by and between the Town and the Region shall be incorporated in written amendments to this contract.

In witness whereof, we have hereunto set our hand and seal this _____ day of _____, 2004.

Bruce Silva, Superintendent
(for the Region)

Martin H. Berliner, Town Manager
(for the Town)

Witness

Witness



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berlin*
 Martin H. Berlin, Town Manager
CC: Lon Hultgren, Director of Public Works; Matt Hart, Assistant Town Manager
Date: June 28, 2004
Re: Temporary Position – Clerk of the Works for Birch Road Bikeway Project

Subject Matter/Background

The town's Birch Road bikeway enhancement grant includes approximately \$50,000 for construction inspection services. These funds were earmarked in the project budget to pay for a consulting engineer to furnish these services. Unfortunately, our consultant's estimate to perform this work is well over the budgeted amount, and we have not been able to negotiate a fee within budget.

Under the town's Personnel Rules that apply to non-union positions, we have the ability to hire appoint someone to a temporary full-time position for a period not to exceed 12 months. Consequently, staff has proposed that we recruit and appoint a temporary Clerk of the Works to perform the inspection duties of this project, a service that is required by the funding agency. With the budgeted amount, we believe that we could hire someone for a period not to exceed 12 months, a timeframe which should be sufficient to complete the work.

If approved by the Council, staff proposes that the pay grade for the temporary Clerk of the Works be set at grade 31 of the Town Administrators Pay Plan. The current range for that grade is \$25.67 - \$33.40 per hour or \$2,053.60 - \$2,672 per pay period (biweekly).

Financial Impact

As stated above, the town has budgeted approximately \$50,000 that could be applied to fund the temporary position. As a temporary employee, whomever is hired would not be eligible for benefits, with the exception of paid holidays.

Recommendation

Because the Birch Road project budget does not provide sufficient funds for the town to hire a consulting engineer, staff recommends that the Town Council establish a temporary non-union Clerk of the Works position to be set at grade 31 of the Town Administrators Pay Plan. We would terminate the position at the end of the project.

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

Move, effective June 28, 2004, to establish a temporary non-union Clerk of the Works position to be set at grade 31 of the Town Administrators Pay Plan, which position shall terminate on or before the expiration of the Birch Road Bikeway project.

Attachments

- 1) Draft Job Description

CLERK OF THE WORKS**GENERAL DESCRIPTION:**

This is very responsible civil engineering work involving field inspection, surveying and coordination of construction projects. Work involves responsibility for the completion of construction projects and representing the Town as the owner's representative on said projects. Duties include project management, inspection and liaison with contractors, regulators, funding agencies and affected residents. The work requires that the employee have good knowledge, skills and abilities in construction inspection, communication and record keeping.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Engineer/Director of Public Works.

ESSENTIAL FUNCTIONS OF WORK:

Performs civil engineering inspection and project management work for roadway, bridge, recreational field, drainage, building and related projects. Interprets plans and specifications for complicated projects. Prepares estimates, profiles, cross-sections and periodic and special reports on various projects.

Conducts field work, including surveying, construction inspection and materials testing.

Prepares project progress and final recommendations. Serves as Town representative on projects under construction.

Reduces field notes, including plotting, contours and profiles.

Assists in managing, coordinating and inspecting various projects, including preparation of estimates, billings, payments, documentation and reporting. Maintains liaison with contractors and regulating/funding agencies.

Attends meetings and hearings relating to assigned projects. Prepares and presents progress reports and financial status of projects.

Performs related work as required.

ADDITIONAL DUTIES:

Coordinates engineering projects with neighbors and affected residents. Interprets DOT requirements for Town construction projects. Acts as project manager for engineering projects as assigned.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

(Required for essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all-inclusive and may be supplemented as necessary.)

Must be mobile with the ability to get from one location in the office or work site(s) to other locations in the office or work site(s). Ability to sit and or stand and walk for long periods of time.

Ability to reach and bend, and push and pull or lift objects less than fifty (50) pounds.

Mobility to conduct field inspections that may include walking over rough terrain and climbing and crawling in confined spaces. Mobility to perform surveying duties.

Ability to perform manipulative skills such as writing, using a computer keyboard, drafting and mapping, and taking material samples on construction projects.

Ability to see and read objects closely, as in reading/proofreading a report, reading meters and gauges, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information. Ability to see objects far away as in driving. Ability to discriminate between colors.

Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively in oral and written form.

Ability to maintain files and records and to make mathematical calculations using a calculator.

Ability to concentrate on complicated detail and issues with some interruption, pressure and changing priorities for more that three hours at a time.

Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.

Ability to use knowledge and reasoning to solve complex problems.

Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.

Works in field and office settings subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. Field work may cause exposure to fluctuations in temperature and seasonal conditions in outside weather. May be exposed to high humidity, wetness, chemicals, dust, hazardous gases and materials.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of civil engineering principles and practices as applied to municipal projects.

Considerable skill in operating land-surveying equipment.

Considerable ability to inspect and coordinate civil engineering projects.

Considerable ability in land surveying.

Considerable ability in oral and written communications.

Good ability to oversee the work of contractors and tradesmen.

Considerable ability to establish and maintain effective working relationships with co-workers, supervisors, contractors, state agencies, other Town officials and the general public.

QUALIFICATIONS:

A bachelor's degree in civil engineering from a recognized college or university plus two years of progressively responsible inspection and project management experience.

SPECIAL REQUIREMENTS:

Must have a valid Connecticut Class 3 driver's license.

CLASSIFICATION:

Town Administrators- Grade 31

EFFECTIVE DATE:

July 1, 2004

Approved by: _____
Martin H. Berliner, Town Manager

Date: _____

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
 Martin H. Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: June 28, 2004
Re: Successor Collective Bargaining Agreement with Local 760, CSEA (Police)

Subject Matter/Background

As you know, we have been negotiating with Local 760, CSEA (Police) for the past several months. After much discussion, we have reached a tentative agreement with the union.

The highlights of the tentative agreement are as follows:

- 1) Duration – three years (July 1, 2004 – June 30, 2007)
- 2) Wages – 3.5 percent general increase per year
- 3) Disability insurance – for new hires only, we would eliminate the costly sick leave accrual and payout system and provide employees with short and long-term insurance, thereby saving the town money over the long term while providing the employee with better insurance coverage.
- 4) Health insurance option – introduce the Anthem Blue Cross POE plan as a third health insurance option. Due to the fact that the POE plan provides in-network coverage only, it is a more affordable option for both the employer and the employee.
- 5) Health insurance cost share – the employee cost share for the Century Preferred PPO plan would increase from approximately 4.5 percent to 9 percent in year 1, 10 percent in year 2 and 11 percent in year 3. With the POS plan, the cost share would increase from roughly 3 percent to 4 percent in year 1, 5 percent in year 2 and 6 percent in year 3. Cost shares for the POE plan would be set at 3 percent in year 1, 4 percent in year 2 and 5 percent in year 3.
- 6) Longevity pay – increase each step of the longevity schedule by \$50 per step. The schedule would now be as follows:
 - \$525 for 6 years but less than 10 years service
 - \$600 for 10 years but less than 15 years service
 - \$700 for 15 years but less than 20 years service
 - \$850 for 20 years or more service

- 7) Prescription coverage – revise the prescription coverage under the Century Preferred PPO plan to a three-tier formulary in which employees would have a \$5 co-pay for generic drugs, \$15 co-pay for brand name drugs and \$25 for non-list prescriptions.
- 8) Retiree health insurance – increase town contribution to retiree health insurance from \$105 per month to \$115 per month in year 1, \$120 per month effective year 2 and \$125 per month as of year 3.
- 9) Wellness program – for new hires only, we would introduce a wellness program in which employees would be required complete an annual physical examination and be certified as fit to perform their duties as a condition of continued employment. This program would help to promote and ensure employee wellness in a job that can be physically demanding. In exchange for this requirement, new hires would receive free single memberships to the Community Center, and existing employees would receive the resident rate plus a \$75 discount for Community Center memberships.

Financial Impact

With the savings that we would realize on health insurance, we anticipate that the cost over the life of the proposed agreement would average approximately 3.0 percent per year. This increase compares very favorably to recently negotiated contracts around the state and to the rate of inflation, which currently averages 3.1 percent nationwide and 3.7 percent in the Northeast region. In addition, the tentative agreement would enable us to make significant progress with respect to more equitably sharing insurance costs between the employer and the employee.

Recommendation

The union members have ratified the tentative agreement. The Town Council now has three options: 1) approve the agreement; 2) disapprove the agreement; or 3) take no action, in which case the agreement would become effective after a 30-day period. Staff feels that the proposed agreement is a fair package for both the union and the town, therefore, we recommend its approval by the Council.

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

Move, effective June 28, 2004, to authorize the Town Manager to execute the proposed collective bargaining agreement between the Town of Mansfield and Local 760, CSEA (Police) for a term beginning July 1, 2004 and ending June 30, 2007.

TOWN MANAGER
QUARTERLY REPORT FOR JANUARY - MARCH 2004

Projects Completed During the Last Quarter

1. Annual Report – completed and distributed the Fiscal Year 2002/03 Annual Report to the Council and the community.
2. Budget – prepared the Town Manager’s Proposed Fiscal Year 2004/05 Operating Budget for review by the Council.
3. Budget Transfers for Fiscal Year 2003/04 – prepared fiscal year 2003/04 budget transfers and adjustments for approval by the Council.
4. Clover Mill Road at Route 195 - asked the Connecticut Department of Transportation to investigate the inclusion of context-sensitive design improvements to the Clover Mill Road/Route 195 intersection as part of the Chaffeeville Road/Route 195 intersection improvement design project.
5. Community Center and General Obligation Refunding Bonds – in order to allow the town to pursue various business opportunities at the Community Center, such as the sale of room naming rights, presented the Council with a proposal to retire the existing general obligation bonds and to issue new taxable bonds for that project. The Council did subsequently approve this proposal.
6. Community Center Project – completed work on the gymnasium and walking track. Also continued to monitor progress on the “punchlist” (remaining construction items) and various operational and administrative components of project, such as marketing, and equipment and staffing needs.
7. Conservation and Development Policies Plan for Connecticut 2004-09 – presented the Council with comments concerning the proposed state plan.
8. Contract Agreement between the Town of Mansfield and Regional School Board for Accounting, Bookkeeping, Data Processing and Risk Management – with Council approval, executed a proposed contract agreement between the town and the regional school district for accounting, bookkeeping, data processing and risk management services.

9. Emergency Services Operations and Management Improvement Project – continued work with the Emergency Services Management Team, with a particular focus this quarter on the issue of reorganization/consolidation.
10. Employee Benefits Review – established a senior management team comprised of town and school personnel to develop strategies to better manage the high cost of employee health insurance. Also attended various seminars related to the issue.
11. Employee Classification Study – continued work with the town’s consultant to update the employee classification plan.
12. Fair Housing Policy – updated the town’s Fair Housing Policy for re-endorsement by the Council.
13. Fee Schedule - presented for Town Council approval an amendment to the town’s Fee Schedule to add a \$25.00 adoption fee for domestic cats.
14. Financial Statements Dated December 31, 2003 – submitted updated financial statements for review by the Finance Committee.
15. Grant Administration – presented the following grant applications to the Council for review and approval:
 - D.W.I. enforcement – seeking \$10,000 from the State Department of Transportation for police overtime for D.W.I. and related motor vehicle enforcement
 - 2004 Partnership Grant Program – seeking \$5,250 from the Quinebaug-Shetucket Heritage Corridor for a welcome sign and landscaping project at the Four Corners area
 - Recreational Trails Program – Electronic Trail Guide – received Council authorization to execute the documents necessary to receive this grant providing funds to construct an electronic trail guide for town trails
 - Recreational Trails Program – Greenway/Blueway Project – requesting \$39,040 from the Connecticut Department of Environmental Protection’s Recreational Trails Program to fund a greenway/blueway project along the Willimantic River at Plains Road in Mansfield
 - Rural Business Enterprise Grant – seeking \$50,000 from 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”

- Small Cities Community Development Block Grant Public Hearing – conducted a public hearing to review and discuss proposed Small Cities Grant applications
 - William Caspar Graustein Memorial Fund Discovery Grant for 2004 - requesting \$29,844 to help fund the town’s 2004 commitment to the Discovery initiative
16. Health Insurance Portability and Accountability Act – prepared draft policies and procedures to comply with the regulations of this federal legislation.
 17. Labor Relations – continued collective bargaining with the UPFFA (firefighters) and began negotiations with Local 760, CSEA, the town’s police union.
 18. Mansfield Downtown Partnership – continued to assist the Partnership with the preparation of the municipal development plan for Storrs Center and related tasks.
 19. Maple Road Reconstruction Project – received Council authorization to execute the construction agreement for this important project.
 20. Off-campus Housing Project – continued work of staff committee to develop strategies to address landlord/tenant and other issues related to student off-campus housing.
 21. Ordinances – drafted in consultation with the Town Attorney the following ordinances, which were subsequently adopted by the Town Council
 - “An Ordinance Regarding Delinquent Motor Vehicle Property Taxes”
 - “An Ordinance Regulating Adult-oriented Establishments”
 22. Pre-paid Bag Disposal – provided the Council with an update regarding staff’s recent progress on this subject, and decided to continue to collect, record, and analyze data in order to better determine whether the town’s current waste collection and disposal system requires significant modification.
 23. Presentation by Richard Miller, University of Connecticut – arranged for a presentation to the Council from Rich Miller, UConn’s Director of Environmental Policy. Rich’s presentation covered several environmental issues at the university, including the newly created environmental policy advisory council, the agricultural campus master plan update and the hazardous waste storage facility comparative site study.
 24. Prepared the following Proclamations for adoption by the Town Council:
 - Proclamation Designating April as Fair Housing Month in Mansfield – to recognize the town’s commitment to the promotion of fair housing in the community

- Proclamation Designating February 6, 2004 as “Wear Red for Women Day” – in support of the American Heart Association’s campaign to increase the awareness and proper treatment of heart disease in women
 - Proclamation Designating Municipal Clerks Week in Mansfield – to recognize the efforts of municipal clerks in Mansfield and across the nation
 - Proclamation in Honor of the National Education Association’s *Read Across America’s* National Celebration of Dr. Seuss’ 100th Birthday - in honor of the NEA’s Read Across America’s National Celebration of Dr. Seuss’ 100th Birthday
 - Proclamation in Honor of Steven C. Glow’s Eagle Scout Award – to recognize Steven’s efforts in overcoming various obstacles to earn his Eagle Scout Award
25. Records Retention Program – formed a staff committee to develop a comprehensive records retention program for the town.
 26. Recruiting – hired or promoted the following employees to various open staff positions:
Timothy Veillette as Project Engineer, Alicia Bouley and Joyce Gagne as Finance Clerks, Karen Montie as Secretary and Caroline Hutchings as Receptionist.
 27. Revaluation – prepared and began to implement an action plan to complete the 2004 revaluation.
 28. Status Report on Pending Claims and Litigation – prepared the quarterly report regarding claims and litigation involving the town for the Council’s review.
 29. Town of Mansfield Code Enforcement Relocation Plan – in consultation with the Town Attorney, drafted a “Code Enforcement Relocation Plan” for review and adoption by the Council.
 30. Town Council Financial Overview – conducted the annual financial overview with the Council to prepare for the upcoming budget preparation process.
 31. Town/University Relations Committee – continued workgroup efforts charged with reviewing the strategies set out in President Austin’s Task Force on Substance Abuse. Also continued to monitor issues of mutual interest to the town and the university.
 32. UConn Landfill – continued monitoring of the University’s landfill closure process.
 33. University Spring Weekend – carried this subject as a recurring agenda item and began planning for the event to be held in April 2004.

34. WPCA, Proposed Fiscal Year 2003/04 UConn Water/Sewer Budget – presented the proposed fiscal year 2003/04 UConn Water/Sewer Budget for the Council’s review and approval.
35. WPCA, Proposed Fiscal Year 2003/04 Willimantic Water/Sewer Budget – presented the proposed fiscal year 2003/04 Willimantic Water/Sewer Budget to the Council for review and approval.

Plans for Next Quarter

1. Budget – complete the Fiscal Year 2004/05 Operating Budget.
2. Community Center – officially recognize the members of the Community Center Building Committee and continue work on action plan items related to the administration and operation of the Center.
3. Emergency Services Operations and Management Improvement Project – continue work with the Emergency Services Management Team, particularly with respect to reorganization/consolidation and the development of shared operating procedures.
4. Employee Benefits Review – continue efforts of town and school management team to develop strategies to better manage the high cost of employee health insurance.
5. Employee Classification Study – complete this project.
6. Health Insurance Portability and Accountability Act (HIPAA) Compliance Project – substantially complete this project.
7. Labor Relations – continue collective bargaining with the UPFFA (firefighters) and Local 760, CSEA (police). Conduct quarterly labor-management sessions with various employee bargaining units.
8. Mansfield Downtown Partnership – continue to assist the Partnership with the preparation of the municipal development plan for Storrs Center and related tasks.
9. Off-campus Housing – continue work of staff committee to develop strategies to address landlord/tenant and other issues related to student rental properties.
10. Ordinance Designating the Municipal Aquifer Protection Agency – draft for Council review and approval an ordinance designating the municipal aquifer protection agency for the Town of Mansfield.
11. Records Retention Project – continue work on this project.

12. Revaluation – continue work to complete 2004 revaluation.
13. Risk Management project – begin work to update the town’s risk management program.
14. Strategic Technology Plan Update – work with consultant to review town’s technology needs and to plan for the future.
15. Town/University Relations Committee – complete workgroup efforts to develop strategies to implement the recommendations set out in President Austin’s Task Force on Substance Abuse. Continue to monitor issues of mutual interest to the town and the university.
16. UConn Landfill – continue staff oversight and monitoring of the landfill closure project.
17. University Spring Weekend – carry this issue as a recurring agenda item, and prepare for Spring Weekend 2004.

FISCAL YEAR 2003/04

Employees Hired

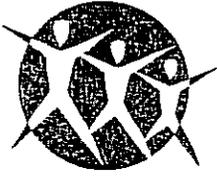
<u>Date</u>	<u>Position</u>	<u>Applications</u>	<u>Tested</u>	<u>Name</u>
7/23/03	Health and Fitness Director	19	8	Robin O'Brien
8/05/03	Part-time Secretary	47	30	Claudia Spinella
8/11/03	Part-time Secretary	47	30	Beth Spinner
9/8/03	Health and Fitness Specialist	26	8	Michael D'Alfonso
9/08/03	Senior Services Coordinator	38	12	Patricia Hope
9/2/03	Head Lifeguard	37	8	Sharon Glasson
10/6/03	Head Lifeguard		4	Eric Lopez
10/06/03	Maintainer	104	25	Tony Noel
10/14/03	Maintainer	104	25	Dave Flaherty
10/14/03	Maintainer	104	25	Paul Thomson
10/14/03	Receptionist	103	20	William Callahan
01/05/04	Project Engineer	14	7	Timothy Veillette
01/05/04 & 01/19/04	Finance Clerk	83	20	Alicia Bouley & Joyce Gagne*
02/02/04	Secretary	1	1	Karen Montie*
03/01/04	Receptionist	2	2	Caroline Hutchings*

*Internal hire or promotion

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INTENTIONALLY



Mansfield
Community
Center

Town of Mansfield
Parks and Recreation
Department



Curt A. Vincente, Director

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

TO: Martin H. Berliner, Town Manager
FROM: Curt A. Vincente, Director of Parks & Recreation *CV*
DATE: May 28, 2004
SUBJECT: Quarterly Report (January – March 2004)

ACCOMPLISHMENTS

Administration – (Director, Assistant Director, and Administrative Office Supervisor)

MARKETING

1. Supervised marketing consultant, reviewed and approved marketing production pieces, implemented marketing plan.
2. Designed and implemented the January/February media campaign that included: 5 small space print ads and supporting 15 second radio spots on WILL.
3. Redesigned and reprinted the Member Rewards Program brochure
4. Oversaw development, design, preparation, printing and distribution of the Spring 2004 program brochure.
5. Redesigned and printed the generic Community Center brochure.
6. Developed, prepared, printed, and distributed the first Community Center member newsletter.
7. Developed a monthly review of “lost members” to begin an accurate tracking of how many members end their memberships each month and for what reasons.
8. Developed and implemented the first of a regular series of Member Reward program promotions – double CenterBucks for new member referrals during the spring.
9. Worked with both People’s Bank and Windham Hospital to develop promotion, plans, and structure for upcoming special events to be co-sponsored and held at the Community Center.

10. Developed the working process and implemented the on-going member feedback program and responses including the placement of comment responses throughout the center.
11. Developed a revised "Strategic Partnership" program outline based on the new "non-tax exempt" status of the financing.
12. Began working on the creation and implementation of a retention focused program to concentrate efforts to keep current members.
13. Assisted with the research and hiring of an outside consultant to thoroughly review current center operations and make recommendations regarding specific areas that may need attention.

PERSONNEL & TRAINING

14. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.
15. Provided continued orientation, training, scheduling, supervision and evaluation of full time employees.
16. Established priority list of goals and objectives for full time Aquatics Director, Health and Fitness Director, Recreation Supervisor, and all maintainers.
17. Conducted recruitment, application screening, interviewing, hiring, training, scheduling, supervision and evaluation for part-time custodians and locker room attendants.
18. Implemented comprehensive orientation and training sessions for over 60 part-time Community Center workers and seasonal instructors. This included general customer service, policies and procedures, CPR and first-aid.
19. Established regular work schedules for numerous full time and part time employees.
20. Completed general orientation and training for 14 new part time employees.
21. Recruited, hired and trained two volunteer locker room attendants.
22. Conducted monthly maintainers meetings: 1/21, 2/18 and 3/17.
23. Conducted monthly programming staff meetings: 1/13, 2/24 and 3/23.
24. Conducted monthly supervision meeting with Aquatics Director: 1/14, 2/5 and 3/9.
25. Conducted monthly supervision meetings with Fitness Director: 1/16 and 3/3.
26. Conducted monthly supervision meetings with Recreation Supervisor: 1/12, 2/3, 3/3.
27. Completed part time gym supervisor and child care schedules.

28. Supervised child care and gym supervisor staff.
29. Supervised and trained six part time community center volunteers.
30. Processed and maintained all employment paperwork for over 50 new and returning part time employees.
31. Evaluated part time personnel as scheduled or needed; including verbal and written discipline.
32. Completed advertisement, screening, interviewing, hiring and training for three new part time custodians and locker room attendants.
33. Recruited, interviewed, and trained replacement full time Receptionist.
34. Recruited, hired, trained and supervised two youth basketball coordinators.
35. Coordinated Manager On Duty (MOD) scheduling and training.
36. Coordinated CPR/AED training with Health & Fitness Director.
37. Coordinated and developed facility emergency action plans with Health & Fitness Director.

FINANCIAL MANAGEMENT

38. Developed and presented fiscal year 2004-05 department budget package.
39. Researched, created priority lists, and ordered equipment and supplies for assigned Community Center areas.
40. Collected and deposited over \$372,040.00 worth of daily deposits (checks, cash and credit cards)
41. Sold over 596 Community Center memberships in this quarter and maintained and managed over 2,449 total memberships.
42. Processed and managed all purchase orders, payment vouchers and credit card transactions for the Parks & Recreation Department and Community Center operating budgets.
43. Managed and maintained petty cash account for the Community Center and Parks & Recreation Department staff.
44. Managed and maintained over 1,000 auto debit accounts through credit cards, checking and savings accounts and payroll deductions.
45. Managed and maintained over 100 fee waiver accounts.
46. Monitored facility attendance and tracked revenues and expenditures

MISCELLANEOUS

47. Continued oversight of Community Center construction completion and necessary follow-up with Construction Manager and Capital Projects Coordinator.
48. Developed, planned and prepared for upcoming youth baseball season (Tball & Ragball) including, volunteer coach recruitment, program promotion, registration, league meetings and scheduling.
49. Developed a plan of action for conducting background checks on all youth sport coaches.
50. Completed and distributed Charter Member apparel orders.
51. Indirectly supervised department wide programs and events.
52. Worked with management study consultant to review Community Center operations as they relate to the private sector.
53. Supervised and evaluated K-8 recreation and competitive basketball programs, including 24 volunteer coaches, 8 referees, and over 300 participants.
54. Hosted Connecticut Parks Association monthly seminar on March 10.
55. Provided orientation and training for 28 volunteer coaches and orientation for 12 referees for youth basketball.
56. Reviewed daily building maintenance issues associated with the new facility, prioritized needs, and assigned tasks.
57. Served as Manager on Duty for extend hours beyond normal work schedule.
58. Provided tours, registration information and responses to questions from thousands of new community center members.
59. Served as a major link to customer service issues, including direct contacts with patrons, full time and part time staff.
60. Received, prioritized and responded to a significant amount of phone calls, emails and walk-in questions regarding numerous Parks and Recreation services. A high percentage of time was associated with the Community Center operation.
61. Worked with Furniture Consultant to design, order, and install Community Center Reception area cabinets.
62. Registered and managed facility rentals for Community Center.
63. Met regularly with the Town Manager, Assistant Town Manager, and Director of Finance to review Community Center operations.
64. Worked with security system provider to finalize system functions and train staff.

65. Coordinated scoreboard donor arrangements and worked with scoreboard supplier to specify and order desired type
66. Hosted fact finding committees from the Town's of Wethersfield and Marlborough on Community Center development and operations.
67. Served as host for the Eastern Highland Health District's seminar on Heart Health.
68. Director served as Chair of the Connecticut Recreation and Parks Association Certification Board.
69. Presented an update on Community Center operations to the Mansfield Lions Club during their monthly meeting.
70. Participated in a Southeast School second grade class presentation on "Community".
71. Prepared and distributed committee packets for assigned Town committees.
72. Developed and maintained comprehensive gym schedule, including posting information on the Town's website.
73. Responded to over 75 customer service inquiries.
74. Director attended the following meetings above and beyond normal operational meetings:
 - Arts Advisory Committee.....Jan. 5
 - Community Center Building Committee.....Jan. 12, Feb. 9
 - Connecticut Recreation & Parks AssocJan. 28, Mar. 17, Mar. 30
 - Recreation Advisory Committee.....Feb. 25
 - Safe Graduation Committee.....Jan. 12, Feb. 9
 - Town Council.....Jan. 12, Mar. 22, Mar. 29

Aquatics

1. Revised pool policies and pool rules to accommodate dynamic needs and demands of the facility members and user groups.
2. Implemented hourly count for pool area participants to track pool area usage identifying peak and low use times and to generate statistical reports.
3. Increased Family Use Time in the Therapy Pool to accommodate large demand of users.
4. Aquatic Director assisted in the development and implementation of three general orientation/customer service training sessions for all community center staff March 21st, 22nd, 26th.
5. Full time aquatic staff attended Aquatic Facility Operator Course hosted by the National Recreation and Parks Association in Manchester, CT, on February 19th and 20th.

6. Completed any additional aquatic purchases and equipment orders for the Mansfield Community Center indoor pools.
7. Implemented Private Swim Lesson program. Program had registered 27 unique requests for private lessons in the months of January - March.
8. Implemented all classes and programs listed in the 2004 Winter Brochure.
9. Followed standards for American Red Cross Learn to Swim Program conducting 40 individual classes with a total of 236 enrolled participants in the program. Five classes were created due to high waitlist enrollment for Swim Lessons.
10. Full time aquatic staff developed and implemented in-service training schedule for part time guards and instructors beginning in the Winter season.
11. Identified changes/needs for Spring 2004 schedule and programs. (Re-organization of swim lessons, increased demand for water fitness and water therapy classes, changes to overall pool schedule.)
12. Collaborated with E.O. Smith High School to offer Lifeguard Training Program in February providing an opportunity for students to gain school credit.
13. Aquatic Director coordinated production of the Member Newsletter with the first edition due out in April.
14. Planned and finalized aquatic programming and classes for 2004 Spring Brochure.
15. Aquatic Director is currently serving as the Connecticut Recreation and Parks Association Program Committee Chair for the 44th Annual State Conference and Trade Show.

Fitness

1. Handled crowd control and established a method of sign up and time limits on cardiovascular machines.
2. Identified future equipment needs, utilizing available space.
3. Recognized program needs for Spring session.
 - Added more spin classes
 - Added more Pilates classes
 - Spring session classes = 40(+) per week
 - Hired 4 new instructors to begin in the Spring
4. Completed Fitness portion of Spring program brochure.
5. Ordered and installed various facility signs clarifying policies, directions etc.
6. Developed MOD schedules.
 - Met with Assistant Director several times to clarify MOD needs and responsibilities.

- Identified individual availability, developed monthly MOD schedules through April 2004.
7. Selected an “Alternative Health Fair” as our collaborative community health initiative event with Windham Hospital.
 - Met with hospital representative and marketing consultant to design scope and purpose of the fair as well as to select the date for promotional purposes.
 - Set future meeting date into spring
 8. The Health & Fitness Director attended the following meetings and events:
 - Weekly management meetings
 - Monthly programming meetings
 - Meeting with hospital staff to discuss special events
 - Meetings with director to discuss facility signage
 - Attended two Healthy Heart Initiative meetings and coordinated the event in conjunction with the Eastern Highlands Health District.

Recreation & Adult Education

1. Organized, supervised and coordinated the following Special Events:
 - a. General
 - February Vacation Camp
 - Kid’s Flea Market
 - Recreation Rescue
 - Parent’s Night Out
 - b. Teen Center
 - High School 3 on 3 basketball tournament
 - Middle School Billiards tournament
 - Humphrey Center Programs for both age groups.
2. Completed a variety of Winter programs, including promotion, planning, organization, implementation, staff training, supervision, and evaluation for over 50 programs.
3. Conducted National Youth Sports Coaches Association (NYSCA) Certification Training Clinics for baseball and softball coaches.
4. Developed and prepared for a variety of Spring programs.
5. Developed and distributed Summer Day Camp brochure.
6. Solicited local businesses for sponsorship of Summer concerts.
7. Hired bands for summer concert series.
8. Coordinated daily facility use of schools, senior center, and other town buildings for use for department programs that are held outside the Community Center.
9. Recruited, interviewed and hired Summer Camp Staff.

10. Assisted with the Town's Safety and Wellness Committee.
11. Conducted After School Program for children in grades 1-5.
12. Supervised open teen center hours for Middle School and High School Students.
13. Coordinated reservations for 18 birthday parties in Community Room and Arts & Crafts room.

Parks

1. Coordinated Friends of Mansfield Parks Special Event - Turkey Talk at Fifty-foot Cliff Preserve on Sunday November 2.
2. Coordinated Friends of Mansfield Parks Special Event.
3. Family Winter Tracking-foot Cliff Preserve on Sunday, February 8.
4. Coordinated and Staffed 1 Natural Areas Volunteer Work Days at Old Spring Hill Field.
5. Prepared and Submitted 2004 Recreational Trails Grant to continue the Blueway/Greenway Trail along the Willimantic River.
6. Coordinated the first phase of the Electronic Trail Guide.
7. Prepared Land Management Proposal to obtain additional funds for Park Management.
8. Coordinated Park Management Efforts with Public Works.
9. Attended and prepared minutes for Land Management Committee meeting.
10. Prepared packets for Conservation Commission and attended meetings.
11. Prepared packets for and attended Parks Advisory Committee Meetings.
12. Prepared packets for Agriculture Committee.
13. Prepared packets for Open Space Preservation Committee.
14. Met with Mansfield Little League to coordinate baseball field use for Spring.
15. Met with Mansfield Junior Soccer Association to coordinate soccer field use for Spring.
16. Met with Director of Public Works and Grounds Crew Leader to review field use issues, scheduling needs, and field improvements.

OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

None

EXCEPTION REPORT

None

PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center facility operations
2. Supervise and evaluate spring programs.
3. Conduct youth baseball program (Tball & Ragball).
4. Present fiscal 2004/2005 budget.
5. Develop Summer programs and produce program brochure.
6. Submit open space acquisition grant
7. Conduct aquatic staff Summer orientation & training
8. Conduct camp staff Summer orientation & training
9. Coordinate Capital Improvement Projects.

STAFF CHANGES

Spring Staff Lists (see attachments)

STATISTICAL REPORT

See attachments: Program Statistical Report & Community Center Facility Usage Report

MANSFIELD PARKS and RECREATION DEPT.
Statistical Report
Winter Programs 2004
SUMMARY SHEET

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES	DETAIL PG.
Community Center Programs	40,085.74	1,444.60	27,961.89	149%	911	78	2
Youth Programs	13,452.92	3,593.40	16,031.34	106%	405	23	3
Youth Basketball	14,238.50	1,024.00	17,973.36	85%	367	32	4
Adult Programs	6,800.08	240.30	16,165.43	44%	199	22	5
Trips	1,279.88	0.00	1,430.97	89%	30	2	6
Special Events	417.07	11.50	3,355.21	13%	48	1	6
TOTAL	76,274.19	6,313.80	82,918.20	100%	1,960	158	

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MANSFIELD PARKS and RECREATION DEPT.
Statistical Report - Winter 2004
COMMUNITY CENTER PROGRAMS

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Spin	2,439.24	72.90	1,038.06	242%	63	6
Strengthen/Lengthen	381.90	0.00	157.43	243%	14	1
Performance Cycling	906.30	0.00	607.23	149%	31	2
Total Body Cond.	1,134.00	0.00	461.05	246%	21	1
Step & Tone	1,468.70	0.00	334.97	438%	27	2
Lunch Express	426.60	0.00	0.00	#DIV/0!	8	1
Yogalates	395.00	40.50	120.00	363%	15	1
Water Fitness	2,722.10	0.00	855.26	318%	59	3
Therapeutic H2O	1,193.38	0.00	806.02	148%	28	3
Aqua Power	418.10	0.00	292.37	143%	17	1
Strong Yoga	147.00	0.00	228.00	64%	6	1
Muscle Max	276.00	0.00	111.00	249%	11	1
Tiny Ones	323.20	28.80	202.16	174%	10	1
Teeny Tumblers	1,422.80	97.20	643.21	236%	36	2
Karate	501.50	72.50	552.50	104%	6	1
Colors of Snow	189.00	81.00	190.87	141%	6	1
Art Appeal	493.50	283.50	748.09	104%	16	2
Dance & Games	165.60	194.40	155.20	232%	10	2
Teen Conditioning	432.00	0.00	0.00	#DIV/0!	8	1
Parents Night Out	1,300.60	118.80	574.80	247%	130	3
Personal Training	7,690.00	0.00	5,329.35	144%	145	n/a
Parent/Infant Swim	543.00	90.00	283.92	223%	13	2
Water Adjust. Swim	1,063.00	45.00	425.88	260%	20	3
Level I Swim	2,244.50	50.00	851.76	269%	43	8
Level II Swim	2,781.00	135.00	851.76	342%	42	9
Level III Swim	2,767.00	135.00	1,088.37	267%	55	7
Level IV Swim	1,504.00	0.00	567.84	265%	29	6
Level V Swim	1,044.00	0.00	378.56	276%	18	3
Level VI/VII Swim	200.00	0.00	94.64	211%	4	2
Guard Start	370.00	0.00	94.64	391%	5	1
Lifeguard Training	1,330.00	0.00	94.64	1405%	5	1
Private Swim Lessons	650.00	0.00	350.00	186%	10	
				#DIV/0!		
Printing			5,147.51	0%		
Advertising	1,162.72			#DIV/0!		
Postage			4,324.80	0%		
TOTAL	40,085.74	1,444.60	27,961.89	149%	911	78

MANSFIELD PARKS and RECREATION DEPT.
Statistical Report
Winter 2004
YOUTH PROGRAMS

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Little Scientists	362.00	378.00	616.00	120%	7	1
Munchkin Mornings	1,159.45	37.80	460.18	260%	28	4
Taekwondo	653.40	162.40	730.93	112%	13	2
Gymnastics	4,118.30	500.40	3,058.39	151%	70	4
Pre-ballet	298.00	18.00	108.17	292%	15	2
Ballet/Jazz	83.20	46.80	104.19	125%	5	1
Rec. Rescue	939.50	287.00	566.15	217%	35	1
Dec. Vacation Camp	1,227.00	441.00	646.68	258%	62	4
Feb. Vacation Camp	4,283.00	1,722.00	3,279.81	183%	170	4
Staff Support: AD			2,120.00	0%		
Staff Support: RS			1,660.00	0%		
Printing			1,456.84	0%		
Advertising	329.07			#DIV/0!		
Postage			1,224.00	0%		
TOTAL	13,452.92	3,593.40	16,031.34	106%	405	23

MANSFIELD PARKS and RECREATION DEPT.
Statistical Report - Winter 2004
YOUTH BASKETBALL

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	TEAMS	
Skill & Drill (gr. K)	788.00	62.00	503.26	169%	30	2	
Skill & Drill (gr. 1&2)	2,369.00	81.00	1,509.78	162%	85	6	
Instructional (gr. 3 & 4) G	770.00	40.00	374.37	216%	20	2	
Instructional (gr. 3 & 4) B	2,268.00	136.00	581.35	414%	62	5	
Boys Gr. 5 & 6	2,586.00	180.00	1,307.95	211%	58	6	
Girls Gr. 5 & 6	1,775.00	270.00	796.70	257%	41	4	
Boys Gr. 7 & 8	1,450.50	135.00	892.45	178%	32	3	
Girls Gr. 7 & 8	combined with G 5 & 6			#DIV/0!			
Boys Gr. 5 & 6 Travel	648.00		683.75	95%	10	1	
Girls Gr. 5 & 6 Travel	576.00		445.63	129%	10	1	
Boys Gr. 7 & 8 Travel	660.00		482.50	137%	11	1	
Girls Gr. 7 & 8 Travel	348.00	120.00	445.62	105%	8	1	
				#DIV/0!			
Gym Custodial Costs				#DIV/0!			
Staff Support: AD			5,660.00	0%			
Staff Support: RS			4,290.00	0%			
Printing				#DIV/0!			
Advertising				#DIV/0!			
Postage				#DIV/0!			
				#DIV/0!			
TOTAL	14,238.50	1,024.00	17,973.36	85%	367	32	
YEAR BY YEAR PARTICIPATION COMPARISON							
		1986-87	75				
		1987-88	109				
		1988-89	130				
		1989-90	153				
		1990-91	260				
		1991-92	265				
		1992-93	283				
		1993-94	287				
		1994-95	323				
		1995-96	378				
		1996-97	390				
		1997-98	343*				
		1998-99	366*				
		1999-00	350*				
		2000-01	343*				
		2001-02	372*				
		2002-03	393*				
		2003-04	367*				
		*excludes pre-season clinics					

MANSFIELD PARKS and RECREATION DEPT.
Statistical Report - Winter 2004
COMMUNITY and ADULT EDUCATION PROGRAMS

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Benefitness	351.00	0.00	219.72	160%	16	1
Yoga	871.20	0.00	361.00	241%	16	1
Basketball	28.00	0.00	342.24	8%	12	1
Volleyball	52.00	0.00	365.07	14%	13	1
Tai Chi	297.00	0.00	163.20	182%	14	1
Ballroom Dance	1,665.50	0.00	1,500.00	111%	33	2
Computers	340.20	69.30	134.94	303%	11	2
German	736.00	0.00	652.80	113%	12	2
French	566.00	108.00	288.00	234%	11	1
Clay Jewlery	516.00	0.00	306.00	169%	17	2
Drawing	551.10	0.00	272.00	203%	10	1
Mosaics	157.00	63.00	162.00	136%	7	3
Retirement	28.00	0.00	0.00	#DIV/0!	4	1
Long Term Care	28.00	0.00	0.00	#DIV/0!	4	1
Special Needs Plan	29.00	0.00	0.00	#DIV/0!	5	1
College Funding	79.50	0.00	19.00	418%	14	1
Staff Support: AD			5,660.00	0%		
Staff Support: RS			2,145.00	0%		
Printing			1,942.46	0%		
Advertising	504.58			#DIV/0!		
Postage			1,632.00	0%		
TOTAL	6,800.08	240.30	16,165.43	44%	199	22

MANSFIELD PARKS and RECREATION DEPT.
Statistical Report - Winter 2004
TRIPS and SPECIAL EVENTS

TRIPS						
PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Stars on Ice	676.00		565.20	120%	18	1
Flower Show	560.00		508.32	110%	12	1
				#DIV/0!		
				#DIV/0!		
Staff Support: AD				#DIV/0!		
Staff Support: RS				#DIV/0!		
Printing			194.25	0%		
Advertising	43.88			#DIV/0!		
Postage			163.20	0%		
TOTAL	1,279.88	0.00	1,430.97	89%	30	2
SPECIAL EVENTS						
PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Kids Flea Market	263.50	11.50	91.60	300%	48	1
Staff Support: AD			710.00	0%		
Staff Support: RS			1,660.00	0%		
Printing			485.61	0%		
Advertising	153.57					
Postage			408.00	0%		
TOTAL	417.07	11.50	3,355.21	13%	48	1

Mansfield Community Center

January 2004 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Thursday, January 01, 2004	285	0	0	0	9	10	304	
Friday, January 02, 2004	501	0	0	0	28	8	537	
Saturday, January 03, 2004	485	0	0	0	12	10	507	
Sunday, January 04, 2004	513	0	0	0	12	5	530	
Monday, January 05, 2004	708	4	15	0	9	57	793	
Tuesday, January 06, 2004	598	3	0	0	9	94	704	
Wednesday, January 07, 2004	627	0	15	0	8	58	708	
Thursday, January 08, 2004	603	6	0	0	8	51	668	
Friday, January 09, 2004	583	2	0	0	12	72	669	
Saturday, January 10, 2004	611	3	10	15	34	10	683	
Sunday, January 11, 2004	580	0	0	0	28	8	616	
Monday, January 12, 2004	632	1	0	0	9	72	714	
Tuesday, January 13, 2004	673	7	15	0	21	53	769	
Wednesday, January 14, 2004	570	8	0	0	6	64	648	
Thursday, January 15, 2004	530	0	10	0	15	51	606	
Friday, January 16, 2004	645	4	0	0	38	24	711	
Saturday, January 17, 2004	636	2	10	0	34	7	689	
Sunday, January 18, 2004	372	3	10	0	33	7	425	
Monday, January 19, 2004	762	5	0	15	43	40	865	
Tuesday, January 20, 2004	670	0	25	0	13	86	794	
Wednesday, January 21, 2004	665	6	15	0	20	55	761	
Thursday, January 22, 2004	613	0	10	0	11	71	705	
Friday, January 23, 2004	667	5	15	0	38	73	798	
Saturday, January 24, 2004	669	4	0	0	53	15	741	
Sunday, January 25, 2004	625	3	0	15	47	3	693	
Monday, January 26, 2004	688	0	0	0	17	59	764	
Tuesday, January 27, 2004	621	2	0	0	19	36	678	
Wednesday, January 28, 2004	367	3	0	0	17	55	442	Snow
Thursday, January 29, 2004	630	2	0	0	13	55	700	
Friday, January 30, 2004	588	6	0	0	35	76	705	
Saturday, January 31, 2004	652	7	0	10	37	12	718	
MONTHLY TOTAL	18,369	86	150	55	688	1,297	20,645	

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Mansfield Community Center

February 2004 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Sunday, February 01, 2004	541	4	0	10	31	5	591	
Monday, February 02, 2004	700	5	10	0	29	49	793	
Tuesday, February 03, 2004	590	3	0	0	21	47	661	
Wednesday, February 04, 2004	725	20	20	0	20	56	841	
Thursday, February 05, 2004	661	11	0	0	11	47	730	
Friday, February 06, 2004	416	0	0	0	46	71	533	
Saturday, February 07, 2004	744	7	15	58	68	5	897	
Sunday, February 08, 2004	596	0	0	21	39	1	657	
Monday, February 09, 2004	763	7	0	0	15	58	843	
Tuesday, February 10, 2004	674	0	0	0	8	53	735	
Wednesday, February 11, 2004	726	0	10	0	39	55	830	
Thursday, February 12, 2004	631	19	0	0	29	69	748	
Friday, February 13, 2004	609	0	0	0	29	50	688	
P.109 Saturday, February 14, 2004	592	33	10	25	50	16	726	
Sunday, February 15, 2004	525	0	10	0	32	2	569	
Monday, February 16, 2004	884	0	0	0	64	33	981	
Tuesday, February 17, 2004	756	0	10	0	59	58	883	
Wednesday, February 18, 2004	732	8	0	0	73	33	846	
Thursday, February 19, 2004	717	6	0	0	87	53	863	
Friday, February 20, 2004	652	0	0	0	79	48	779	
Saturday, February 21, 2004	248	2	10	27	40	25	352	
Sunday, February 22, 2004	574	3	10	20	64	23	694	
Monday, February 23, 2004	848	4	0	0	32	56	940	
Tuesday, February 24, 2004	674	0	15	0	24	30	743	
Wednesday, February 25, 2004	762	3	10	0	19	53	847	
Thursday, February 26, 2004	663	1	0	0	16	75	755	
Friday, February 27, 2004	621	0	0	10	54	31	716	
Saturday, February 28, 2004	608	3	10	0	48	25	694	
Sunday, February 29, 2004	485	2	0	20	59	16	582	
MONTHLY TOTAL	18,717	141	140	191	1,185	1,143	21,517	

Mansfield Community Center

March 2004 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Monday, March 01, 2004	687	5	10	0	29	32	763	
Tuesday, March 02, 2004	655	0	10	0	15	61	741	
Wednesday, March 03, 2004	701	1	0	0	27	30	759	
Thursday, March 04, 2004	664	0	0	0	18	32	714	
Friday, March 05, 2004	630	1	10	15	58	83	797	
Saturday, March 06, 2004	604	3	10	15	65	29	726	
Sunday, March 07, 2004	521	0	10	12	81	17	641	
Monday, March 08, 2004	710	8	10	0	29	57	814	
Tuesday, March 09, 2004	696	7	0	0	36	57	796	
Wednesday, March 10, 2004	711	6	0	0	54	62	833	
Thursday, March 11, 2004	578	5	20	0	18	62	683	
Friday, March 12, 2004	578	0	0	0	51	77	706	
Saturday, March 13, 2004	489	15	10	20	70	14	618	
P.110 Sunday, March 14, 2004	440	0	0	10	45	15	510	
Monday, March 15, 2004	733	28	0	0	16	35	812	
Tuesday, March 16, 2004	564	0	10	0	20	28	622	
Wednesday, March 17, 2004	587	17	0	0	27	27	658	
Thursday, March 18, 2004	598	2	0	0	26	31	657	
Friday, March 19, 2004	616	0	15	0	67	25	723	
Saturday, March 20, 2004	642	0	0	25	53	19	739	
Sunday, March 21, 2004	517	0	0	29	44	7	597	
Monday, March 22, 2004	759	21	15	0	24	45	864	
Tuesday, March 23, 2004	675	5	15	0	14	26	735	
Wednesday, March 24, 2004	655	18	10	0	27	33	743	
Thursday, March 25, 2004	534	1	10	0	14	23	582	
Friday, March 26, 2004	517	0	15	0	24	29	585	
Saturday, March 27, 2004	462	1	15	0	52	15	545	
Sunday, March 28, 2004	433	2	10	25	33	15	518	
Monday, March 29, 2004	679	1	0	0	45	18	743	
Tuesday, March 30, 2004	592	1	20	0	10	27	650	
Wednesday, March 31, 2004	655	2	10	0	18	34	719	
MONTHLY TOTAL	18,882	150	235	151	1,110	1,065	21,593	

QUARTERLY REPORT – TOWN PLANNER

January 1, 2004 –March 31, 2004

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 two (2) special permit applications, five (5) subdivision applications, involving twenty-one (21) lots, two (2) Town Council referrals and four (4) modification or bonding issues.
- During this period two (2) subdivisions, involving nine (9) lots, were approved, a new art gallery use was authorized on Depot Road and a liquor permit was authorized for a proposed Japanese restaurant at the University Plaza.
- Continued to work with UConn's Landscape Architecture program to finalize Mansfield's Lands of Unique Value study. The final report has been delivered and posted on the Town's web page and digital submissions were submitted and are in the process of final review.
- Assisted other Town officials with the Downtown Partnership project and an ongoing consultant study to prepare a Municipal Development Plan for the Storrs Downtown project.
- Continued work with the PZC Regulatory Review Committee on potential revisions to the Zoning and Subdivision Regulations. A Public Hearing on proposed revisions to twenty-two (22) sections of the Zoning Regulations and thirteen (13) sections of the Subdivision Regulations was held in April.
- During this quarter, the Planner spent considerable time working on various UConn development projects and studies, including an ongoing update of UConn's core campus and Agricultural campus Master Plans, an analysis of alternative locations for UConn's new hazardous materials storage facility, and a proposed football/athletic facilities project on Stadium Road. The Planner also spent considerable time on the State's pending Policies Plan for Conservation and Development Update, on State aquifer protection regulations, Windham's Water Supply Plan Update, and UConn student housing and water supply issues.

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 the implementation of appropriate revisions to the Zoning and Subdivision Regulations. A Public Hearing on a draft update is expected to be presented at Public Hearing this Fall.
- Assisting the Town Manager and other Town officials with various ongoing Town projects and consultant studies, including the Downtown Master Plan Study, an analysis of student housing issues 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, an ongoing Fenton River study and the University's Master Plan update.

Staff Changes – None

Statistical Report – During this period, the Town Planner attended fifteen (15) meetings with Town boards, commissions and subcommittees.

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Town of Mansfield Office of the Fire Marshal

To: Martin H. Berliner, Town Manager
From: John Jackman, Fire Marshal *John Jackman*
Date: Friday, May 28, 2004
Re: Quarterly Report: January 1, 2004 through March 31, 2004

I. Accomplishments.

1. Continued to meet with the WINCOG Emergency Planning Workgroup in regard to updating Emergency Operations Plans and regional terrorism planning.
2. Continued to provide assistance to the Eastern Highlands Health District with planning for the Post Event Mass Vaccination Clinic (Small Pox), SARS and Bio-Terrorism.
3. Prepared a FEMA Snow Removal Assistance Grant.
4. Negotiated contracts for telephone service for all town departments and agencies.
5. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
6. Participated in the Town's Strategic Technology Planning process.
7. Prepared budgets for the Office of the Fire Marshal, Civil Preparedness and Voice Communications.
8. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
9. Attended one Safety and Wellness Committee meeting.
10. Appointed to the Connecticut Conference of Municipalities Homeland Security Committee.
11. Continued to assist staff with the cell towers at the School Bus Garage and the Town Public Works Garage.
12. Continued to assist users with the Fire Service Management Software.
13. Engaged the services of Davis Electronics to conduct an audit of the Town's two-way radio system, provide assistance with the Cell Tower equipment, and to provide long range planning.

14. Attended the following in-service training program: Investigating Fires Involving Oil-fired Furnaces, Height & Area and mixed-use Provisions of 2003 IBC; NFPA 99 Health Care Facilities; 2003 International Existing Building Code; and, NFPA 1 Changes Relating to NFPA 2000 & 1997 [30 & 30a].
15. Continued to work with TelPro Associates and staff to implement the recommendations of the audit of the telephone systems and equipment in all town buildings and Region 19.
16. Worked with TelPro Associates and staff to replace the Region 19 voicemail system.
17. Place in service three Automatic External Defibrillators (AED) at the Community Center, Senior Center and Beck Building, that were received from the Rural AED Grant Program and conducted training for staff.
18. Applied for six Automatic External Defibrillators (AED) under the Rural AED Grant Program administered by the Connecticut Department of Public Health
19. Reviewed the Region 19 radio system and placed obsolete equipment.
20. Attended the Connecticut Fire Marshal's Spring Conference.
21. Assisted the Town of Coventry during the absence of their Fire Marshal.

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. Complete the review and Revision of the Town's Emergency Operations Plan and associated Annexes.
5. Complete the regional terrorism plan and incorporate it into the Town's Emergency Operations Plan.
6. Finalize plans and specifications for oil/water separators and holding tanks at both Eagleville Fire Stations.

7. Finalize plans and specifications for the Town's (includes DPW, Fire & EMS, and Emergency Management) communications equipment for the Clover Mill Road Cell Tower.
8. Attend the National Fire Protection Associations annual meeting and conference.

V. Staff Changes.

1. None.

VI. Statistical Reports.

1. Fire Marshal Reports (Attached).
2. Issued 27 Open Burning Permits.
3. Three new underground storage tanks were registered.
4. Conducted one Motor Vehicle Towing Hearing.

MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

JANUARY 2004

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	74	72	47	562	503
FIRE INVESTIGATIONS & EMERGENCY CALLS	3	2	2	23	19
FIRE HAZARD COMPLAINTS	1	0	0	8	6
ABATEMENT ORDER ISSUED	1	0	0	5	5
DAY CARE SCHOOL INSPECTION	0	0	4	8	11
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	2	2	2	17	17
ISSUE BLASTING PERMITS	0	0	0	3	2
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	0	4	2
MEETINGS ATTENDED IN TOWN	4	2	4	17	15
SCHOOL ATTENDED NIGHTS	3	4	1	18	8
PLAN REVIEW	8	9	6	51	40

SUBMITTED BY: 

MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

FEBRUARY 2004

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	52	74	54	614	557
FIRE INVESTIGATIONS & EMERGENCY CALLS	1	3	1	24	20
FIRE HAZARD COMPLAINTS	2	1	0	10	6
ABATEMENT ORDER ISSUED	2	1	0	7	5
DAY CARE SCHOOL INSPECTION	0	0	0	8	11
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	3	2	7	20	24
ISSUE BLASTING PERMITS	1	0	0	4	2
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	1	5	3
MEETINGS ATTENDED IN TOWN	5	4	6	22	21
SCHOOL ATTENDED NIGHTS	3	3	0	21	8
PLAN REVIEW	9	8	4	60	44

SUBMITTED BY:

John J. [Signature]

MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

MARCH 2004

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	56	52	61	670	618
FIRE INVESTIGATIONS & EMERGENCY CALLS	3	1	2	27	22
FIRE HAZARD COMPLAINTS	1	2	2	11	8
ABATEMENT ORDER ISSUED	2	2	1	9	6
DAY CARE SCHOOL INSPECTION	0	0	0	8	11
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	2	3	2	22	26
ISSUE BLASTING PERMITS	0	1	0	4	2
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	4	6	4
MEETINGS ATTENDED IN TOWN	3	5	1	25	25
SCHOOL ATTENDED NIGHTS	2	3	8	23	9
PLAN REVIEW	11	9	7	71	52

SUBMITTED BY:

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

January 1, 2004 - March 31, 2004

TURNED IN TO ANDY
4/14/04

A) Activity:

- The department continued to issue permits for building activity. In the third quarter of last fiscal year 128 permits were issued. These results indicate a 25.8% increase in the number of permits issued compared to the third quarter of the last fiscal year. Permit fees collected this quarter totaled \$52,078.00 compared to \$29,684.00 for the same period last fiscal year, which indicates a 75.4% increase. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 490 inspections were conducted during 296 site visits. This reflects an increase of 2.3% and 39.6% respectively from the same quarter last year. These numbers reflect the inspections of the Building Official only. (Please see enclosed reports for detailed information.)
- The department issued (40) forty certificates of occupancy for various types of completed projects. This reflects a 5% decrease from the same quarter last year.
- Continued to consolidate property files to one per address.
- Continued to attend required educational training to maintain license.
- Revised building permit application.
- Worked with director of maintenance to implement ADA compliance work on Town Hall.
- Purchased codebooks for next code cycle scheduled to begin in the late summer 2004.

B) Plans For Next Quarter

- Explore possibility of accepting debit cards as payment method for building permits.
- Continue normal building department permitting and inspection activities.

- Continue to label files with easy to read labels and consolidate to one per address.

C) Open Projects:

- There are (34) thirty-four single-family homes presently under construction. This is a 209% increase from the same quarter last year. Additionally, (1) one building consisting of (3) three single-family units is under construction at Glenridge. The addition to Natchaug Hospital is under way and is approximately 50% complete. Commercial construction activity is active at this time including renovation at the Eastbrook Mall, Sylvan Learning Center, Pharmacy at Big Y, Children Community Center, Juniper Village, Mansfield Family Practice and the usually minor mechanical and electrical projects. The condominiums at Freedom Green have (12) twelve units under construction. This represents an increase of 50% from the same quarter last year. Residential remodeling activity remains strong.

D) Other Issues:

- The addition of more clerical hours continues to be a positive development. Theresa is more focused and is able to stay on task. We are currently working through the files and are planning on completion of this project by mid-summer 2004. This time frame is slightly later than I had originally anticipated. The volume of documents along with our day-to-day operational activity account for this delay. When this task is complete we will proceed to the computerization of the street numbering book.
- I am presently maintaining the department as the only inspector. We did experience the normal seasonal slow down of activity in January and February. In March we noticed a large increase in inspection activity. I am presently scheduling 8-12 inspections on a daily basis.
- Permitting activity was strong in this quarter and as a result I expect an extremely busy inspection schedule in the forth quarter. It continues to be my belief that the workload of this department is sufficient to justify (2) two full time inspectors. However, understanding the current fiscal climate I looked forward to the addition of a part time inspector in July. It is my hope that once the budget passes we can proceed quickly with the hiring process to have the new employee working on July 1, 2004.

JAN - MAR 2004

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-JAN-2004 TO 31-MAR-2004

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Building Permits						
<hr/>						
Commercial						
Addition	1	24,000.00	336.00	3.84	.00	339.84
Alteration	8	197,600.00	2,786.00	31.84	.00	2,817.84
New	1	20,000.00	280.00	3.20	.00	283.20
Total Commercial	10	241,600.00	3,402.00	38.88	.00	3,440.88
Condominium						
Alteration	2	7,501.00	96.00	1.28	.00	97.28
New	5	604,726.00	7,260.00	96.80	.00	7,356.80
Total Condominium	7	612,227.00	7,356.00	98.08	.00	7,454.08
Garage						
New	2	5,000.00	60.00	.80	.00	60.80
Alteration	1	3,800.00	48.00	.64	.00	48.64
New	1	15,000.00	180.00	2.40	.00	182.40
Total Garage	2	18,800.00	228.00	3.04	.00	231.04
Miscellaneous						
Alteration	1	1,500.00	24.00	.32	.00	24.32
New	1	6,800.00	84.00	1.12	.00	85.12
Total Miscellaneous	2	8,300.00	108.00	1.44	.00	109.44
One or Two Family Dwellings						
Addition	4	174,300.00	2,100.00	28.00	.00	2,128.00
Alteration	19	149,627.00	1,846.00	24.48	.00	1,870.48
New	10	2,012,979.24	24,474.00	322.72	.00	24,796.72
Repair	2	23,215.00	288.00	3.84	100.00	391.84
REPLACEMENT	1	100.00	12.00	.16	.00	12.16
Siding	2	34,800.00	470.00	5.60	.00	475.60
Total One or Two Family Dwelling	38	2,395,021.24	29,190.00	384.80	100.00	29,674.80
Roofing						
New	1	6,000.00	72.00	.96	.00	72.96
Repair	10	98,950.00	1,312.00	16.16	100.00	1,428.16

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-JAN-2004 TO 31-MAR-2004

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Total Roofing	11	104,950.00	1,384.00	17.12	100.00	1,501.12
Attached Utility Shed New	6	16,682.00	240.00	3.04	.00	243.04
Total Building Permits	78	3,402,580.24	41,968.00	547.20	200.00	42,715.20
INSPECTION Permits						

One or Two Family Dwellings						
INSPECTION	1	.00	25.00	.00	.00	25.00
Repair	1	.00	25.00	.00	.00	25.00
Total One or Two Family Dwelli	2	.00	50.00	.00	.00	50.00
Total INSPECTION Permits	2	.00	50.00	.00	.00	50.00
Demolition Permits						

WARRANTY						
Demolition	1	500.00	12.00	.00	.00	12.00
Commercial						
Demolition	1	8,000.00	112.00	1.28	.00	113.28
Swimming Pool						
Demolition	1	1,000.00	12.00	.16	.00	12.16
One or Two Family Dwellings						
Demolition	1	5,000.00	60.00	.00	.00	60.00
Total Demolition Permits	4	14,500.00	196.00	1.44	.00	197.44
Electrical Permits						

Church						
Alteration	1	1,000.00	14.00	.16	.00	14.16
Commercial						
Alteration	4	40,500.00	570.00	6.56	.00	576.56
Condominium						
New	5	.00	.00	.00	.00	.00

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-JAN-2004 TO 31-MAR-2004

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Age						
Alteration	1	100.00	12.00	.16	.00	12.16
One or Two Family Dwellings						
Alteration	18	57,136.00	744.00	9.92	.00	753.92
New	4	.00	.00	.00	.00	.00
Total One or Two Family Dwelli	22	57,136.00	744.00	9.92	.00	753.92
Electrical						
Alteration	1	1,000.00	12.00	.16	.00	12.16
Total Electrical Permits	34	99,736.00	1,352.00	16.96	.00	1,368.96
Heating And Cooling Permits						
Commercial						
Alteration	5	458,607.80	6,438.00	73.60	.00	6,511.60
One or Two Family Dwellings						
Alteration	13	51,704.66	672.00	8.96	.00	680.96
New	7	.00	.00	.00	.00	.00
Total One or Two Family Dwelli	20	51,704.66	672.00	8.96	.00	680.96
School						
Addition	1	1,800.00	.00	.32	.00	.32
Alteration	1	10,000.00	.00	1.60	.00	1.60
Total School	2	11,800.00	.00	1.92	.00	1.92
Total Heating And Cooling Permits	27	522,112.46	7,110.00	84.48	.00	7,194.48
Lumbing Permits						
Commercial						
Alteration	4	87,000.00	1,218.00	13.92	.00	1,231.92
Condominium						
New	4	.00	.00	.00	.00	.00
One or Two Family Dwellings						
Alteration	4	8,200.00	108.00	1.44	.00	109.44
New	2		.00	.00	.00	.00

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-JAN-2004 TO 31-MAR-2004

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Total One or Two Family Dwelli	6	8,200.00	108.00	1.44	.00	109.44
Total Plumbing Permits	14	95,200.00	1,326.00	15.36	.00	1,341.36
Pool Permits						

Swimming Pool						
New	1	3,500.00	48.00	.64	.00	48.64
Total Pool Permits	1	3,500.00	48.00	.64	.00	48.64
Commercial Signs Permits						

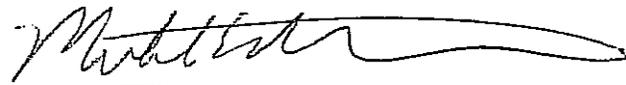
Sign						
New	1	1,620.00	28.00	.32	.00	28.32
Total Commercial Signs Permits	1	1,620.00	28.00	.32	.00	28.32
RAND TOTAL OF FEES & PENALTIES:	161	4,139,248.70	52,078.00	666.40	200.00	52,944.40
		=====	=====	=====	=====	=====
TOTAL FOR SAME PERIOD LAST YEAR:	0	.00	.00	.00	.00	.00

Monthly Inspection Report

January 2004

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	75	37	532	45
Electrical Inspections	58	46	381	32
Plumbing Inspections	25	25	255	32
Heating Inspections	27	23	231	25
Miscellaneous	6	9	58	0
Total Inspections	191	140	1457	134

Submitted By: _____



Michael E. Nintean

Monthly Inspection Report

February 2004

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	37	48	580	46
Electrical Inspections	46	31	412	45
Plumbing Inspections	25	25	280	33
Heating Inspections	23	22	253	34
Miscellaneous	9	8	66	5
Total Inspections	140	134	1591	163

Submitted By:



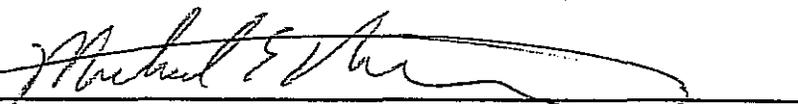
Michael E. Nintean

Monthly Inspection Report

March 2004

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	48	81	580	52
Electrical Inspections	31	57	412	49
Plumbing Inspections	25	39	280	37
Heating Inspections	22	28	253	39
Miscellaneous	8	11	66	5
Total Inspections	134	216	1807	182

Submitted By:



Michael E. Nintean

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QUARTERLY REPORTS-TOWN CLERKS OFFICE
JAN-FEB-MARCH 2004

The following documents were recorded in the Town Clerk's office:

Deeds, Executive Deeds, Fiduciary Deeds 4
Warranty Deeds 42
Quit Claim Deeds 30
Mobile Homes 4

Total Conveyance Tax Collected: \$21,126.75

Total Number of Instruments: 750

As of March 31, 2004 1662 Dog Licenses were sold

Sport licenses sold were 163

Vital Statistics:

Births of Residents in other Towns: 24

Marriages of Residents performed in other towns 3

Marriages performed in town 8

Deaths of Residents 8

Deaths of persons in town 18

Several vital statistics books were sent out to be preserved and microfilmed which was accomplished with the grant from the Historic Preservation Program. All books were received and placed on shelves in town vault. Final report was presented to Town Manager and then sent to the State Library. Next round of grant monies will be applied for in September and Town Clerk hopes to request funds for a survey by a Records Management Consultant.

Town Clerk made presentations to three Journalism classes from UConn. For the next three months 70+ students used the vault to complete a land record research project.

On March 2, 2004 a Democratic Presidential Primary was held in all three voting places. The total voting was 1090 out of 3106 names on the active Democratic enrollment list.

Town Clerk has met with the Records Management Team and a proposed schedule was presented to the Department Heads.

Democratic Presidential Preference Primary March 2, 2004										
Name	District 1			District 2			District 3			Totals
	Machine	Absentee	Total	Machine	Absentee	Total	Machine	Absentee	Total	
John Edwards	83	6	89	79	0	79	65	2	67	235
Joe Lieberman	4	1	5	3	1	4	3	0	3	12
Lyndon H Larouche, Jr	0	0	0	0	0	0	0	0	0	0
Dennis K Kucinich	24	2	26	31	0	31	33	1	34	91
Howard Dean	19	1	20	33	1	34	31	4	35	89
John F Kerry	208	12	220	187	5	192	215	8	223	635
Wesley Clark	2	0	2	4	0	4	4	0	4	10
Al Sharpton	4	0	4	4	0	4	6	0	6	14
Uncommitted	1	0	1	0	0	0	0	0	0	1

QUARTERLY REPORTS-TOWN CLERKS OFFICE
JAN-FEB-MARCH 2004

The following documents were recorded in the Town Clerk's office:

Deeds, Executive Deeds, Fiduciary Deeds 4
Warranty Deeds 42
Quit Claim Deeds 30
Mobile Homes 4

Total Conveyance Tax Collected: \$21,126.75

Total Number of Instruments: 750

As of March 31, 2004 1662 Dog Licenses were sold

Sport licenses sold were 163

Vital Statistics:

Births of Residents in other Towns: 24

Marriages of Residents performed in other towns 3

Marriages performed in town 8

Deaths of Residents 8

Deaths of persons in town 18

Several vital statistics books were sent out to be preserved and microfilmed which was accomplished with the grant from the Historic Preservation Program. All books were received and placed on shelves in town vault. Final report was presented to Town Manager and then sent to the State Library. Next round of grant monies will be applied for in September and Town Clerk hopes to request funds for a survey by a Records Management Consultant.

Town Clerk made presentations to three Journalism classes from UConn. For the next three months 70+ students used the vault to complete a land record research project.

On March 2, 2004 a Democratic Presidential Primary was held in all three voting places. The total voting was 1090 out of 3106 names on the active Democratic enrollment list.

Town Clerk has met with the Records Management Team and a proposed schedule was presented to the Department Heads.

Democratic Presidential Preference Primary March 2, 2004										
Name	District 1			District 2			District 3			Totals
	Machine	Absentee	Total	Machine	Absentee	Total	Machine	Absentee	Total	
John Edwards	83	6	89	79	0	79	65	2	67	235
Joe Lieberman	4	1	5	3	1	4	3	0	3	12
Lyndon H Larouche, Jr	0	0	0	0	0	0	0	0	0	0
Dennis K Kucinich	24	2	26	31	0	31	33	1	34	97
Howard Dean	19	1	20	33	1	34	31	4	35	89
John F Kerry	208	12	220	187	5	192	215	8	223	635
Wesley Clark	2	0	2	4	0	4	4	0	4	10
Al Sharpton	4	0	4	4	0	4	6	0	6	14
Uncommitted	1	0	1	0	0	0	0	0	0	1



Town of Mansfield

Office of Emergency Services

To: Martin Berliner, Town Manger
From: David J. Dagon, Emergency Services Administrator
Date: May 12, 2004
Subject: Quarterly Report – 1st Quarter '04

Emergency Services Management

- Three Emergency Services Management meetings were held. The review of potential operational and management improvements, including consolidation of departments continues.
- Per Capita payment to Windham Hospital for Paramedic Services Agreement is now billed on the Town's population excluding those residents living in-group quarters. Meetings have occurred with MVFC to insure the accuracy of the paramedic billing.
- A training session was held for all Town firefighters on March 18th and 25th, 2004. The session introduced a redesigned patient run report and reviewed existing reporting and recordkeeping procedures. Certified Ambulance Group provided instruction on report writing techniques that assist in maximizing ambulance service revenue collection.
- Following an evaluation of current ambulance billing letters, the Emergency Services Management Committee recommended changes to the billing letters. This particular project has been delayed while CAG re-evaluates several of the "statement" type billing letters that the Management Committee had recommended. As soon as CAG completes its review I will provide letters with cover memo to Manager to inform Council. The effort to expand revenue recovery to include Rescue billing continues.
- Contributions to the Length of Service Award Program (LOSAP) were processed. The final steps establishing the plan are now in place and payments to recognize the past service of current Volunteer members should begin shortly.
- The final inspection of the Muslim Center on North Eagleville Road has been conducted and a Certificate of Occupancy has been issued.

- The Town's selection to receive a mass decontamination trailer from the State now is being processed through the Office of Emergency Management (OEM). Discussions with the Director of OEM indicate the trailer is currently in line for production with delivery possible anytime between June and September '04.
- Submitted Assistance to Firefighters grant requests for both fire departments to the Federal Emergency Management Agency. The grant requests funding for Self Contained Breathing Apparatus (SCBA) and communication equipment.
- Participated in contract negotiation sessions.

State of Connecticut Department of Homeland Security Equipment Grant Program.

- The Mansfield Volunteer Fire Company and the Eagleville Fire Department continue to receive personnel protective equipment for fire, police, and EMS personnel. This past quarter we have received several different types of metering equipment, training on operating the equipment will be scheduled by the State in the near future.

Firefighter physical examinations

- Volunteer Firefighter, Fire/Police, and Support personnel physicals are currently in the process of being completed. Following completion of the Volunteer physicals the Full and Part Time Firefighters will be scheduled.

WINCOG Regional Emergency Planning

- The Windham Council of Governments has undertaken an Emergency Operations Plan/Terrorism annex update. The consulting firm Tectonics has been involved in updating the plans of member towns of WINCOG. Monthly meetings are have been held to guide the process.

Town of Mansfield Communication Tower

- Activity concerning the installation of public safety communications equipment at the Clover Mill Road cell tower has paused this quarter as a consultant evaluates progress in the design of a communication system that addresses current deficiencies and provides for technological advances.

Meetings attended:

Statewide EMS Advisory Board meeting (2)

Statewide Advisory Committee for BioTerrorism Preparedness Planning (1)

State Homeland Security Assessment and Strategy program

Connecticut Fire Chiefs Association (2)

Smallpox planning (1)

WINCOG (4)

MVFC – Monthly Business (3)

EFD – Monthly Business (3)

Tolland Count Mutual Aid (TN) (1)

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TOWN OF MANSFIELD
MEMORANDUM
5/7/04

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works
RE: *DPW Quarterly Report: January, February, March, 2004*

I ACCOMPLISHMENTS

A. Administrative

1. Reviewed proposals for expanding the South Eagleville sewage pump station; selected design-build firm and began design process.
2. Coordinated electrical modifications to Transfer Station to accommodate compaction equipment for refuse and corrugated.
3. Coordinated fare-free stakeholder meetings to develop support for continuing the program into the '04-'05 academic year.
4. Finalized '04-'05 Department of Public Works budget proposal
5. Coordinated ARCVIEW training for Assessor, Engineering and Planning departments.
6. Conducted final refuse collection proposal public meeting and set up program to monitor users of the Transfer Station using windshield stickers.
7. Hired Project Engineer; began his orientation
8. Completed right-of-way certification for Birch Road/Rt. 44 bikeway - - all easements acquired; continued work on acquisition of Maple Road easements for STP Urban grant project.
9. Received and began investigating bids for replacement plow truck

B. Operations

1. Plowed and sanded Town roads, buildings and school parking lots.
2. Maintained roadside sandboxes
3. Roadside tree and brush trimming and removal
4. Repaired and replaced road signs; installed new Chaffeeville Silk Mill sign.
5. Cleaned catch basins with Vac-all.
6. Maintained waterways at road edges
7. Graded dirt roads
8. Cleaned bridges (winter sand)
9. Flushed sewer lines
10. Maintained all Town vehicles and equipment; prepared grounds equipment for spring use.
11. Began early spring baseball/softball field grading and preparation.
12. Emptied trash barrels at Town garage and Town recreation areas.
13. Began sealing tennis court cracks
14. Maintained (minor clearing) Town hiking trails
15. Inspected Town playscapes
16. Moved voting machines, tables and chairs
17. Operated transfer station; continued landfill closure activities
18. Made repairs to Town garage(s), organized tool room, sign storage, welding bay, wash bay; improved waste oil storage facility.
19. Repaired railing along Rt. 275 sidewalk
20. Fabricated recycling containers (prototype) for use in Town parks
21. Fabricated new Town sign boards to replace damaged and missing boards on Town greens.

C. Engineering

1. Sampled ground and surface water at Town landfill (monitoring requirement).
2. Conducted public hearing for Separatist Road walkway; revised plans per resident comments.
3. Polled residents along Dog Lane and Daleville Road regarding speed humps (overwhelmingly approved to remain).
4. Re-established Town walkway priorities with Transportation Advisory Committee
5. Coordinated final design changes for Maple Road reconstruction project
6. Continued liaison to state to obtain approval to advertise Birch Road/Route 44 bikeway project (expected in early May).
7. Directed consultant to redesign concepts for Stone Mill Road bridge replacement project new concepts expected late April.
8. Continued work to coordinate design of Shady Lane Bridge area channel stabilization work.
9. Assisted in the coordination of the Assessor's mapping update for Condominiums and State Property.
10. Investigated Town street line questions, tree ownership. Issued road permits.
11. Staff work for PZC, IWA, Conservation Commission and Traffic Authority.
12. Inspected subdivision road construction – new road off Maple Road.
13. Organized community sewer system files; sent reminders to all establishments owing the Town maintenance reports.
14. Coordinated design work for Clover Mill Road reclamation grant project.

II OUTSTANDING PROBLEMS/EVENTS

- A. We are still working to have the speed table on Hillside Circle raised. Work has been promised for May.
- B. While the graduate students have expressed interest in supporting the fare-free bus program next year, we are still waiting for the undergraduates to commit and will have a lot of convincing to do to get the UConn Administration to agree to another year, even though their projected share is now down to \$9,000.
- C. Landfill closure efforts have been hampered by wet weather. The crew will have to work some Mondays (OT) to meet the October deadline.
- D. The Superintendent of Public Works left the Town in February; efforts are underway to hire a replacement for this key position in the Department.
- E. Because one of the properties on Maple Road had to have a probate hearing to obtain the needed easement it is possible this project will be delayed to 2005.

III PLANS FOR NEXT QUARTER

- A. Continue work to update Assessor's maps and ARCView interface.
- B. Acquire easements for Separatist Road path

- C. Advertise Birch Road/Route 44 bikeway for construction bids.
- D. Complete Maple Road reconstruction easement acquisitions (2 of 9 remain)
- E. Restake corners and grades for fourth Lions Club Field grading
- F. Resume traffic counting and analysis on targeted Town roadways
- G. Finish site work and install compaction equipment at the transfer station
- H. Begin sticker program to track usage at the transfer station

IV REPORTS

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

cc: Grant Meitzler, Assistant Town Engineer
Scott Bacon, Road Foreman
Glenn Mooney, Grounds Crew Leader
Jerry Mailhiot, Lead Mechanic
Tim Veillette, Project Engineer
Ken Such, Engineering Technician
Virginia Walton, Recycling Coordinator
file

Mansfield DPW
1st Quarter 2004: Service Requests
 (Requests completed in Jan, Feb & Mar)

lrh 5/6/04

<u>Request #</u>	<u>Date Received</u>	<u>Type of Request</u>	<u>Location</u>	<u>Date Completed</u>	<u>Reviewed By</u>
0200426	9/15/2003	CATCHBASIN CLEANING	276 Codfish Falls Road	3/4/2004	WEBB
0200479	12/17/2003	SIGN WORK	20 Hillside Circle	2/16/2004	WEBB
0200495	1/5/2004	CATCHBASIN CLEANING	513 Wormwood Hill Road	1/6/2004	WEBB
0200499	1/21/2004	TREE TRIMMING	Lorraine Circle	1/20/2004	HULTGREN
0200502	1/23/2004	LAWN REPAIRS, PLOW DAMAGE	Woodland Road	1/22/2004	GADOURY
0200503	1/29/2004	MAILBOX REPAIRS/REPLACE	107 Wormwood Hill Road	1/30/2004	WEBB
0200506	2/6/2004	MAILBOX REPAIRS/REPLACE	98 Mansfield City Road	2/9/2004	BACON
0200508	3/2/2004	MOWING ROADSIDE	4 Thornbush Road	3/2/2004	BACON
0200510	3/5/2004	LAWN REPAIRS, PLOW DAMAGE	Anton Road	3/10/2004	BACON
0200512	3/11/2004	MAILBOX REPAIRS/REPLACE	18 Lynwood Road	2/9/2004	BACON
0200513	2/9/2004	FILL SAND/SALT BOXES	26 Beech Mountain Road	2/10/2004	BACON
0200515	3/4/2004	MOWING ROADSIDE	54 Ellise Road (newer s	3/5/2004	BACON
0200521	3/25/2004	SIGN WORK	Birchwood Heights Ro	3/31/2004	BACON
0200540	3/29/2004	LAWN REPAIRS, PLOW DAMAGE	Ellise Road	3/29/2004	BACON
0200543	5/5/2004	SIGN WORK	95 Birchwood Heights Ro	3/30/2004	BACON
0200547	3/24/2004	LAWN REPAIRS, PLOW DAMAGE	Sawmill Brook Lane	3/25/2004	BACON

1 of 2

Mansfield DPW -- Work Effort During Quarter								
1st Quarter, 2004 -- Work Manager Data								
Work Code	Type of Work	Labor Hrs	Labor Cost	Equip Hrs	Equip Cost	Matl Cost	Total \$ for Wk Code	% of Total
101	PATCHING	23.0	\$445	13.0	\$235		\$680	0.2%
104	SWEEPING OF ROADS	50.0	\$1,070	50.0	\$788		\$1,858	0.4%
105	HAULING SWEEPING'S	8.0	\$147				\$147	0.0%
108	CATCHBASIN CLEANING	123.0	\$2,423	66.0	\$1,334		\$3,757	0.9%
109	PATCH DIRT ROADS	14.0	\$284	9.0	\$137	\$26	\$447	0.1%
110	GRADE DIRT ROADS	7.0	\$161	7.0	\$217		\$378	0.1%
112	SHOULDER WORK	13.0	\$265	9.0	\$149		\$414	0.1%
113	SIGN WORK	136.0	\$2,788	74.5	\$608	\$983	\$4,379	1.0%
114	DRAINAGE PIPE INSTALL	8.0	\$168	8.0	\$112		\$280	0.1%
115	WATERWAYS CK & CLEAR	601.0	\$12,194	380.0	\$4,846	\$50	\$17,090	3.9%
116	ROAD KILL	7.5	\$159	4.5	\$64		\$224	0.1%
117	ROADSIDE LITTER	6.0	\$128	2.0	\$25		\$153	0.0%
118	TRAFFIC CONTROL	7.0	\$200	4.0	\$36		\$235	0.1%
119	TREE REMOVAL	38.0	\$796	28.0	\$632		\$1,427	0.3%
120	TREE TRIMMING	52.0	\$1,056	22.0	\$267		\$1,323	0.3%
121	TREE TRIMMING& CHIPPING	523.5	\$10,308	410.0	\$6,618		\$16,926	3.9%
123	MOWING ROADSIDE	175.0	\$3,658	164.5	\$978		\$4,636	1.1%
126	PLOWING ROADS	1303.5	\$32,113	1321.0	\$31,731	\$34,760	\$98,604	22.8%
127	PLOWING PARKING LOTS	509.5	\$12,402	455.0	\$6,725	\$2,496	\$21,624	5.0%
128	LOADING SAND \ SALT	285.8	\$7,262	288.8	\$7,141	\$2,292	\$16,696	3.9%
129	SANDING	513.8	\$11,858	449.8	\$10,949	\$6,413	\$29,220	6.7%
130	PLOW/CLEAR WALKWAYS	131.5	\$2,723	105.5	\$1,144	\$31	\$3,899	0.9%
132	BRIDGE WASHING	12.0	\$243	8.0	\$114		\$356	0.1%
134	PLACE/ RE SAND/SALT BOXES	8.0	\$158	4.5	\$74		\$232	0.1%
135	FILL SAND/SALT BOXES	83.0	\$1,682	50.0	\$469	\$188	\$2,339	0.5%
140	ROAD INSPECTION	56.0	\$1,260	38.0	\$339		\$1,599	0.4%
141	MAILBOX REPAIRS/REPLACE	12.0	\$233	10.0	\$4		\$237	0.1%
142	INSPECT MANHOLES	17.0	\$351	9.0	\$94		\$445	0.1%
143	FLUSH SEWER LINES	10.0	\$202	6.0	\$82		\$283	0.1%
144	SEWER REPAIR	3.0	\$65	2.0	\$25		\$90	0.0%
146	TEST PITS/ MISC ASSIGN.	85.0	\$1,778	69.0	\$767		\$2,545	0.6%
147	MISC. MATERIAL HAULING	155.5	\$3,204	155.5	\$4,134	\$10,480	\$17,818	4.1%
150	CLEAN YARD MISC.	5.0	\$117	4.0	\$47		\$163	0.0%
151	PREP PLOWS & TRUCKS	151.5	\$3,072	143.5	\$3,965		\$7,037	1.6%
157	FIELD CONST. GRADING	75.0	\$1,636	75.0	\$1,623		\$3,258	0.8%
201	SPECIAL GRNDS PROJ	154.0	\$3,224	128.0	\$1,873	\$120	\$5,217	1.2%
202	BUILDING CLEANUP	155.5	\$3,171	32.0	\$328		\$3,499	0.8%
203	BUILDING REPAIRS	40.0	\$779				\$779	0.2%
204	CARPENTRY SHOP	324.0	\$6,427	8.0	\$3		\$6,429	1.5%
205	MOWING	16.0	\$322	10.0	\$71		\$393	0.1%
212	INSTALL/ REMOVE EQUIP	34.0	\$684	8.0	\$71		\$755	0.2%
215	BASEBALL FIELD PREP	24.0	\$504	24.0	\$214	\$153	\$871	0.2%
218	AERATING	16.0	\$335	16.0	\$106		\$440	0.1%
219	TRASH RUNS	167.8	\$3,379	91.0	\$812		\$4,190	1.0%

2062

220	MOVE TABLES & CHAIRS	30.0	\$591	2.0	\$18		\$609	0.1%
221	MOVE VOTING MACH/SIGNS	45.0	\$950	29.0	\$315		\$1,266	0.3%
222	PARKING AREA WORK	32.0	\$678	24.0	\$483	\$750	\$1,912	0.4%
227	PLAYSCAPES	16.0	\$346	8.0	\$71		\$417	0.1%
229	TRAIL MAINT	167.3	\$3,495	49.0	\$474		\$3,969	0.9%
230	TENNIS COURT REPAIR	22.0	\$444	7.0	\$62		\$507	0.1%
311	SERVICE/REPAIR EQ.	1963.5	\$43,181	32.5	\$771		\$43,952	10.1%
312	TRANSPORT EQ.	26.0	\$554	20.0	\$334		\$888	0.2%
313	RECIEVE MATERIAL	2.0	\$44	0.5	\$4		\$48	0.0%
314	PARTS INVENTORY	8.0	\$164				\$164	0.0%
315	CLEAN SHOP	129.5	\$2,626				\$2,626	0.6%
316	PARTS RUN	40.0	\$823	15.0	\$170		\$993	0.2%
317	WASH EQUIPMENT	87.0	\$1,734	91.0	\$2,316		\$4,050	0.9%
318	PUMP STATION	13.5	\$299				\$299	0.1%
319	TALK TIME	12.5	\$266				\$266	0.1%
410	CASHIER/ GARAGE IN	332.0	\$7,252	14.0	\$305		\$7,557	1.7%
411	MISC. HAULING	29.0	\$603	22.0	\$606		\$1,210	0.3%
412	LOADING MATERIAL	10.0	\$223	8.0	\$0		\$223	0.1%
413	T.V./COMP PREP.	17.0	\$376	8.5	\$63		\$439	0.1%
414	REFRIG. PREP	6.5	\$145	4.0	\$100		\$245	0.1%
415	CARD BOARD	13.5	\$296	13.0	\$325		\$621	0.1%
416	CLEAN SWAP SHOP	28.5	\$633	16.0	\$375		\$1,008	0.2%
417	CLEAN RECYCLING BLG.	88.5	\$1,927	27.5	\$682		\$2,610	0.6%
418	COMPACT RUBBISH	24.0	\$511	23.0	\$525		\$1,036	0.2%
419	CHIP BRUSH	42.0	\$923	77.0	\$2,232		\$3,156	0.7%
420	BALLAST/ CAP WORK	6.5	\$145				\$145	0.0%
422	MISC GROUNDS REPAIR	68.5	\$1,457	33.0	\$830		\$2,287	0.5%
423	LEAF COMPOSTING	3.0	\$67	3.0	\$75		\$142	0.0%
431	HAUL COVER	42.0	\$838	80.0	\$2,268	\$11,160	\$14,266	3.3%
432	COMPACT BULKY	19.0	\$413	20.0	\$450		\$863	0.2%
433	BATTERIES	9.0	\$201	0.5	\$4		\$205	0.0%
XXX	ADMIN WORK \ PAPERWORK	383.0	\$8,895	3.0	\$66		\$8,960	2.1%
ZZZ	TIME NOT WORKED	2039.5	\$42,792	16.0	\$6		\$42,798	9.9%
	Totals for Quarter:	11896.0	\$259,323	5409.5	\$103,882	\$69,904	\$433,109	100.0%

**TOWN OF MANSFIELD
DEPARTMENT OF SOCIAL SERVICES**

To: Martin Berliner
From: Kevin Grunwald, Director
Re: Department of Social Services; Quarterly report- 1/1/0-3/31/04
Date: April 30, 2004

I. ADMINISTRATIVE AND ADULT SERVICES

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

- Continued serving as a representative of the Town on the E.O. Smith High School State Improvement Grant: Planning for Development of a School-Based Continuum of Behavioral Supports.
- Delivered a presentation to the Mansfield Board of Education on the outcome of focus groups and the Community Conversation discussion on full-day kindergarten.
- Attended the first meeting of the CT Conference on Municipalities' "Task Force On Early Childhood Success."
- Attended a forum on Universal Preschool, sponsored by the State Department of Education.
- Continued to work with the UConn/Mansfield Substance Abuse Task Force to develop a sustainable community/university partnership.
- Continued to work with staff of the Parks & Recreation department to revise the application process for fee waivers, including establishing a scholarship fund for Parks & Recreation programs.
- Assisted in planning and hosting the follow-up to Mansfield's first "Community Conversation on Early Care and Education."
- Worked with various advisory committees in evaluating funding requests by non-profit agencies for FY 05.
- Participated the SARS Planning Committee sponsored by the Eastern Highlands Health District.
- Submitted a proposal to the National League of Cities to participate in the "Freddie Mac Foundation Early Childhood Challenge."
- Joined the Mansfield Coalition for Assisted Living.
- Participated as a member of the training sub-committee of the town-wide Safety and Wellness Committee.

B. Other programs and services delivered through Adult/Administrative services included the following:

- Brief or longer-term counseling and/or referral services were provided to 66 unduplicated clients, through 167 contacts.
- Tax assistance was provided to 60 elderly or disabled homeowner's and veteran's through 73 separate contacts.
- Financial assistance was provided to 25 individuals through 30 separate contacts.
- Crisis response services were provided to 3 individuals through 12 separate contacts.
- Emergency assistance was provided to 8 individual clients through a total of 10 contacts.

II. SENIOR SERVICES

A. Senior Center:

- 3695 members visited the Senior Center
- 142 seniors received Tax Assistance through AARP.
- 42 seniors attended the Valentine's Day Dinner and Dance.
- 56 seniors attended the Hawaiian Getaway
- 70 seniors attended the St. Patrick's Day celebration.
- 38 seniors attended the Intergenerational Spring Fling.
- A total of 896 meals were served at the Center, and 728 meals were served through the Meals on Wheels program.
- A special luncheon was provided to residents of Wright's Way.

B. Special events:

- Presentation on changes to the CT Homecare Program.
- Cancer Prevention talk.
- Training on use of defibrillators and fire evacuation.
- Presentation on Chinese Culture.
- Presentation on Irritable Bowel Syndrome.
- Workshop: How to Identify and Deal with Tumultuous Emotional Conflicts.
- CT State Police presentation on Senior Personal Safety.
- Workshop on Genealogy via the Internet.
- Workshop on Restoration of Old Photos.
- "55 Alive" Safe Driving Course
- Presentation on Problem Gambling
- Low Vision Seminar

C. Wellness Center Activities:

- 108 clients received services through 313 contacts.
- 5 participants attended a presentation on "How We Grieve."

- 6 seniors participated in a program on "Reinventing Your Life."
- 20 seniors participated in a program on Relationships & Communication.
- 17 seniors participated in a skin cancer-screening program.
- An Advanced Practice Nurse provided wellness services to 6 seniors.
- Podiatry services were provided to 52 individuals.
- 12 clients received services through the VNA East.

III. Youth Services

A. School Readiness Program:

- Eight children are currently enrolled in 3 nationally accredited centers, (CCC, Mansfield Discovery Depot, Willow House).
- Preschool, public school staff and early care and education centers staff continue to work toward assuring a smooth transition for children through Collaborative Assistance Network meetings. A Connections Team in-service meeting is being planned on the topic of developing peaceful resolutions to classroom conflict and inclusion.
- On May 17th, 2004, key members of the School Readiness Council will meet to make a decision about the feasibility of continuing our involvement in the State School Readiness Grant for the next two years. The grant application is due to the State by May 19, 2004.
- Development of a strategic plan for early care and education continues around four initiatives: 1) State School Readiness Grant; 2) William Caspar Graustein Discovery Grant; 3) the National League of Cities Freddie Mac Foundation Early Childhood Challenge; and 4) The CT Conference of Municipalities Task Force On Early Childhood Success.

B. Discovery 2004 Grant:

- Work on the Full Day Kindergarten survey continues with the UCONN Center for Survey Research and Analysis (CSRA) and the Superintendent of Schools.
- Coordinated hosting the second Community Conversation, which was held on January 24, 2004 with about 65 residents attending.
- Discovery Grant for 2004-2007 was submitted to the Graustein Foundation on February 3, 2004. Grant award was received for \$100,000, over a 4 -year period.
- Coordinated efforts to update and distribute the long and short version of the Directory of Licensed Early Care and Education Providers.

C. National League of Cities:

- Social Services Director applied for and received a small grant for the NLC Conference in Portland, Oregon, which the School Readiness Coordinator will attend.
- Participated in three conference calls. The regularly scheduled conference call was on the topic of "kith and kin care"; children being

cared for by someone other than the child's mother. The other two calls were regarding the up-coming conference.

D. Counseling/Psychiatric Services:

- A total of 174 youth (127 families) received clinical (therapeutic) services for a total of 454 therapy sessions.
- A total of 63 youth received psychiatric services from the consulting psychiatrist.
- 11 clients received crisis management services.

E. COPE:

- 56 clients were seen in COPE groups.

F. Other ongoing groups:

- Young Mother's Group, bus driver's group, Homework Group, and the accompanying Parent group.

G. Additional Activities:

- Mansfield and East Hartford YSB held their cultural exchange program for middle school students.
- Continued to work with Jorgensen auditorium to distribute donated tickets to monthly performances
- Presentation by Dr. Haney to the BOE staff on "Autism/Spectrum Disorders."

SOCIAL SERVICES' DEPARTMENT: QUARTERLY REPORT
January 1-March 31, 2004

Service Type	Unduplicated Clients/Participants	Families (If applicable)	Total Contacts/Sessions
Counseling, Case Management and Referral	348	151	934
Financial Assistance	25	6	30
Holiday Assistance			
Crisis Management	14	7	23
Emergency Assistance	8	1	10
Tax Assistance	202 (includes AARP)		215
Special Events	5 (see attached list)		281
Senior Center Attendees	3695		
Senior Center Meals	Food Service: 600 TVCCA: 728		
Wellness Visits	Podiatrist: 52 Nurse: 18 Screening: 17		
COPE Groups	56		
Psychiatric Consultations	63		
Training/Presentations	19 (see attached list)		

HIGHLIGHTS: Increase in participation in Tax Relief Program for Veteran's, Elderly and Disabled Homeowners; successful follow-up to Community Conversation on Early Care and Education

SPECIAL EVENTS, TRAINING & PRESENTATIONS

Senior Center:
Chinese New Year Celebration
Valentine Dinner and Dance
Hawaiian Getaway
St. Patrick's Day
Intergenerational Spring Fling
CT Homecare Program
Cancer Prevention
Defibrillator and Fire Evacuation Training
Chinese Culture
Irritable Bowel Syndrome
How to Identify and Deal with Tumultuous Emotional Conflicts
Senior Personal Safety
Genealogy via the Internet
Old Photo Restoration
Easter Seals Mobility Center
55 Drive Alive Safe Driving
Problem Gambling
Low Vision Seminar
How We Grieve
Reinvent Your Life
Relationships & Communication

YSB:
Childhood Depression
Autism/Spectrum Disorders

OTHER ACTIVITIES: evaluation of non-profit agency funding requests; YSB Mansfield/East Hartford Cultural Exchange; Senior Center meal for Wrights' Way residents; Senior Center performance by Mansfield Chamber Players; visit by Miss Senior Connecticut 2003.

TRENDS/CONCERNS: Increased referrals to energy assistance programs, due to the high cost of heating oil; Post-Holiday Custody/Visitation issues seen in YSB; confusing changes in Medicare benefits; increase in requests for referrals to assisted living services, heating problems at the Senior Center, reduced Dial-A-Ride hours.

MANSFIELD LIBRARY
QUARTERLY REPORT: JANUARY, FEBRUARY AND MARCH 2004

I. Summary of Major Activities and/or Highlights

- ❖ Researched, developed, and submitted budget proposal for FY 04-05 in accordance with the goals in our mission statement.
- ❖ Implemented "partnership programming" with community organizations: Natchaug Ornithological Society, and Garden Gate Club.
- ❖ In preparation for migration to a new integrated library system, completed inventory of collection. Next step: analyzing the results and editing the bibliographic database.
- ❖ Hung the "New Moon Millennium Quilt" in the area between Adult Services and Children's Services. The quilt, containing squares created by girls from CT, Maine, Maryland, Massachusetts, Vermont and New Hampshire, celebrates what girls and women have done throughout history. It is one of fifty millennium quilts displayed in the United States.

II. Review of Quarterly Operations

A. Administrative

- ❖ Coordinated Buchanan Auditorium renovation with Maintenance Department: we now have a 'sound system' with speakers and a microphone, a data jack for access to the Internet, and a fully renovated kitchen (new cabinets, new flooring, fresh paint, and new appliances).
- ❖ Researched and analyzed Bibliomation statistical reports regarding circulation/use patterns, with focus on Sunday hours during the winter months, to aid in preparing budget proposal.
- ❖ Assigned eight staff members to participate in training workshops for cataloging, circulation, information portal, serials, and acquisitions modules of the Dynix Horizon Integrated Library System.
- ❖ Advised Public Services Librarian in development of agenda topics for technology meeting with MPL and the IT Office, and provided information for the interview with the Town's technology consultant.

❖ **Boards**

- Participated in a Mansfield Public Library Advisory Board meeting (1/27):
 - Reviewed work measurements for October, November and December 2003 quarterly report.
 - Reported on successful programs for infants/toddlers and their caregivers.
 - Discussed 'cooperative programming' with community organizations.
 - Solicited feedback on budget proposal: increases in materials collection funding (cost of materials is rising more than the increases in the budget), Sunday afternoon hours, changing to DVD and CD formats exclusively, expanding the lease agreement to provide more best sellers for our patrons.
- Participated in Friends of Mansfield Library Board meetings (1/6, 3/9):
 - Discussed plans for February Book Sale: publicity, use of Library, signage, and volunteer coordination to move books from new basement to Sale areas of library rather than using Maintenance staff.
 - Reviewed comments about the Book Sale – what areas in the library need to be changed/expanded for the Sale, etc.
 - Solicited feedback on the budget proposal: the consensus of the Friends of Mansfield Library Board was to fund Sunday hours, even if it meant closing on some mornings.

❖ **Personnel**

- Reviewed work performance evaluations for two pages, met with their supervisor to discuss and assist in process.
- Classification study: reviewed current and proposed class descriptions for Librarian, Library Assistant II and Library Assistant I for accuracy and completeness, discussed with each employee, completed and submitted six requests for review and reconsideration forms.
- Evaluated and composed one librarian work performance evaluation.

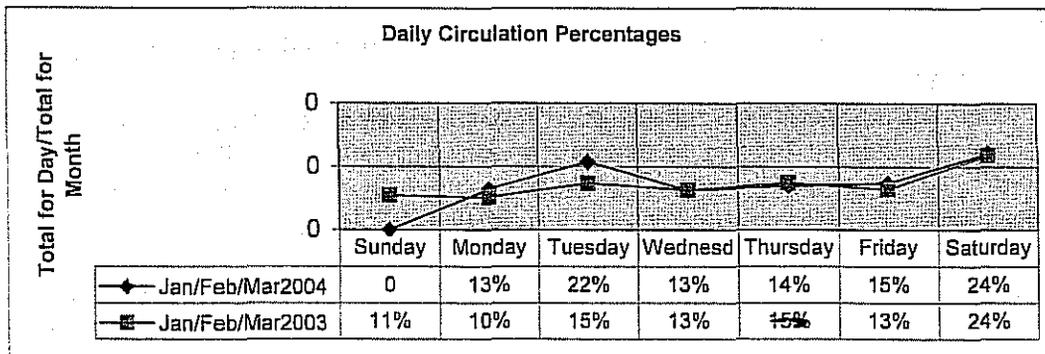
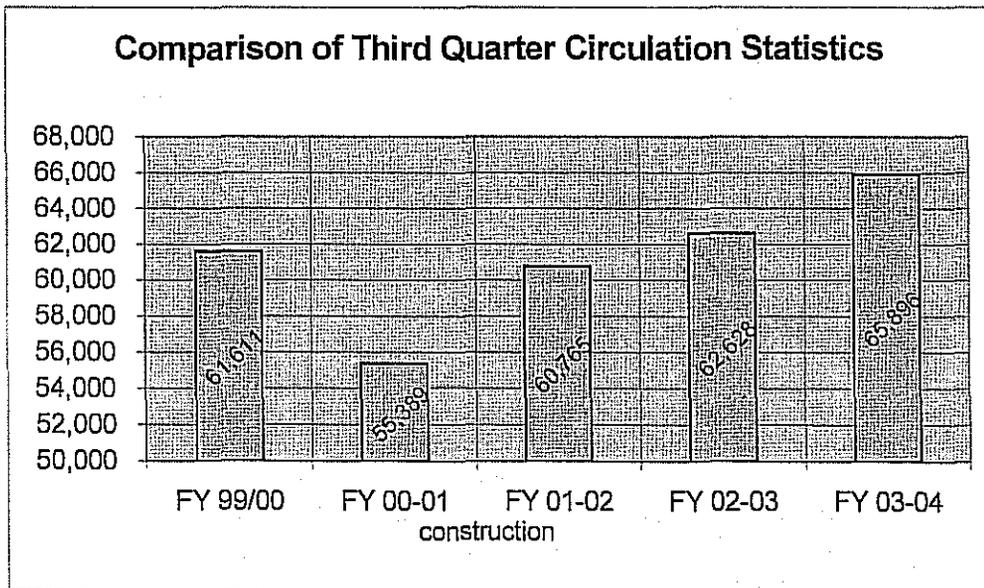
❖ **Productivity**

- Began monthly meetings to review building maintenance issues and track progress.
- Reviewed methods of importing hourly circulation data into more easily accessed report format.

- Developed procedures for importing 'raw' inventory data into more easily accessed report format; shared procedures with Bibliomation staff so other libraries can use the procedures.
- Conducted meeting with librarians (1/7, 3/9). Agenda items included:
 - Mansfield Middle School book reviews
 - Publicity: who does what when (EventKeeper, flyers, newsletter, newspapers, cable access, monthly calendars)
 - Summer Reading Club budget
 - ILS migration plans
- Conducted staff meetings (1/3, 1/16, 1/27). Agenda items included:
 - Damaged furniture, and unsupervised children
 - Staff errors when using the graphical circulation system
 - Money missing from the petty cash folder and revised money handling procedures
 - Publicity: EventKeeper Calendar, press releases. Library will publicize 'partnership programs' on EventKeeper.
 - CPR training
 - Buchanan Auditorium renovation progress
 - Budget

B. Circulation

- It appears that people have adjusted to the change in library hours: circulation increased by 4% this quarter as compared to the last quarter even though the Library was open fewer hours.



C. Collection

- ❖ Reviewed the bibliographic records of approximately 2,940 books in the Special Collections/Adult Reference areas to create local records and alternative titles so these records will migrate successfully to the new Integrated Library System in September 2004.
- ❖ Purchased recommended titles on gardening, based upon cooperative programming with the Garden Gate Club.
- ❖ Received licenses for software updates for two years from the date of the original Gates grant donation; Microsoft estimated the fair market value of this gift as \$29,481.20.
- ❖ Met with Jie Xu to discuss the Chinese language collection: maintenance activities and improved access (2/3).
- ❖ Displays to promote circulation of library materials during this quarter included: "Cozy Up with a Good Book", "Black History", and "Books to Movies", "Non-Fiction Audio Books and Videos", "Graphic Novels", "USA Presidents", "Women's History", and "Exercise".
- ❖ Developed 2 genre booklists for kids, one about mystery books and one about animal books.
- ❖ Completed analysis and collection maintenance of children's collection: nonfiction 800's and paperback fiction.
- ❖ At request of Mansfield teachers who attended workshop at PIKS conference last November, developed a supplemental "Books To Help Kids Cope" booklist.
- ❖ Book displays in Children's area this month included: Martin Luther King/civil rights, Black History Month, Valentines, Presidents, Chinese New Year, Women's History, Art & Music, and Transportation.

D. Cooperative Services and Activities

- ❖ Programs provided for Juniper Hill residents included "Chinese New Year", "Birds of the Backyard", and "Over Ireland".
- ❖ Shared information and participated in a discussion with Cynthia van Zelm about the Mansfield brochure, to be produced by the Downtown Partnership (2/9).
- ❖ Met with representatives from the Vernon Regional Adult Education to co-sponsor "English as a Second Language" classes at the Library (1/20).
- ❖ Presented a "Cat in the Hat" puppet show for 76 children (3 classes at Goodwin, 4 classes at Vinton) as part of the Read Across America celebration in March.
- ❖ Over 185 people attended the Preschool Fun Fair on March 27, with participation this year from 4 center-based programs (a 5th had to cancel at the last minute) and 2 home day cares.
- ❖ Kristy Evans, School-Public Librarian, participated in National Job Shadow Day with an E.O. Smith student.
- ❖ Participated in four "Guest Reader" after school programs at Southeast School; an average of fourteen children attended each program.
- ❖ Created book displays to supplement program topics, sought suggestions for titles to add to the MPL collection, and assisted in providing programs conducted by the Garden Gate Club (3/15), and Natchaug Ornithological Society (3/4).

E. Information Services

- ❖ Although overall reference statistics decreased by 25% this quarter compared to the same quarter last year, the number of questions the Public Services Librarian answered this quarter increased by 21% as compared to the previous quarter.
- ❖ Continued to update community information files as well as community organization links and information on library's website as new material is made available.
- ❖ Continued to produce and distribute monthly newsletters, featuring information about library programs, reviews of new reference sources, fiction and nonfiction books for all ages, and recommended websites.
- ❖ Obtained funding from school parent organizations for two new museum passes. Southeast School is funding the Peabody Museum Pass, and Vinton School is funding the Roger Williams

Zoo pass. Goodwin School is renewing passes for Mystic Seaport and Children's Museum of Southeastern Connecticut.

❖ **Technology**

- Evaluated current setup of library computers and mapped out a replacement scheme for migration to the new Integrated Library System.
- Problems with Gates server and networking children's games/adult reference software to public are still unresolved.
- Participated in meetings: Town wide Strategic Planning with consultant (2/11), and Rent-a-Tech issues with Matt Hart and Jo-Anne Roberts (2/24).
- Reviewed "HeritageQuest Online", a new database supplied by the CT State Library.

F. Programs

Target Age	Attendance Programs		Average Attendance
0 - 2 years	629	12	52
3 - 5 years	1399	81	17
6 -13 years	369	21	18
Teens	0	0	0
Adults	436	13	34
All Ages	30	1	30
Totals	2863	128	22

- ❖ Adult programs presented this quarter included book discussion groups, "Sweetheart Wheat Weaving", "Scrapbooking", "Artic Canada", and a presentation on MPL services at the UConn Chinese Student Scholar Association New Year's banquet.
- ❖ Attendance at the Family Stories and Crafts program on Saturday mornings averaged 34 children and their caregivers.
- ❖ Judy Stoughton provided a Puppetry Workshop at the Stonington Library for librarians, teachers and parents.
- ❖ Produced and distributed booklists for parents of infants and toddlers: "Picture Books for Toddlers" with suggested books and selected "Read Aloud Commandments" from Mem Fox, and "Books to Read, Songs to Sing, and Games to Play" with suggested books and summaries of developmental stages from infancy to three years of age.

G. Staff Development/Participation in Professional Meetings

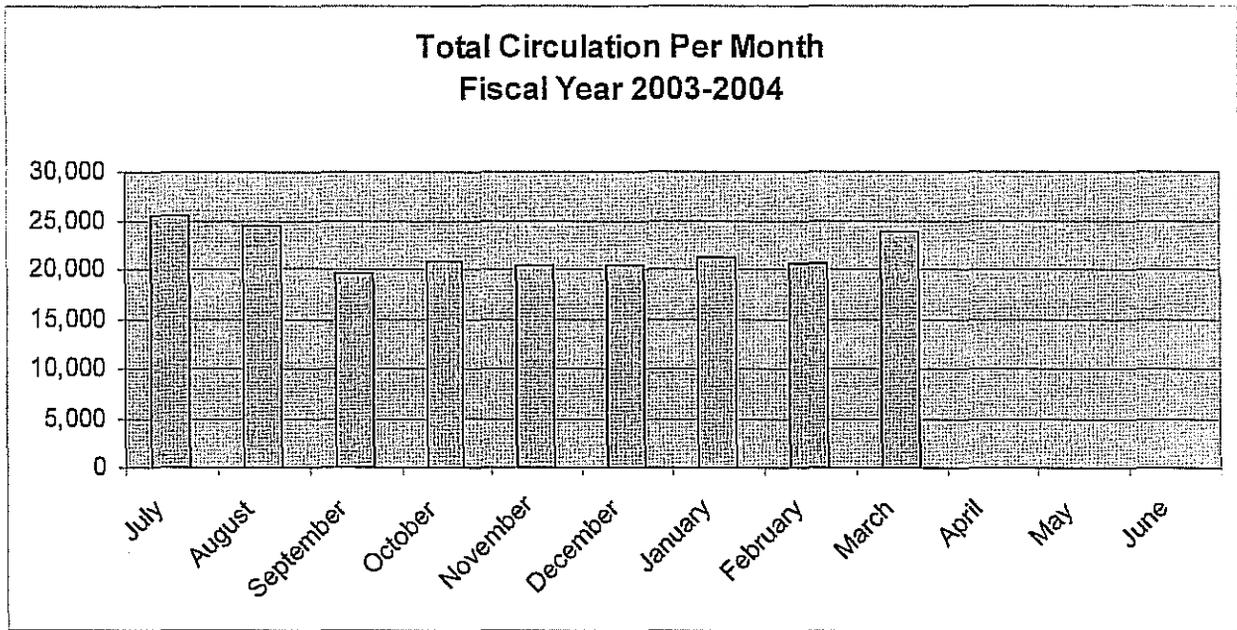
- ❖ **Workshops/Training:**
 - Frank participated in Grant Writing, HeritageQuest Database, Securing Your Library's Network, Gates Grant Sustainability, and LAN's in Libraries (1/21, 2/11, 3/16, 3/18, 3/29, and 3/31).
 - Frank and Beausoleil participated in CPR training (3/25).
- ❖ **Meetings:**
 - Beausoleil attended a Town of Mansfield Wellness Committee meeting (3/10) and a Lunch and Learn program (1/22).
- ❖ **Bibliomation Meetings/Workshops:**
 - Bailey and Frank participated in a meeting regarding migration to a new Integrated Library System and the CT Education Network (3/8).
 - Bailey participated in a Board meeting (1/22), and conducted two Network Services Committee meetings (2/12, 3/31).

- Beausoleil and Lemire hosted a Technical Processing meeting for Bibliomation libraries (3/25).

III. Plans for Next Quarter

- ❖ Children's Services and Programs:
 - Plan and present programs for school age children during April vacation week.
 - Complete planning for the annual Summer Reading Club programs.
 - Complete documenting picture book replacement orders: ISBN's, number of copies, program copies, etc.
 - Complete analysis and maintenance activities on juvenile nonfiction and Teen paperbacks by June 4, 2004.
 - Analyze and refine display of children's materials and information for parents/caregivers on slat wall, and further organize children's collections.
 - Research and plan Summer Reading Program for Teens/Tweens.
 - Advertise & organize Junior Volunteer program for summer.
- ❖ Adult Services and Programs:
 - Plan and present monthly programs at Juniper Hill Village on "News from Lake Wobegon", "Famous Gardens", and "Remembering Summer".
 - Develop a depository collection of large print books and videos at the Mansfield Center for Rehabilitation.
 - Update Gates grant computers to Windows XP.
 - Use Gates grant server to network reference and children's software programs.
 - Complete the analysis and maintenance activities for materials in the 500's.
 - Design "endwalls" for backside of adult stacks and for the time sensitive material by special collections room.
 - Complete the revision of the Reference Resources web page.
- ❖ Continue to plan and organize bibliographic database tasks to ensure a smooth transition to a new Integrated Library System.
- ❖ Review results of classification study, and apply to part time positions with the same job titles.
- ❖ Develop procedures for technical staff to perform in preparing and maintaining statistical reports, and provide training to improve proficiency.
- ❖ Manage materials budget to ensure the Friends of the Mansfield Library funds last through this fiscal year.
- ❖ Provide staff support to the Friends of the Library for the June Book Sale: storage in new basement, signage, and use of library in addition to the Buchanan Auditorium.
- ❖ Continue to direct the activities of the Bibliomation Network Services Committee, including policy recommendations for the CT Education Network, menu software, and network-wide security.

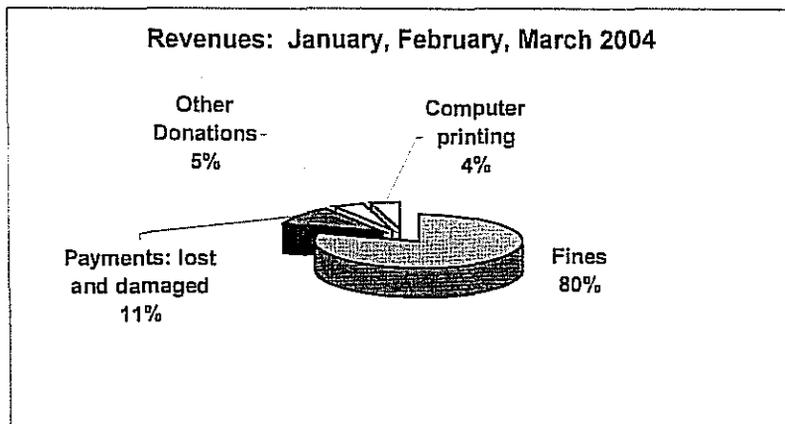
IV. Statistical Reports and Charts



Circulation by Format January, February, and March FY 03-04

					% of total circulation		
	Adult	Teen	Children	Total	Adult	Children	Teen
Books	17,803	901	19,108	37,812	27%	29%	1%
Videos	11,061	N/A	5,324	16,385	17%	8%	N/A
Audio Books	2,881	N/A	383	3,264	4%	1%	N/A
CD's	1,757	N/A	235	1,992	3%	0%	N/A
CD-Roms	68	N/A	320	388	0%	0%	N/A
Magazines	2,055	N/A	291	2,346	3%	0%	N/A
Realia	N/A	N/A	192	192	N/A	0%	N/A
Misc*	2,012	N/A	N/A	2,012	3%	N/A	N/A
In-library Use	1,505	N/A	N/A	1,505	2%	N/A	N/A
Total	37,637	901	25,853	65,896	57%	39%	1%

*Miscellaneous includes museum passes, loans to other libraries, and honor paperbacks



PERFORMANCE DATA	THIS QUARTER	SAME QUARTER LAST YEAR	%CHANGE	THIS FY TO DATE	LAST FY TO DATE	%CHANGE
DAYS OPEN	75	87	-14%	226	250	-10%
TOTAL CIRCULATION	65,896	62,628	5%	197,145	190,170	4%
TOTAL # PROGRAMS	128	120	7%	354	334	6%
Adult	12	14	-14%	36	58	-38%
All	1	0		8	0	
Children	115	106	8%	306	276	11%
YA	0	0		4	0	
TOTAL ATTENDANCE	2,213	1,917	15%	7,013	7,708	-9%
Adult	431	246	75%	888	673	32%
All	30	0		645	0	
Children	1,752	1,671	5%	5,436	7,035	-23%
YA	0	0		44	0	
REFERENCE QUESTIONS	581	775	-25%	1,724	2,165	-20%
TOTAL MATERIALS ADDED	1,054	1,235	-15%	3,148	3,414	-8%
Town Purchased	743	741	0%	2,110	2,447	-74%
Friends of the Library Purchased	167	218	-23%	397	464	-14%
Gifts	144	276	-48%	641	503	27%
TOTAL MATERIALS DELETED	287	437	-34%	1,326	2,101	-37%
INTER-LIBRARY LOANS	140	251	-44%	452	660	-32%
From other libraries	121	194	-38%	331	531	-38%
To other libraries	19	57	-67%	121	129	-6%
CONNECTICARD LOANS	16,131	12,774	26%	45,506	38,257	19%
NEW REGISTRATIONS	255	329	-22%	892	1,006	-11%
VOLUNTEER HOURS	402	280	44%	1,009	584	73%
PEOPLE COUNT	26,794	27,782	-4%	81,932	82,524	-1%

PERFORMANCE DATA	THIS	SAME QUARTER	%	THIS FY	LAST FY	%
	QUARTER	LAST YEAR	CHANGE	TO DATE	TO DATE	CHANGE
TOTAL CIRCULATION	65,896	62,628	5%	197,145	190,170	4%
ADULT CIRCULATION	37,637	37,213	1%	115,719	111,616	4%
Fiction Books	9,248	9,267	0%	28,238	29,323	-4%
Non-fiction Books	8,555	9,240	-7%	23,574	25,626	-8%
Compact Discs	1,757	1,712	3%	5,294	5,133	3%
CD-ROMS	68	35	94%	169	127	33%
Magazines	2,055	2,017	2%	5,949	5,357	11%
Audio Books	2,881	3,012	-4%	9,268	9,791	-5%
Entertainment Videocassettes/DVDs	10,269	10,436	-2%	35,042	31,869	10%
Informational Videocassettes/DVDs	792	716	11%	2,255	1,930	17%
Miscellaneous: Loans to other Libraries, Honor Paperbacks, Museum Passes, Backpacks	2,012	778	159%	5,930	2,460	141%
YOUNG ADULT CIRCULATION	901	965	-7%	3,362	2,545	32%
CHILDREN'S CIRCULATION	25,853	23,325	11%	74,792	72,529	3%
Fiction Books	8,523	7,625	12%	26,196	25,806	2%
Non-fiction Books	3,743	3,544	6%	10,140	9,890	3%
Picture Books	6,842	5,507	24%	18,481	17,463	6%
Compact Discs	235	253	-7%	668	730	-8%
CD-ROMS	320	330	-3%	894	1,134	-21%
Magazines	291	269	8%	802	777	3%
Realia	192	144	33%	473	413	15%
Tape Cassettes	383	520	-26%	1,457	1,763	-17%
Entertainment Videocassettes/DVDs	5,150	4,974	4%	15,163	14,196	7%
Informational Videocassettes/DVDs	174	159	9%	518	357	45%
IN-LIBRARY USE	1,505	1,125	34%	3,272	3,480	-6%

INTER

OFFICE

MEMO

TOWN OF MANSFIELD, FINANCE DEPARTMENT

To: Martin H. Berliner, Town Manager
From: Jeffrey H. Smith, Director of Finance 
Subject: Third Quarter Narrative Report (March 31, 2004)
Date: April 28, 2004

I. ACCOUNTING, BOOKKEEPING & BUDGETING

1. Accomplishments

- a. Completed all quarterly payroll tax reports for the fourth quarter of calendar year 2003.
- b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19.
- c. Completed quarterly financial reporting for the EHHD's Bioterrorism & Cardiovascular health grants and MDP's STEAP and RBEG grants.
- d. Completed quarterly financial reporting for the three (3) 2002 Small Cities Community Development Block grants, including drawdown requests.
- e. Completed entry of Town fixed assets into Creative Solutions software for GASB34 reporting.
- f. Continued to provide assistance and schedules to Kostin, Ruffkess & Co for the preparation of the Comprehensive Annual Financial Reports for the Town and Region, including GASB 34 requirements.
- g. Completed salary projections for 04/05 for the Town.
- h. Completed schedules and reports for the Proposed 2004/05 budget.
- i. Prepared the 2003 W-2's and 1099's.
- j. Prepared the annual water/sewer budgets.

2. Outstanding Problems:

None at this time.

3. Plans for the next quarter:

- a. Issue all internal and external quarterly reports.
- b. Prepare all quarterly payroll tax reports.
- c. Prepare quarterly financial reports for EHHD Bioterrorism & Cardiovascular health grants and for MDP's STEAP and RBEG grants, including payment requests as necessary.
- d. Prepare quarterly Small Cities reports for the three 2002 grants, including drawdown requests.
- e. Finalize the 2004/2005 budget.
- f. Provide General Ledger training for the new Finance Clerks.
- g. Complete entry of "controllable" assets for the Town and Region in the Creative Solutions fixed asset system.
- h. Complete entry of depreciable assets for the enterprise and internal service funds in Creative Solutions.
- i. Issue the 2002/2003 Comprehensive Annual Financial Reports for the Town and Region and submit to the GFOA for Excellence in Reporting.
- j. Prepare cash requirements and member town contributions for 2004/05 for Region 19.
- k. Plan and begin processing the June/July special payroll runs.
- l. Issue the 2003/04 fiscal closing schedule.
- m. Begin numerous journal entries for the 2003/04 fiscal closing.
- n. Work with one outside department to do decentralized purchase order entry.
- o. Open payroll direct deposit to any other banks.

II. ASSESSOR'S OFFICE

1. 2002/2003 Third Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering January 1, 2004 through March 31, 2004. There were 96 documents reviewed. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2004 Grand List file.
- b. Completed all sales analysis for the period covering January 1, 2004 to March 31, 2004. 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 the audit, pricing and listing of all motor vehicles on the October 1, 2003 Regular MV Grand List. There are currently 11,468 Regular MV accounts.
- d. Completed the editing of the October 1, 2003 Real Estate, Tax Exempt, and Personal Property Grand Lists. The Grand List was signed on January 31, 2003.
- e. The Board of Assessment Appeals held their meetings in the month of March. The Board heard a total of twelve appeals. Minutes of their meetings have been filed with the Town Clerk and appellants have been notified of the Board's decision in their case.
- f. The office is finalized the M-37 report (State-Owned Real Property Report) for the annual PILOT grant for submission to OPM.

2. 2003/2004 Fourth Quarter Plans

- a. We will continue to process all property transfers and legal changes to the records.
- b. The reports of the 2003 Grand Lists of Taxable Property and Tax Exempt Property, (M13 & M13a) will be submitted to OPM by May 1st.
- c. Field inspections to resume for permit work and completed new construction. Pro-rates for completed new construction will be calculated and submitted to the Tax Collector in time for the July billing.

- d. Processing of the Elderly Homeowner's Circuit Breaker applications for the 2003 Grand List will commence after May 15th, the filing deadline for the program. The new applications, along with the renewals, will be submitted to OPM by July 1st.
- e. The office has implemented a sales inspection program to meet the inspection requirement under the State Statutes for revaluation. We contact each new homeowner by phone to answer a set of questions about their sale. Upon completion of the questionnaire an inspection date and time is established.
- f. The UCONN student is continuing to input building data in the CAMA system. All State owned property is scheduled to be on our computer system for the 2004 revaluation.
- g. The CAMA consultant is scheduled to be on site to start table changes and provide table training for the 2004 revaluation.

3. Problems.

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

III. REVENUE COLLECTORS OFFICE

1. Accomplishments:

Parking Tickets

- a. Kept current Town ticket appeals, payments, correspondence and entry of new tickets.
- b. Trained our new staff member, Joyce Gagne to handle all aspects of parking ticket entry and collections.

Refuse/Miscellaneous/Sewer Bills

- c. Billed and collected refuse accounts for the January 2004 quarter refuse bills. Multi family billings are now based on cubic yard containers.
- 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. Processed sewer use billings for UCONN and Willimantic projects. Willimantic billing covered the period August 1, 2003 to January 31, 2004. A delinquent reminder notice for past due Willimantic bills was mailed in February 2004.

Taxes

- h. Sent out delinquent tax reminders during February 2004, sent out tax collector demands for unpaid personal property and real estate accounts in March 2004, sent out tax collector demands for motor vehicle and supplemental motor vehicle accounts in April 2004.
 - i. Processed and balanced all certificate of corrections, pro-rated real estate bills, elderly benefit changes and refunds. Printed daily and monthly balancing reports for all these functions.
 - j. Sent out lien notices for all unpaid real estate accounts due July 2003 and January 2004 in April 2004. Updated existing tax lien list on Excel files and released outstanding liens on all paid accounts.
 - k. Reviewed and rebilled for all returned checks. Updated return check list.
 - l. Reviewed bankruptcy filings and filed proof of claims with the Bankruptcy Court when applicable.
 - m. Had computer consultant incorporate the \$5.00 fee as approved by Town Council on January 12, 2004 for all delinquent motor vehicle accounts last reported to the Department of Motor Vehicles.
 - n. Prepared monthly comparison report for the Director of Finance and Town Manager.
 - o. Began work on annual Suspense list to submit to Town Council in June 2004.
2. Outstanding Problems
- a. Our information technologies consultant who services the Admins software for the tax files is ill and unable to do any extended work. He has been and will be able to assist the office with basic tasks and I do not anticipate any problems in preparing and mailing out the tax bills due July 1, 2004 as usual by the end of June.

3. Plans for the Next Quarter:

Parking Tickets

- a. Keep current with deposits, correspondence, and entry of tickets issued by our officers.
- b. Research names and addresses of registered owners of Connecticut license plates through the Department of Motor Vehicle's on line system.

Refuse/Miscellaneous/Sewer Bills

- c. Bill and collect single family refuse accounts for the April 2004 quarter. Process the multi family billings based on the number of cubic yard containers used.
- 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. Begin preparing fiscal reports for audit review.

Taxes

- h. Continue to process all payments, certificate of corrections, refunds and print daily and monthly balancing reports for these activities.
- i. Prepare an updated file of outstanding motor vehicle accounts to submit to the Department of Motor Vehicles. Have all accounts submitted to the Department of Motor Vehicles flagged with the new \$5.00 fee.
- j. Continue training the new revenue clerk to handle tax and refuse questions and payments.
- k. Finish the annual Suspense List for presentation to the Town Council for approval prior to June 30, 2004.

- l. Begin work on the July 1, 2003 to June 30, 2004 fiscal folder and reports for audit review.
- m. Update all address changes received from taxpayers and the Department of Motor Vehicles on the files in anticipation of the July 1, 2004 tax billing. Update all bank code information for the July 1, 2004 real estate bills as the requests are received from the banks and financial institutions.
- n. Update tax comparison reports monthly for review by the Director of Finance and Town Manager.
- o. Process all changes of elderly exemption benefits when the applications and files are received from the Assessor's Office. Compute and process all certificate of changes received from the Assessor's Office prior to mailing the July 1, 2004 bills. Post all advance payments already made toward bills due July 1, 2004 before mailing bills.
- p. Prepare tax legal notice, as required by law, for publication the last week in June 2004, first week in July 2004 and last week in July 2004.
- q. Once the mill rate is set balance the tax levy for bills due July 1, 2004 against the Assessor's abstracts. After all bank code updates, address changes, elderly applications, and Assessor's corrections have been made print, stuff and mail tax bills.

IV. DATA PROCESSING

2. Alpha – ADMINS

- a. Assessor's Office – Assisted with the printing of the final grand list for 2003
- b. Tax Collector's Office – Modified processing for fee waivers to reflect 90% waiver rather than 100% as previously applied.
- c. Coventry – restored tax file from backup that was updated erroneously.
- d. Manager's office – work on a new application to track fee waivers between departments. Testing is still on-going and is expected to be in full production by mid May.

3. LAN/WAN

- a. EHHD - provided approx. 11 hours technical support.
- b. Reg 19 – provided approx 48 hours technical support.
- c. Mansfield Public Library – provided approx 3 hours technical support.

d. Support Calls:

	Jan – Mar 2004	Oct – Dec 2003	July – Sept 2003	Apr – June 2003	Jan – Mar 2003
ADMINS related	14	13	29	22	24
Hardware	44	38	37	47	52
Software	62	73	101	88	93
General Support	52	46	75	72	77
System Administration	106	85	90	129	113
Total Support Calls:	278	255	332	358	359

4. Other

- a. Prepared quarterly billing for Coventry.
- b. Analyzed expenditures for the 2003/2004 FY and prepared the budget for FY 2004/2005 for the 833 and Information Technology General Fund budgets.
- c. During the quarter ending March 2004, IT staff posted 89 agendas or minutes for various Boards, Agencies and Commissions to the Town's web site.
- d. During this reporting quarter, staff responded to over 195 requests for use of the meeting rooms at Town Hall from members of the public and Town staff.
- e. Installed a new copier in the Fire/Building/Maintenance depts.; moved existing copier to the EHHD office in the Town Hall. Set both machines for network printing.

5. Plans for the Next Quarter

- a. Complete the installation of the Gates Foundation "content server" for Mansfield Public Library.
- b. Complete the installation of the MPL Internet Server as planned last fall.
- c. Install new copiers as network printers as the Finance Dept purchases them.
- d. Work with CCR Pyramid to work on the update to the Town's 5 year strategic technology plan.
- e. Work with the Maintenance Department to review MP2 software to better utilize its capabilities.
- f. Work with the Maintenance Department to install automated time clock hardware and network software. Work with ADMINS to import time clock data into existing payroll application.
- g. Work with Bibliomation in preparing the Library computers to the new Dynix software which will take place Labor Day weekend.

Mansfield Advisory Committee on the Needs of Persons with
Disabilities

Regular Meeting
Tuesday, April 27, 2004

Minutes

- I. **Attendance:** members: Tom Miller, Mary Thatcher; staff: Sheila Thompson, Kevin Grunwald

- II. **Minutes:** Minutes of March 23, 2004 were reviewed and approved.

- III. **New Business:**
 - a) The Planning and Zoning Commission forwarded, for Committee review, a Special Permit Application for an Agricultural and Recreational development, The Gardens at Bassetts Bridge Farm. The Committee reviewed the application, questioning portions of it, which were not clear as to accessibility. A letter will be drafted to the Planning and Zoning Commission asking for clarification of those issues.

 - b) Announcement was made of the Model Communities Forum on May 25, 2004, at the A.J. Papanikou University Center for Disabilities. Committee members will be contacted in regard to their possible attendance, as it was expressed that Mansfield should be represented.

- IV. **Old Business:**
 - a) **Membership:** Tom reported that Scott learned that a membership search announcement could not be placed in their church bulletin. Tom and Mary are aware of a few possible candidates for membership, and they will contact these people.

 - b) **Transportation Coalition:** Kevin stated that there has not been a recent meeting of the Coalition.

 - c) **ADA Corridor:** Kevin reported that there is to be a meeting of the WRCC tomorrow and he will attend. He will address issues of the ADA corridor with that group and report back to the Committee at its next meeting. During this discussion it was suggested that the Town make bus passes available at the Senior Center for those who have difficulty coming to the Town Hall. This will be brought to the attention of the Town Manager's office.

 - d) **Increasing Print Size on Town Notices:** Sheila reported that she had communicated with Matt Hart, Assistant Town Manager, regarding this issue, and that there was agreement to increase the type for posted Town notices to Arial Bold. with a pitch of 12. Sheila distributed a sample notice to the ComP.165,

- e) Drive-up Mailbox: Sheila reported that she had spoken with the Storrs Postmaster, and was told that the Federal agency would agree to placement of a mailbox at the Community Center. This information was conveyed to Matt Hart, and he, in turn, has turned the matter over to the Town engineers to coordinate with the Postmaster with regard to feasibility.

Having completed discussion of all business brought forward, the meeting adjourned at 2:50 PM.

Next regularly scheduled meeting: May 25, 2004 at 2:30pm.

Respectfully submitted,

Sheila Thompson

MINUTES

MANSFIELD INLAND WETLAND AGENCY Regular Meeting, Monday, June 7, 2004 Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:07 p.m., appointing both alternates to act as voting members.

Minutes – 5/3/04 – Gardner MOVED, Holt seconded to approve the Minutes as presented; MOTION PASSED unanimously.

5/12/04 field trip – Holt MOVED, Barberet seconded to approve the Minutes as presented; MOTION CARRIED, Barberet, Favretti and Holt in favor, all else disqualified.

5/17/04 special meeting – Holt MOVED, Hall seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Ryan (disqualified).

Communications – Conservation Commission draft 4/21/04 Minutes, discussing ; Wetlands Agent's 6/2/04 Monthly Business Memo

Old Business

W1250, Wild Rose Estates, Sec. 2, proposed 9-lot subdivision on Mansfield City Rd. – Holt had previously disqualified herself. Kochenburger MOVED, Hall seconded to grant an Inland Wetland license under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Byron Thompson (file W1250) for a 9-lot subdivision on property owned by the applicant located at 706 Mansfield City Road, as shown on a map dated 1/29/04 revised through 4/21/04, 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. Erosion and sedimentation controls shown on the plans shall be in place prior to construction and maintained during construction, and silt fencing shall be removed when disturbed areas are completely stabilized;
2. This approval is only given on the premise there will be full protection of the sensitive white cedar swamp area adjacent to the project. The following shall be constructed as the first phases of construction, to ensure this protection and place protective measures downhill of the large construction areas on the site before work on the proposed road and house sites begins:
 - work for construction of the detention pond;
 - the level spreader located at the pipe outlet uphill of the detention pond;
 - the grassed swales leading to the detention pond; and
 - the spreading of stockpiled topsoil and seeding over presently unfinished areas now uphill of the detention pond

Work on the road and house sites may begin as soon as finish grading and seeding over areas above is done.

3. Work on the detention pond structure shall be done without encroaching on the existing tree line as it exists on the ground between the pond and the adjacent wetlands. This may require minor reshaping of the detention pond, which shall be determined at the time of construction with the approval of the Wetlands Agent;
4. Notice of the intended starting date of work shall be given to the Wetlands Agent at 429-3334 at least one business day in advance of the start of construction.

5. The white cedar swamp and its adjacent wetlands, designated as "open space," are to be deeded to the Town;
6. The applicant shall notify the Wetlands Agent before any work begins.
7. This approval is valid for a period of five years (until June 7, 2009), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. Any extension of the activity period shall come before this agency for further review and comment.

MOTION PASSED unanimously.

W1255. Chatham Hill, Sec. 2 subdivision, 14-lot subdivision off Fern Rd., Chatham Hill, LLC – Holt disqualified herself on this issue. Mr. Meitzler's 6/3/04 memo was noted. Applicant M. Dilaj attested that analysis of all drainage and bedrock issues and soil types had been taken into account through his use of the Soil Conservation Service method of analysis. Gardner then MOVED, Zimmer seconded to grant a Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Chatham Hill, LLC (file W1255) for a 14-lot subdivision on property owned by the applicant located on the east side of Fern Road, as shown on a map dated 5/21/04 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. Erosion and sedimentation controls shown on the plans shall be in place prior to construction and maintained during construction, and silt fencing shall be removed when disturbed areas are completely stabilized;
2. Notice of the intended starting date of work shall be given to the Wetlands Agent at 429-3334 at least one business day in advance of the start of construction.
3. This approval is valid for a period of five years (until June 7, 2009), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. Any extension of the activity period shall come before this agency for further review and comment.

Discussion occurred regarding drainage, and Mr. Meitzler stated that the water flow would not be changed by this development, except that a slight decrease in water flow at the times of highest flows would take place on Fern Rd. The MOTION PASSED unanimously.

W1259. Chovnick, Rt. 32/Cider Mill Rd., proposed building within buffer zone – Mr. Meitzler's 6/3/04 memo and 4/21/04 Conservation Commission comments were noted. Discussion was tabled until additional information is received.

W1260. Dinsmore, Lorraine Drive East, proposed sheds within buffer - The site was visited during the recent field trip. Mr. Meitzler's 6/2/04 memo and 4/21/04 Conservation Commission comments were 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 Craig Dinsmore (file W1260) for placement of two sheds, each 12 feet by 16 feet, one at the corner of the driveway, the other on the north side of the house, in line with the rear, on property owned by the applicant at 150 Lorraine Drive East, as shown on a map dated 6/19/81, revised through 4/29/04 and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands. This approval is valid for a period of five years (until 6/7/09), 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.

W1261. Jahnke, Daleville Rd., proposed deck within buffer – Reports from Mr. Meitzler (6/2/04), and 4/21/04 Conservation Commission comments and the Windham Water Works (5/6/04) were noted. Mr. Favretti commented that plans for the brick patio and the distance from wetlands seemed unclear and should be clarified. Holt MOVED, Hall seconded to table further discussion until a special meeting to be scheduled on 6/21/04. MOTION PASSED unanimously.

W1262. Town of Mansfield, proposed Merrow Meadow trail improvement work – Mr. Meitzler's 6/2/04 memo was noted, but the application was tabled.

W1027. Cleare, Ravine Rd., proposed single-family home, request for extension – Mr. Meitzler's 6/3/04 memo was noted. After brief discussion, 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 Geoffrey S. Cleare (file W1027) for division of a 4.8-acre parcel of land into two lots within regulated areas on property owned by the applicant located on the east end of 164 Ravine Road, in an RAR-40 zone, as shown on a map dated 7/88 and revised 10/98 and 12/23/98 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. The erosion barrier downhill of construction areas shall be extended to Ravine Rd. and about 25 feet farther to the rear;
2. The appropriate erosion and sedimentation controls shall be in place prior to construction and maintained during construction, and shall be removed when disturbed areas are completely stabilized;
3. This approval is valid for a period of five years (until Jan. 4, 2009), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment.

MOTION PASSED unanimously.

New Business – Mr. Meitzler's 6/3/04 memo discusses these items.

W1265. Coventry referral, Jones's Crossing Rd. proposed house – At the meeting, Mr. Meitzler briefly reviewed the proposal and informed the agency that no response was required, and no action was taken.

W1263. Labbe, Rt. 32, garage proposed within buffer area – Barberet MOVED, Holt seconded to receive the application filed by Conrad J. Labbe, (file W1263) under Section 5 of the Inland Wetlands and Watercourses Regulations of the Town of Mansfield for the replacement of a garage as shown on a map dated 5/18/04, on property owned by the applicant located at 412 Stafford Rd., and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

W1264. KMC, LLC, proposed 6-lot subdivision at Bonemill Rd./Rt. 44 - Barberet MOVED, Holt seconded to receive the application filed by KMC, LLC (file W1264), under Section 5 of the Inland Wetlands and Watercourses Regulations of the Town of Mansfield for a 6-lot residential subdivision with onsite septic systems and wells as shown on a map dated 5/12/04 and located at Middle Turnpike and Bonemill Road, on property owned by Byron Thompson, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

Wetlands Regulations Review Committee – A meeting date will be set within the next few weeks.

Field trip – By consensus, a field trip was scheduled for Monday June 14, at 1 p.m.

W1256. Newmyer and Doyle, Public Hearing, proposed yard and beach improvements, Center St. – The Public Hearing was called to order at 7:45 p.m. Members and alternates present were Barberet, Favretti, Gardner, Hall, Holt, Kochenburger, Pociask, Ryan and Zimmer. The legal notice was read and written communications noted from Mr. Meitzler (4/28/04) and the Windham Water Works (4/14/04). Neighborhood notification requirements were fulfilled. The site was visited on a recent field trip. Mr. Newmyer and Mrs. Doyle described their plans to restore and improve their back yards, remove unsafe docks and put in a new beach, using washed sand, to improve the beach to a safe, usable and attractive condition. A new floating dock would be installed after removal of the two unsafe docks. Mr. Newmyer was asked how he could create a beach on Town land; he responded that all the other properties fronting on the lake have beaches. Some trees and stumps would be removed in the process of yard restoration, and upper and lower retaining walls would be constructed on each property. The lawns would then be landscaped and seeded. Members expressed concern regarding possible erosion into the lake during this process. Mr. Newmyer described the proposed work, adding that not all the trees and stumps which have fallen into the lake would be removed at once, to prevent erosion. Stumps and trees that are removed would be taken to the transfer station. He said he has had experience in this work, and that minimal ground disturbance and time, perhaps 2-3 days, would be required.

Concern for the use of fertilizers/pesticides for lawn application was mentioned, because of the possibility of erosion into the lake; Mr. Newmyer observed that other neighboring properties have lawns. Mr. Meitzler would inspect the work, referring to Best Management Practices.

Mr. Newmyer and Mrs. Doyle said that the size of the new floating dock is to be determined later. Mr. Newmyer added that it would be affixed onshore, not from within the water.

Bonding was then discussed, after which the Hearing was closed at 8:18 p.m.

W1257. Bell. continued Public Hearing on application for a plant nursery retail operation at 552 Bassetts Bridge Rd. - The Public Hearing was called to order at 8:20 p.m. Members and alternates present were Barberet, Favretti, Gardner, Hall, Holt, Kochenburger, Pociask, Ryan and Zimmer. Written communications were noted from Mr. Meitzler (6/3/04) and Town Attorney D. O'Brien (addressed to L. Hultgren, as Tree Warden, 6/1/04). Revised plans were submitted by the applicants, who stated that the sediment and erosion control plan is currently being reviewed and revised by their soil scientist, R. Snarski, who hopes to be able to attend a special meeting on 6/21/04. The applicants requested an extension to that date. The applicants stated that three trees along Bassetts Bridge Rd. have been designated for removal to achieve better sightlines, and are not large specimens. The Bells reiterated that nothing is to be removed from the wetland. They submitted a letter requesting an extension of time until 6/21/04, so that Mr. Snarski could be present for discussion. There was no public comment. Therefore, at 8:30 p.m., Hall MOVED, Barberet seconded to approve the applicant's request for extension of the Public Hearing until a special meeting on 6/21/04. The MOTION PASSED unanimously and the Public Hearing was recessed until 6/21/04. The meeting was then adjourned.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, June 7, 2004

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 8:40 p.m., appointing both alternates to act as voting members for this meeting.

Minutes – 5/17/04 – Hall MOVED, Holt seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Ryan (disqualified).

Discussion with Zoning Board of Appeals regarding their proposed application signage – ZBA Vice-Chairman Carol Pellegrine and member Jack Clauson discussed ZBA's desire to post signs along property frontages at the sites of pending applications for special exceptions and variances for a period of 10 to 14 days prior to the Public Hearing, in order to give wider notice to the general public. Mrs. Pellegrine said present methods of informing the public are inadequate. She said the Town would pay for the signs and the Zoning Agent would be responsible for filling out and distributing them. She expressed ZBA's position that such signs are allowable under the temporary signage in the public interest portion of the Zoning Regulations (Art. X, Sec. C.4.a). Sample signage borrowed from nearby towns which follow this practice was displayed, and Mrs. Pellegrine said the signs would be similar in size and character to the temporary political signs allowed in Mansfield. She estimated that approximately 3 signs per meeting would be erected, adding there would probably be fewer during the winter months. The ZBA wishes to try this system for a period of one year.

Concern was expressed about the negative effect of the proliferation of signs around town. The practicality of erecting cardboard signs, which could easily blow down, become blurred and unreadable, and potentially simply become litter, was also questioned. It was pointed out that the signs could also pose a traffic hazard as drivers tried to read them, given the small size and potential quantity of lettering. Mrs. Pellegrine responded that the signs could be laminated. She was asked how ZBA could be sure the signs were actually posted and kept visible at the application site, and replied that ZBA members could look for them during their field visits, and could ensure that they were taken down by withholding approval of the application until they were returned. When asked if the ZBA could present data as to the effectiveness of such signs in other towns, she did not respond. The matter will be discussed further at the Commission's first meeting in August.

Old Business

Proposed revision to the Zoning Regulations, Article X, Sec. D.6, parking requirements, Mansfield-Eastbrook Dev. Corp., LLC, file 1218 – Holt MOVED, Barberet seconded to approve the application of Mansfield-Eastbrook Development Corp., LLC (file 1218), to amend Article X, Section D.6 of the Zoning Regulations, as submitted to the Commission and heard at a Public Hearing on May 17, 2004, subject to incorporation of the following clause at the end of the subject regulation revision: "..., such as the analysis methodologies developed by the Institute of Traffic Engineers (ITE) and The Urban Land Institute." A copy of the subject regulation as revised by this approval shall be attached to the Minutes of this meeting, and this amendment shall be effective as of June 21, 2004. Reasons for approval include:

1. The revision is considered acceptably worded and suitably coordinated with related zoning provisions. The proposed wording has been found legally acceptable by the Town Attorney;
2. The revision authorizes, in Planned Business zones, a twenty (20) percent reduction in parking spaces for commercial uses within buildings 250,000 square feet in size and containing a theatre with 1,000 or more seats, provided such reduction is supported by a specific shared parking analysis of the subject site and uses, and this

revision has been adequately justified in application submissions and Public Hearing testimony. The Commission has determined that a potential reduction in the required number of parking spaces for commercial buildings over 250,000 square feet in size with a theatre use may be appropriate, due to variations in peak parking demands that will be generated by a mixture of commercial uses, including a theatre use;

3. The revision is considered to be consistent with Plan of Conservation & Development goals and objectives and the provisions of Article I of the Zoning Regulations. The revision will help encourage an appropriate use of properties with commercial buildings over 250,000 square feet in size and help prevent unnecessary impervious surfaces at larger shopping center sites. MOTION PASSED unanimously.

Public Hearing, special permit application for proposed movie theatres at the East Brook Mall, Storrs Rd., Mansfield-Eastbrook Dev. Corp., LLC, appl., file 432-5 – The Public Hearing was called to order at 9:05 p.m. Members and alternates present were R. Favretti, A. Barberet, B. Gardner, R. Hall, K. Holt, P. Kochenburger, B. Pociask, B. Ryan and G. Zimmer. The legal notice was read and communications were noted from the Town Planner and Ass't. Town Engineer (both 6/4/04); Fire Marshal (6/2/04); Comm. on Persons w/Disabilities (6/1/04); Design Review Panel (5/26/04) and U.S. Properties, Inc., owner of the shopping center directly across Rt. 195 (5/24/04). Revised architectural plans had also been submitted, along with return receipts from neighborhood notification letters.

The applicant's team of representatives included J. Mancini, of BL Companies, K. Norton, of New England Design, and Mansfield-Eastbrook Dev. Corp. and East Brook Mall representatives Corris, Fortier and Lee, and J. Alexopoulos, landscape architect. Mr. Mancini displayed drawings of the present and future appearance of the Mall, noting that the northwestern portion would be the only area where construction would take place at this time. Proposed landscaping and building changes were described. The footprint of the building would remain the same until a site plan application is submitted for modifications to the previous Ames/Caldor space. A theatre marquee would be erected on the west side of the building, directly over the existing main entrance. The theatre itself would occupy the current Eblen's and The Hoot space, and these stores would be moved to the interior of the Mall. Theatre parking at the north side of the building would be encouraged, although patrons would also be able to park on the east (Rt. 195) side, particularly in the evenings. No interior directional signage or identity signs are planned at this time, except for a panel identifying the theatre to be added to the Mall identity sign at the main entrance on Rt. 195. Handicap parking would remain the same; wheelchair/handicap accessibility as outlined in the Comm. on Persons with Disabilities 6/1/04 comments, will be added to revised plans. Additional changes to the exterior of the west side of the building would include removal of the existing loading docks and construction of a new covered one, and consolidation of the outside entrance doors to gain additional landscaping space.

The Commission was assured that the Mall maintains adequate security staff to prevent parking in fire lanes and loitering outside the building, and that additional security staff would be present inside at night, and the site is also monitored by the State Police. Public comment was then invited.

A. Rabinowitz, representing Eastbrook Heights Condominium Association), read and submitted a statement expressing support for the proposal, but noting concern regarding anticipated traffic confusion at the intersection of Conantville Rd. and the Mall driveway, which might lead theatre patrons unfamiliar with the area to drive into the East Brook Condominiums site and then have to turn around. More prominent directional signage was requested. Ending-hours of theatre showings, a possible need for additional night-time security at the theatre side of the building, adequate lighting and light spillage, information on how traffic patterns on Conantville Rd. would be addressed, and potential additional security measures for the adjoining community were also noted. The Association recommended construction of an alternate entry/exit drive at the south end of the Mall onto North Frontage Rd. and elimination of the current Conantville Rd. drive, or, as a less satisfactory measure, the addition of speed bumps on Conantville Rd., and the extension of the steady traffic light at No. Frontage/Conantville Rd. for at least 1 hour after the last movie ends.

Mr. Mancini said the last shows would end at midnight, and starting times would be staggered. He agreed to ask the State Traffic Commission to extend the steady red/green light for an additional hour. He said that there was no need for concern regarding expanded or intrusive lighting and parking at the west side of the building, since patrons could also park in front and walk through the Mall. He said that all concerns regarding traffic and other matters could be satisfactorily addressed.

During discussion of potential traffic increases, Mr. Mancini stated that there would be no increase in traffic at peak hours, since the peak movie times would be different from peak-usage timing for the other Mall tenants and local traffic.

Mr. Kochenburger asked why no marquee is planned on the Rt. 195 side of the Mall; he was told that the Mall wants to encourage parking on the west side of the building, to keep sufficient parking available for the Mall's other tenants. At length, Mr. Mancini agreed to add another marquee or sign on the Rt. 195 side of the building in addition to the signage on the East Brook Mall pylon, if required by the Commission. The Hearing was closed at 9:51 p.m., and Mr. Hall agreed to work on a motion.

Continued Public Hearing, subdivision application, "Wild Rose Estates, Sec. 2," 9 lots on Mansfield City Rd., B. Thompson, owner, file 1113-2 - The continued Public Hearing was called to order at 9:52 p.m. Members and alternates present were R. Favretti, A. Barberet, B. Gardner, R. Hall, P. Kochenburger, B. Pociask, B. Ryan and G. Zimmer. Holt had previously disqualified herself. The Town Planner's 6/3/04 memo, incorporating comments from the Director of Public Works, and the Open Space Preservation Committee's 5/22/04 comments were noted. The applicant, P. Miniutti, agreed to add between 1 and 1 ½ acres to the proposed open space and to deed the trail open space to the Town. He agreed that the maintenance of the detention basin would be the developer's responsibility for one year, and the property would then be deeded to the Town. There was no public comment, and the Hearing was closed at 10 p.m. Mr. Kochenburger agreed to work on a motion.

Continued Public Hearing, special permit application, proposed commercial agricultural use at 552 Bassetts Bridge Rd., J. & J. Bell, o/a, file 1217. The continued Public Hearing was called to order at 10 p.m. Members and alternates present were R. Favretti, A. Barberet, B. Gardner, R. Hall, K. Holt, P. Kochenburger, B. Pociask, B. Ryan and G. Zimmer. Written communications were noted from the Town Planner (6/4/04 and 6/7/04), Ass't. Town Engineer (6/4/04), Town Attorney (6/1/04), R. & K. Gable (undated), and revised plans submitted by the applicants. The Bells stood corrected that the paved width of Bassetts Bridge Rd. at their driveway intersection is 25 feet, and verified that no more than 49 meals a day would be served. A preliminary sketch for a sign of approximately 2 ft. by 4 ft. was displayed. Mr. Favretti noted that the Hearing had been kept open to allow review of new information recently submitted by the Bells. At 10:06 p.m., there being no further comments or questions from members or the public, the Hearing was recessed until 6/21/04, to allow time for staff review of the new information.

Continued Public Hearing, subdivision application, "Chatham Hill, Sec. 2", 14 lots off Fern Rd., Chatham Hill, LLC, o/a, file 1131-2 - The continued Public Hearing was called to order at 10:06 p.m. Members and alternates present were R. Favretti, A. Barberet, B. Gardner, R. Hall, P. Kochenburger, B. Pociask, B. Ryan and G. Zimmer. Holt had previously disqualified herself. Communications were noted from the Town Planner (6/4/04) and Ass't. Town Engineer (6/3/04) and 6/2/04 letters from applicant M. Dilaj to the Town Planner and Ass't. Town Engineer, detailing revisions to the plans. Earlier in the evening, the Inland Wetland Agency had granted a Wetlands License for the project. At the PZC meeting, Mr. Dilaj said he feels the revisions have taken all staff and other comments into consideration.

P. Rich, 42 Fern Rd., an abutter, stated his opinion that the application represents over-development of the site. He feared increased water flow onto his property which might lead to water in his basement, and also expressed concern for wildlife displaced by the development.

J. Clauson, 48 Fern Rd., stated that the nearby brook does overflow its banks and could flow onto the Rich property.

The Hearing was closed at 10:15 p.m.. The application will be discussed at the next meeting.

Zoning Agent's Report – The May Monthly Activity Report was received.

Mr. Hirsch said there have been no developments on the single-family occupancy violations since the last PZC meeting, and nothing more is likely to occur before the start of the fall semester.

Mr. Hirsch issued a violation notice 2 months ago to J. Stearns, owner of a new garden center at 497 Middle Turnpike, regarding mulch storage at the site; today he sent another violation notice and citation which included a fine. Mr. Hirsch has warned Mr. Stearns that he may need to submit a special permit application if the mulch storage issue is not resolved quickly.

Mr. Hirsch said he believes utilities for Lot 2, Horseshoe Heights subdivision, have been installed underground, but must verify this.

Violation notices regarding inadequate or failed landscaping were sent today to Charter Communications, Public Petroleum and CVS sites, all at Four Corners. It was also noted that some parking lot restriping should be done at the CVS site.

Old Business, continued

Draft EIE, UConn proposed football complex/intramural recreational and intercollegiate athletic facility and related tennis court relocation project – Mr. Padick's 6/3/04 memo w/attachments including 2/3/04 PZC preliminary comments to R. Miller, UConn Director of Environmental Policy, was noted. At the meeting, Mr. Padick reiterated that primary concerns remain detention basin stormwater management and the need for public review of final plans before construction commences. A Public Hearing is scheduled for 6/10/04, with a 6/18/04 comment deadline. Mr. Padick noted that some of the issues expressed in the 2/3/04 letter may need to be expanded upon at the Hearing, which he and Mr. Favretti plan to attend. Gardner MOVED, Hall seconded to authorize the PZC officers to submit comments on the draft EIE for the proposed UConn football complex, indoor athletic facility and tennis court facility as described in a May 4, 2004 report prepared by Fuss and O'Neil, Inc., and to extend to the Town Council an opportunity to co-endorse these review comments. MOTION PASSED unanimously.

Designation of Aquifer Protection Agency. Public Hearing on 6/14/04 – Members discussed with Mr. Padick the 6/14/04 scheduled Town Council Public Hearing to hear testimony on the draft Ordinance designating the Planning and Zoning Commission as the Town's Aquifer Protection Agency. The Conservation Commission recently forwarded to the Town Council its comments and suggestions on this issue, which were enclosed in PZC packets for this meeting. Mr. Padick and Mr. Favretti plan to attend the Hearing and to comment, if appropriate.

Town Planner's Verbal Updates

Downtown project – The annual meeting of the Downtown Partnership is scheduled for 6/10/04.

Proposed telecommunications tower on Knowlton Hill Rd. in Ashford – A CT Siting Council Public Hearing is scheduled for 7/21/04. Mr. Padick will provide more information in the near future.

Freedom Green site work – Work continues, and the site will be visited as part of the 6/14/04 field trip.

New Business

Subdivision application, "Bone Mill". 6 proposed lots at the corner of Bone Mill Rd. and Rt. 44. KMC, LLC, appl., B. Thompson, owner, file 1219 – Kochenburger MOVED, Barberet seconded to receive the subdivision application (file 1219) submitted by KMC, LLC, for "Bone Mill" subdivision, 6 proposed lots on property owned by B. Thompson, located at the corner of Bone Mill Rd. and Rt. 44, as shown on plans dated May 12, 2004 and as described in other application submissions, and to refer said application to the staff, Design Review Panel, Conservation Commission, Open Space Preservation Committee, Agriculture Committee, Parks Advisory Committee, Recreation Advisory Committee and Town Council. MOTION PASSED unanimously.

Windham Water Works, modification request for proposed settling basins at 174 Storrs Rd., file 1111 – Mr. Padick's 6/3/04 memo was noted. Holt MOVED, Barberet seconded that this request be submitted to staff for review and that the site be visited during the next PZC field trip. MOTION PASSED unanimously.

Field trip – By consensus, a field trip was scheduled for Monday, June 14th, at 1 p.m.

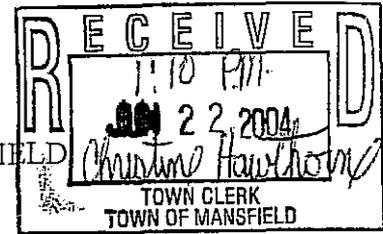
Communications and Bills – As noted on the agenda.

The meeting was adjourned at 10:40 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING



April 15, 2004
9:00am

The members of the Housing Authority of the Town of Mansfield met in the regular meeting at 9:00 a.m. on Thursday, April 15, 2004 at the office of the Housing Authority of the Town of Mansfield, 309 Maple Road, Storrs, Connecticut, the time, date and place duly established for holding such meetings.

ROLL CALL

On roll call the following Commissioners were present:

Anne Jordan Crouse	-	Chairperson
Richard Long	-	Vice-Chairperson
Grace Hunderlach	-	Treasurer
Joan Christison-Lagay	-	Assistant Treasurer
Gretchen Hall	-	Commissioner

Also present was Cathy K. Forcier, Executive Director.

MINUTES

Anne Jordan Crouse stepped down as chairperson and appointed Gretchen Hall as chairperson. A motion was made by Ann Jordan Crouse, seconded by Richard Long to approve the minutes for July 9, 2003. The motion passed. Anne Jordan Crouse resumed as chairperson.

After review and due deliberation a motion was made by Joan Christison-Lagay, seconded by Gretchen Hall to approve of the minutes of the regular meeting of March 18, 2004. The motion passed with Richard Long abstaining.

COMMUNICATION

Mrs. Forcier reported on a letter from Duke Energy Gas Transmission Company stating that they will be installing new values, etc., across the street from the Housing Authority office.

COMMENTS FROM THE PUBLIC

Mr. Ismail Turgut requested that the Board consider allowing his mother to stay with him and his family for a three month period of time even though the lease is more restrictive.

REPORT OF THE DIRECTOR

Mrs. Forcier presented the summary of staff training to Board members. Mrs. Christison-Lagay requested the Executive Director report the cost of training for F/Y2003 at the May meeting.

Mrs. Forcier reported the pet policy was being voted on at Wright's Village.

Mrs. Forcier reported on a Section 8 client's child applying for the NERC/NAHRO Scholarship Fund.

Mrs. Forcier reported that she was asked to join the Liberty Bank Foundation Committee for Eastern CT.

Bills

The Commissioners were presented with a list of bills for March 2004. After review and due deliberation, a motion was made by Richard Long, seconded by Joan Christison-Lagay, and passed unanimously, to approve the bills.

Financial Reports

The commissioners reviewed the Financial Reports for Wright's Village, Holinko Estates and the Section 8 Program. After discussion and due deliberation, a motion was made by Richard Long, seconded by Grace Hunderlach, and passed unanimously, and it was voted to approve the Wright's Village, Holinko Estates, and Section 8 Financial Reports for the month of February 2004.

Section 8 Statistical Reports

The Commissioners reviewed the Section 8 Statistical Reports for March 2004. After discussion and due deliberation, a motion was made by Joan Christison-Lagay, seconded by Richard Long, and passed unanimously, and the Section 8 Statistical Reports were approved for the month of March 2004.

Report of the Tenant Representative

None

UNFINISHED BUSINESS

Water Bills Information- Mrs. Forcier explained the pro-ration of the Wright's Village A bill that includes the Senior Center and the calculation of overhead.

Section 8 Policy Review- Criminal Grounds for Ineligibility- Mrs. Forcier presented definitions of the crimes under discussion. Joan Christison-Lagay made a motion, seconded by Richard Long, to approve of adding Aggravated Assault and Assault and Battery to the list of crimes that would make a person permanently ineligible for housing assistance. Motion passed unanimously.

Legal Issue- Mrs. Forcier reported on the continued difficulty in getting a Holinko Estate tenant to comply with her lease contract and repayment contract. Mrs. Forcier reported the summary process was starting.

NEW BUSINESS

Discussion about Commissioners Communicating with Tenants/Clients- Mrs. Christison-Lagay suggested a "Meet Your Commissioners" hour be held in June at the Town Hall for Holinko Estate residents and at the Senior Center for Wright's Village residents.

Review of By Laws- Mrs. Forcier presented the Housing Authority By-Laws for annual review. Richard Long made a motion, seconded by Grace Hunderlach, to approve the By-Laws as presented. Motion passed unanimously.

Review of Management Policies- Mrs. Forcier presented Management Policies and Procedures for annual review. Joan Christison-Lagay made a motion, seconded by Richard Long, to have the Executive Director rewrite and present the Tenant Files procedure at the May meeting. Motion passed unanimously.

Joan Christison-Lagay made a motion, seconded by Gretchen Hall, to approve the following policies with minor or no changes: Capitalization, Allowance for Collection Loss, Transfers, Disposition, Investments, Investment of Funds, Cash Receipts and Office Hours. Motion passed unanimously.

Richard Long made a motion, seconded by Grace Hunderlach to approve the following policies as presented: Ethics, Funds Transfer, Criminal and Registered Sex Offender Classification Records Management, Check Signing Authorization, and Drug-Free Workplace. Motion passed unanimously.

Conflict of Interest- Mrs. Forcier asked the newest Commissioner, Mrs. Hall, about any rental properties or businesses that may cause a conflict of interest. Mrs. Hall responded that she did not

Requested by Former Section 8 Client- Mrs. Forcier explained circumstances that the 3-year penalty to re-apply should not be applied to a particular client. Joan Christison-Lagay made a motion, seconded by Richard Long, to approve the exception. Motion passed unanimously.

Employee Training and Networking Day- Mrs. Forcier requested that staff be permitted to attend. Gretchen Hall made a motion, seconded by Richard Long, to approve the staff attending the event. Motion passed unanimously.

NERC/NAHRO Conference- Mrs. Forcier presented information on the annual conference and requested to attend. Joan Christison-Lagay made a motion, seconded by Grace Hunderlach, to approve of the Executive Director attending the conference. Motion passed unanimously. Joan Christison-Lagay made a motion, seconded by Richard Long, to approve of Mrs. Crouse attending the conference, if her schedule permits. Motion passed unanimously.

Holinko Estates Tenant Request-(from Comments from the Public)- Gretchen Hall made a motion, seconded by Grace Hunderlach, to approve of Mr. Turgut's mother to stay as a temporary tenant, for three months. Her income will be included in the calculation of the rent. Motion passed unanimously. However, she will be considered a visitor for the first 24 days. Mrs. Forcier will issue a memo telling tenants the Board can make exceptions to the lease in terms of visitors and the lease holder's family composition.

April 15, 2004 Minutes continued page 5

ADJOURNMENT

After discussion and due deliberation a motion was made Richard Long, seconded by Gretchen Hall, and passed unanimously, it was voted to adjourn the meeting at 11:30 A.M.

Respectfully Submitted,

Cathy K. Forcier

APPROVED:

Anne Jordan Crouse
Chairperson

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**Open Space Preservation Committee
Agenda
Tuesday, June 15, 2004
Conference Room B, Audrey P. Beck Building 7:30 p.m.**

1. Selection of Secretary
2. Approval of Minutes of May 18, 2004 meeting
3. Field Trips and Recommendations to Town Council
4. Management Plans
 - a. Schoolhouse Brook Park Boundary Marking (Swanson Property) Update
5. Other Business
 - a. OSPC Comments on PZC File #1219- Bonemill Subdivision
6. Communications:
 - a. Minutes
 - Conservation Commission
 - Plan of Conservation and Development Committee
 - b. 5/12/04 letter from Ken Metzler to Greg Padick Re Wild Rose Subdivision
7. July Agenda

Martin Berliner

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APPLICATION REFERRAL

Mansfield Planning & Zoning Commission

- TO:
- Public Works Dep't., c/o Ass't. Town Eng'r.
 - Health Officer
 - Design Review Panel
 - Committee on Needs of Persons w/Disabilities
 - Fire Marshal
 - Traffic Authority
- Recreation Advisory Committee
 - Open Space Preservation Committee
 - Parks Advisory Committee
 - Town Council
 - Conservation Commission
 - Agriculture Committee

The Planning and Zoning Commission has received a 6 lot subdivision application and will consider the application at a ~~Public Hearing~~ regular meeting on July 7th. Please review the application and reply with your comments to the Planning Office before July 1st ~~*~~. For more information, please contact the Planning Office, 429-3330.

* Additional time can be provided as deemed necessary.

APPLICATION INFORMATION

Applicant: KMC LLC
Owner: B. Thompson
Agent(s): The Minotti Group ; Gordon and Peterson
Proposed use: 6 lot subdivision
Location: corner of Boremill Rd / Route 44
Zone classification: RAR-40/MF
Other pertinent information:

- Full size plans available in Planning Office
- An Inland Wetland ~~application~~ application also is pending due to wetlands on the west side of Boremill Rd (there are no wetlands on the site)
- Abutty land to the ~~west~~ east is owned by the state and leased by the Town as open space.

signed 

date 6/8/04

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MANSFIELD PLANNING & ZONING COMMISSION
APPLICATION FOR SUBDIVISION OR RESUBDIVISION APPROVAL

Name of subdivision "Bone Mill"

Name of subdivider (applicant) KMC LLC Phone # 860.487.1767
(please PRINT)

Address 1733 Storrs Rd. Storrs ct. 06268
(street) (town) (state) (zip)

Signature *Pete Minetti (AGENT)* (owner _____)
(optionee) Date 5.12.04

OWNER (IF OTHER THAN SUBDIVIDER)

Name Byron Thompson Phone # 860.456.2795
(please PRINT)

Address 706 Mansfield City Rd. Mansfield ct. 06268
(street) (town) (state) (zip)

Signature _____ Date 5.12.04

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

SUBDIVISION DATA

Location:
The proposed subdivision is located at the corner of Middle Turnpike & Bone Mill Road

Zoning district RAR 40MF Total # of acres 9.14
Total # of lots 6

EXTENSION OF TIME

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

and located at/on _____

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

Signature _____ Date _____
1/01

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TOWN OF MANSFIELD

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

June 15, 2004

Richard A. Miller, Esquire, Director of Environmental Policy
Architectural and Engineering Services
University of Connecticut
31 LeDoyt Road U – 3055
Storrs/Mansfield, CT 06269-3055

*RE: Comments on draft EIE: UConn football complex,
intramural, recreational and intercollegiate athletic facility and tennis facility*

Dear Mr. Miller:

Mansfield's Planning and Zoning Commission and Town Council have reviewed the above-referenced draft Environmental Impact Evaluation (EIE) and have authorized the following comments, which should be addressed in association with the Connecticut Environmental Policy Act (EPA) processes and, where applicable, in the design, permit and construction phases of the project.

1. The EIE, which clearly specifies that construction plans have not been finalized, includes a number of recommended mitigation measures and recommended construction best management practices. **It is essential that all of these measures and practices be incorporated into construction plans and that ample public opportunity be provided to review these plans before they are finalized and implemented.**
2. The EIE documents that a majority of the project area will drain toward Separatist Road via a brook that parallels Stadium Road. This watercourse has eroded in the past, and it is essential that the project be designed and implemented so that there is no increase in peak runoff from new developments for all storm events up to and including a 100-year storm. In similar fashion peak flows must be mitigated for storm water flowing toward South Eagleville Road. Such commitments are not cited clearly in the draft EIE.

Although the EIE indicates that the planned stormwater management system, including significant modifications of existing drainage facilities, will include detention basins; catch basins with deep sediment sumps and hooded outlets; areas of porous pavement; biofiltration swales and rain gardens, and below-ground stormwater treatment units, drainage components of the project are still being designed and it remains uncertain what drainage elements will be incorporated into final plans. The EIE also needs to develop a detailed soil and erosion control plan and an operation and maintenance plan.

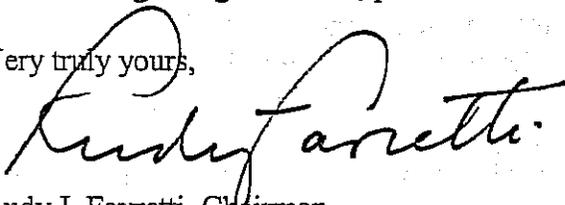
(continued)

Stormwater management is considered the most significant of the environmental review issues involving the subject projects. Due to the size of these projects, site and downgradient neighborhood characteristics and the fact that downstream drainage and flooding problems have been experienced in the past, it is essential that the EIE provide more specific recommendations for stormwater management and that final plans and construction practices incorporate the stormwater mitigation and management measures that are cited. As indicated in comment #1, the public should be provided ample opportunity to review specific plans for stormwater management before construction details are finalized and implemented.

3. The proposed tennis facility will extend the southerly edge of the developed campus area closer to neighboring homes along Hillside Circle, Westwood and South Eagleville Roads. It is essential that wooded buffers be retained to help minimize lighting and noise impacts. The EIE appropriately anticipates the use of full-cutoff fixtures for exterior lighting and specifies that fixtures will be located, aimed and shielded to minimize light trespass across campus boundaries. Final approvals should confirm that all exterior lighting will be the minimum necessary to address safety and security needs. To minimize neighborhood impacts, it is essential that the depth of undisturbed buffer areas be maximized, that appropriate landscaping be incorporated and that lighting and all other neighborhood impact-oriented mitigation measures cited in the EIE be incorporated into final plans and subsequently implemented and maintained.
4. With respect to shorter-term construction impacts, the EIE notes that as this project enters final design and construction phases, provisions (such as restriction of work to daytime hours, proper maintenance of equipment, and advance notice for activities that produce excessive sound levels) should be made in the plans and specifications to limit construction noise. To help minimize construction traffic impacts for nearby local residents, local roads should not be utilized for construction traffic. Such a prohibition should be incorporated into the planned mitigation measures and incorporated into project plans and specifications.
5. Mansfield's scoping letter recommended retention of an existing wooded area along Stadium Road west of the proposed football facilities. The EIE indicates that this wooded area will be retained, but plans also depict biofiltration swales, a rain garden and a detention basin in portions of this area. Retention of these trees is not referenced in the Mitigation Measures Summary (Table 5-1). To enhance site aesthetics, more specific attention should be given to retaining existing specimen trees located along Stadium Road west of the proposed football facilities.

Thank you for the opportunity to comment. Mansfield officials anticipate continued cooperation regarding this project area and other issues of mutual interest. Town officials are available to discuss any of the issues identified in this letter. We respectfully request a copy of the University's written responses. If you have any questions regarding this letter, please contact Mansfield's Town Planner, Gregory J. Padick, at 429-3329.

Very truly yours,



Rudy J. Favretti, Chairman
Mansfield Planning and Zoning Commission



Elizabeth C. Paterson, Mayor
Town of Mansfield

cc: T. Callahan, Assoc. Vice-Pres., Univ. CT
K. Fox, co-Chair, Univ. Master Plan Comm.
R. Schwab, co-Chair, Univ. Master Plan Comm.
L. Schilling, Univ. CT, Exec. Dir., Architectural & Engr. Services
J. Smith, State Off. Policy & Mgm't.
B. Buddington, Dir., Windham Region Council of Gov'ts.
Mansfield Conservation Commission

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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

June 16, 2004

Mr. Francis Cropley
Fran's Fish and Chips
454 Storrs Road
Mansfield Center, Connecticut 06250

Dear Mr. Cropley:

On behalf of the Town Council and our community, we are writing today to thank you and your restaurant staff for your generous donation of food to our emergency services personnel during the recent University of Connecticut Spring Weekend celebration. As you may know, during that weekend the town's personnel worked many long hours while exposed to the elements, and the hot and delicious fare was much appreciated by all.

We applaud you all for your thoughtful donation and neighborly gesture. It is wonderful to know that we have such community-minded establishments here in Mansfield. We wish you all a pleasant summer, and much success with your business.

Sincerely,

Elizabeth C. Paterson
Mayor

Martin H. Berliner
Town Manager

CC: Mansfield Town Council
David Dagon, Emergency Services Administrator
Chief William Jordan, Eagleville Fire Department
Chief Ryan Hawthorne, Mansfield Volunteer Fire Company
Michael Darcy, Resident State Trooper Sergeant

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CC Jeff
WALTERMay 12, 2004
M. Abbott

Number 04-31



Legislative Update

CCM Connecticut Conference of Municipalities

**PLEASE DELIVER IMMEDIATELY TO ALL CCM-MEMBER MAYORS, FIRST SELECTMEN,
TOWN/CITY MANAGERS**

Revaluation Changes Pass General Assembly

In a victory for towns and cities and residential property taxpayers, the General Assembly yesterday met in Special Session and passed legislation that provides some relief from state-mandated property revaluations. It is expected to meet gubernatorial approval.

The revaluation relief measures were contained in a state budget "implementer" (House Bill No. 5801 as amended by House Amendment Schedules "A" [LCO 5507] and "D" [LCO 5516] -- see sections 32 and 33). The legislation (1) authorizes municipalities scheduled to revalue real property in the 2003, 2004, or 2005 assessment year to delay revaluation to the 2006 assessment year and (2) replaces the current 4-year revaluation schedule with a new 5-year schedule. See below for more details.

Revaluation Delay -- Local Option

Section 32 of the bill allows municipalities that, under current law, must revalue real property in the 2003, 2004, or 2005 assessment year to delay revaluation to the 2006 assessment year if the delay is approved by the municipality's legislative body (the board of selectmen in town meeting towns). Subsequent revaluations must be made every five years thereafter.

The assessor or board of assessors in a municipality that delays revaluation must prepare a revised grand list for the 2003 assessment year. The grand list must reflect the assessments for the 2002 assessment year, subject only to changes in ownership, new construction, and demolitions. The assessor must send notice of any increase in the valuation of real estate over 2002 valuation to the affected person's last-known address. The person can appeal the increase during the next regular session of the board of assessment appeals at which appeals may be heard.

The bill allows the person or entity authorized by law to prepare rates bills in a municipality that has delayed revaluation to prepare new rate bills, notwithstanding any law or municipal charter to the contrary.

Effective Date: Upon passage and applicable to assessment years starting on or after October 1, 2003.

Change in Revaluation Cycle

Section 33 of the bill replaces the current statutory revaluation schedule, in which municipalities must revalue property every four years, with a requirement that they revalue five years after their last revaluation. Municipalities that choose to delay revaluation to the 2006 assessment year (see above) must revalue again in the 2011 assessment year.

- 2 -

By law, municipalities must conduct certain revaluations by physical inspections and can conduct others by statistical means. The bill requires that a municipality that conducted its last revaluation by statistical means conduct its next revaluation by physical inspection. It requires physical revaluations no more than once every ten years. It allows municipalities that conducted their last revaluations by physical inspections to conduct a statistical revaluation next time.

Effective Date: October 1, 2003 and applicable to assessment years starting on or after that date.

###

For actual text of the legislation, please log on to the CT General Assembly website (www.cga.state.ct.us).

* * *

If you have any questions on this or other state-local issues, please call Jim Finley or Gian-Carl Casa of CCM at (203) 498-3000.



COST TOWN LEADERS' ACTION BULLETIN

Rush To: 1st Selectman, Mayor or Manager
From: Bart Russell, Executive Director
Date: 6/9/04
Re: Important News and Information for Municipal Leaders

Bart

COST Board Reviews Results of 2004 Legislative Session

The COST Board of Directors met last week to review with the staff the results of the recently adjourned 2004 legislative session. The leadership also took a preliminary look at possible legislative targets for the 2005 session of the Connecticut General Assembly.

There was a consensus among the directors that this year's legislative session was the most successful session for smaller municipalities in several years. 2004 session highlights included increases in state aid for ECS, Town Aid Road grants, Pequot/Mohegan grants, and PILOTs. Other impressive successes included continuation of the increased municipal portion of the conveyance tax, renewal of STEAP - the Small Town Economic Assistance Program - at \$20 million for 2004-05, passage of a bill to prohibit the Freedom of Information Commission from mandating the transcription of voice mails, significant revaluation relief, and passage of legislation creating a much improved system for the collection of delinquent property taxes on motor vehicles.

Thank You, Thank You, Thank You!!!

COST members played a major role in advancing our Legislative Platform this year. Through your strong advocacy efforts at the local level, testimony at public hearings on COST priorities, phone calls and letters to your state representatives and senators, you made sure that legislators heard - and heeded - the voice of grassroots leaders from small towns. Special thanks also go to many members of the Connecticut Small Town Coalition, who - as legislative leaders and

For further information contact: Barton D. Russell, Executive Director
CT Council of Small Towns (COST), 1245 Farmington Avenue, 101, West Hartford, CT 06107
Phone (860) 676-0770 • Fax (860) 676-2662 • E-Mail: brussell@ctcost.org

members of the rank and file of the General Assembly – provided a great deal of support for COST and the legislative priorities of our members. This relatively new coalition – created by COST in 2000 - is becoming a strong force at the Capital, and will hopefully become even stronger in the years ahead.

2005 Will Bring New Challenges

While there was plenty of good news, several important bills were not acted on or were defeated:

☛ The efforts of many COST members on Raised HB 5023 - An Act Concerning Municipal Ethics Codes – resulted in a substantial overhaul of the original bill, but the bill died because it was never scheduled for a vote before the legislature adjourned. It is very likely that the bill will be introduced again during the 2005 session of the Connecticut General Assembly.

☛ COST led efforts to increase Town Aid Road funding through a statewide petition campaign and grassroots lobbying by our members. As a result, the state budget increased TAR funding for the 2004-05 fiscal year by 60% over current year funding levels (from \$12.5 million to \$20 million). While the increase is appreciated it falls far short of what is needed to restore TAR funding to 2002-03 funding levels (\$35 million). COST expects to push for a substantial restoration of TAR funding next year, especially if the state revenue picture continues to improve.

☛ The State of Connecticut's Department of Public Health planned to introduce a proposal during the 2004 session of the Connecticut General Assembly that would have forced towns to eliminate part-time health departments. COST strongly opposed the proposal and the Department withdrew it before moving forward with legislation. It is possible that the legislature will consider this again in 2005.

☛ While efforts to reform the costly revaluation requirements were successful, the measures that were adopted may well create some problems for many towns in a few years. If, for example, most towns exercise the option to defer their "revals", it is expected that as many as 70% of all communities will be required to conduct them in 2006. Because there are only a few companies that perform revaluations, towns could experience a service availability and cost increase crisis of significant proportions. OPM will be preparing a report on this issue for submission to the Legislature next January and COST will stay on top of this.

☛ Despite strong grassroots lobbying efforts by COST members and volunteer firefighters, the legislature failed to enact HB 5519, An Act Concerning Firefighters. The intent of the bill was to prohibit municipal firefighters contracts from barring paid firefighters from serving as volunteer firefighters in other municipalities. Unfortunately the original bill was weakened in committee and the House leadership would not allow a floor vote on the bill.

☛ COST members strongly oppose the mandatory consolidation of local probate courts (directly or indirectly). To this end, COST has been fighting efforts by some push a consolidation agenda in the legislature. One such initiative - SB 129 - creates a regional pilot probate court for children's matters in the New Haven area. The bill, An Act Concerning Regional Probate Court Services For Children's Matters, passed the legislature, but not before State Senator Eileen Daily championed an amendment eliminating language allowing the Administrator to establish and fund *six* regional children's courts.

While state judicial officials have consistently denied any intention of consolidating smaller courts, there is strong evidence to the contrary. In fact, the *Hartford Courant* recently quoted a

court representative as saying that "We can have 50 courts...manage the (probate) system". Currently there are 123 local probate courts in Connecticut. State Chief Justice William Sullivan recently told a statewide gathering of probate judges that he wants these 123 courts "consolidated into 50 courts. Or else." COST will wage a strong fight against such consolidation measures during the 2005 session of the legislature.

COST proposed legislation during the 2004 session that would have raised the prevailing wage threshold for projects involving new construction to \$1 million (instead of \$400,000) and for projects involving repairs or alterations to 500,000 (instead of \$100,000). COST also urged the passage of binding arbitration legislation to modify the Municipal Employee Relations Act and the Teacher Negotiation Act to give towns the right to reject arbitration awards by a two-thirds vote of the legislative body. The climate at the Capital for even modest mandate reform was not good - to say the least. The legislature's Labor Committee refused to hold a public hearing on these proposals. COST will work with other reform minded groups to push these initiatives during 2005.

You are Needed...and Wanted!

COST wants and needs you! As a grassroots lobbying organization, COST needs the active involvement of and support every eligible town - and town leaders - to help ensure that suburban and rural communities receive "Fair-\$hare" funding from the state and to fight unfunded mandates and other unfair governmental policies.

There are many good reasons to join COST, but chief among them is this: COST is the only advocacy organization in Connecticut that focuses exclusively on the needs and interests of small towns like yours. We understand the unique challenges you face. And we recognize that what's good for a large municipality or an urban center may not be right for a suburban or a rural community. So, while we collaborate with other organizations when appropriate, we never compromise when it comes to your best interests. And we never lose sight of our sole mission: making sure that policymakers hear and heed the voice of Connecticut's small towns.

Please...Do Your Part for Connecticut's Small Towns

When it comes to shaping public policy, there's definitely power in numbers. Every town that joins COST increases the influence of small towns in the state budgeting and policy-making processes. One hundred thirty nine Connecticut towns qualify for COST membership. More than 100 have already joined COST. They're speaking with a strong, unified voice and they're already working hard on behalf of all small towns in the state, including yours. So please do your part. If your town is already a member, we thank you for your strong support of small towns and grassroots local government. If it isn't, we hope you'll join COST today. A registration form for 2004-05 COST membership is enclosed.

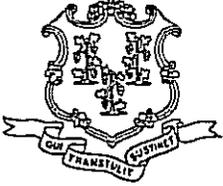
Free: Connecticut Small Town Leadership Directory

Included with this mailing is an updated Small Town Leadership Directory from COST's *Connecticut Small Town Almanac*. It includes key contact data for CEO's from each of the State's 139 small towns. Also included is a listing of COST Associate Members. Please review the Associate Members listing and think of them first when you are considering municipal services for your town (e.g., legal, accounting, financial, engineering, banking, consulting, insurance, and utilities, etc.).

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STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

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

Phone:



June 7, 2004

Mr. Len Hultgren
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Mr. Hultgren:

Congratulations! The Connecticut Department of Transportation (ConnDOT) has approved Mansfield's request for \$4,205 to fund the incremental cost of one hybrid electric Honda Civic.

I want to take a moment to outline the next steps for your project. The Department's consultant on the alternative fuel vehicle program, 2Plus, Inc. will soon be sending you an agreement for your signature. The agreement will describe your vehicle purchase and will include any reporting procedures that may be required. After the agreement is signed, you may order the vehicle that is specified in that document.

The Department will reimburse you for the incremental cost of the alternative fuel equipment. After you receive the vehicle, you should send 2Plus a copy of the dealer's invoice. Your organization will then be reimbursed for the amount of the incremental cost specified on the dealer's invoice or for the amount specified in the agreement (whichever is less).

We look forward to working with you on this program. If you have any questions, please contact Mr. Brian Chapman of ConnDOT at (860) 594-3492 or by e-mail at Brian.Chapman@PO.State.CT.US.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael Sanders".

Michael A Sanders
Transit and Rideshare Administrator
Bureau of Public Transportation

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