



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, December 13, 2004
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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REPORTS OF COUNCIL MEMBERS

TOWN MANAGER’S REPORT

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PETITIONS, REQUESTS AND COMMUNICATIONS

12. Parks and Recreation Department - Mansfield Community Center Annual Report
2004 (enclosed)

13. Parks and Recreation Department – Center News, Fall 2004 (enclosed)

14. Parks and Recreation Department – Winter 2005 Brochure (enclosed)

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EXECUTIVE SESSION

23. Personnel

REGULAR MEETING-MANSFIELD TOWN COUNCIL-NOVEMBER 22, 2004

The regular meeting of the Mansfield Town Council was called to order by Mayor Elizabeth Paterson at 7:34 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Blair(arrived at 7:40 p.m.)Clouette, Haddad, Hawkins, Koehn, Paterson, Paulhus, Redding, Schaefer

II. APPROVAL OF MINUTES

Mr. Hawkins moved and Mr. Clouette seconded to approve the minutes of November 8, 2004 as corrected.

So passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

None

IV. PUBLIC HEARING

1. Code Enforcement Relocation Plan

No comments from the public

V. OLD BUSINESS

2. Code Enforcement Relocation Plan

Mr. Schaefer moved and Mr. Paulhus seconded that effective November 22, 2004, to adopt the revised Code Enforcement Relocation Plan, dated November 22, 2004.

So passed unanimously.

3. Request from Cambridge Massachusetts re: Casualties from the War in Iraq

Mr. Schaefer moved and Mr. Paulhus seconded to remove this item from the table.



Town of Mansfield
Code Enforcement Relocation Plan
November 22, 2004 Draft

I. PURPOSE

This Relocation Plan is adopted by the Town of Mansfield pursuant to the provisions of the Uniform Relocation Assistance Act ("URAA"), Connecticut General Statutes Sec. 8-266 et. seq., and URAA Regulations, Connecticut Agencies Regulations Sec. 8-273-1 through Sec. 8-273-41.

Connecticut General Statutes Sec. 8-266 states that the purpose of the URAA "is to establish a uniform policy for the fair and equitable treatment of persons displaced by...code enforcement activities..."

In furtherance of the stated purpose, the Town promulgates this Relocation Plan for the provision of URAA benefits and assistance to individuals and families displaced by the Town's code enforcement activities as a result of substandard conditions.

II. ADMINISTRATIVE STRUCTURE

Determination of displacement and provision of relocation benefits and assistance under this Relocation Plan shall be accomplished by cooperative effort of Town of Mansfield Code Enforcement Officials and the Social Services Official of the Town of Mansfield in consultation with all other appropriate Town agencies, including the Town Attorney.

III. APPLICATION PROCESS

Upon notice from any occupant of any building who believes that building is unfit for occupancy or upon notice from a Town of Mansfield Code Enforcement Official, the Social Services Official shall immediately provide the occupant with an *Application for Relocation Assistance* (attached hereto as Exhibit A) and *Notice of Rights and Services* (Exhibit B). At the same time, the Social Services Official shall also notify the owner of the property of the occupant's application and the owner's potential liability for relocation benefits (See Exhibit C, *Notice of Potential Liability*).

Along with a completed application, the occupant may file an inspection report by a Town agency in support of the occupant's claim for relocation benefits and assistance. If no such report is filed with the application, the Social Services Official shall forward a copy of the completed application to the appropriate Code Enforcement Official together with a request that an inspection of the property and written report be completed within five (5) business days.

IV. DETERMINATIONS OF DISPLACEMENT

- A. Any determination that a property constitutes a threat to the health and safety of the occupant is made by an appropriate Town Code Enforcement Official under the particular standards regulating the work of that appropriate Code Enforcement Official. Upon making such determination, the Code Enforcement Official will notify the Social Services Official. If an inspection resulting in any such determination is completed on premises whose occupant has not filed an application, the Social Services Official will immediately invite the occupants to apply for benefits under the URAA. The Social Services Official will at the same time provide the occupant with *Notice of Rights and Services* and provide the owner with *Notice of Potential Liability*.
- B. If, upon inspection by the appropriate Town Code Enforcement Official applying standards required to be used by that particular Official, it is found that the property is in such a condition as to constitute an immediate and serious threat to the health and safety of the occupant, the occupant shall be immediately determined by the Social Services Official to be a displaced person under the URAA. Within three (3) business days of the date of the determination, the Social Services Official shall provide an adult occupant and the property owner with *Notice of Displacement*, attached as Exhibit D.
- C. Procedure for property which does not constitute an immediate threat to health and safety:
1. If, the appropriate Town Code Enforcement Official, applying standards required to be used by that Official, determines that the property is in such condition that it does not constitute an immediate threat to the health and safety of the occupant, the Social services Official shall proceed as follows:
 - a. Determine, in consultation with the appropriate Code Enforcement Official, on the basis of the totality of the circumstances, including but not limited to the seriousness of the condition(s), their effect on the occupant, and the owner's capacity to remedy them, a reasonable deadline by which the owner must complete the necessary repairs or incur the consequences of a determination that the occupant has been displaced under the URAA; and
 - b. Provide as soon as possible to the owner a written notice (*Notice to Owner* – Attachment F is reserved for this notice in the event that a standard format is developed in the future) informing him/ her of any such deadline. This notice shall include a copy of any inspection report or key findings of that report. A copy of the notice shall be delivered to the occupant.
 2. Immediately following the expiration of any such deadline, in cooperation with the appropriate Code Enforcement Official, the Social Services Official shall cause the property to be re-inspected. If the Code Enforcement Official concludes that any of the identified unsafe conditions have not been remedied to the extent that the premises are habitable, the Social Services Official shall:
 - a. Determine the occupant to be displaced and notify the Human Services Official to provide an adult occupant and the property owner with *Notice of Displacement*; or
 - b. Determine under the totality of the circumstances in consultation with the appropriate Code Enforcement Official that the necessary repairs will soon be made and offer the

owner the option of temporarily relocating the occupant to adequate replacement housing until the conditions are remedied, by providing the owner with a *Temporary Relocation Proposal*, attached as Exhibit G.

- (i) If the owner fails to either remedy the conditions or agree to a temporary relocation within three (3) business days thereafter, issue *Notice of Displacement* to the occupant and the owner;
 - (ii) If the owner agrees to temporarily relocate the occupant, the owner shall sign a *Temporary Relocation Agreement*, attached as Exhibit H, and accomplish the temporary relocation at the owner's expense within a reasonable time frame established by the Town.
 - (iii) Once a re-inspection shows to the Town's satisfaction that the conditions have been remedied, the owner shall restore the occupant to the building at the owner's expense.
 - (iv) If the Social Services Official in consultation with the Code Enforcement Official determines that it is in the best interests of the occupant, it may permit a temporary relocation of the occupant by the owner at any time after the Town issues Notice to Owner to the property owner.
3. If at any time after a Town of Mansfield Code Enforcement Official initially finds the existence of conditions that violate health and safety standards of the applicable local code, the owner informs the Town that s/he cannot or will not make the necessary repairs, the Town shall immediately issue a *Notice of Displacement* to the occupant and owner.
 4. If it is determined by the Social Services Official in consultation with the appropriate Code Enforcement Official that it is in the best interests of the occupant, the Social Services Official may grant an extension of any deadline set in applying section IV.C. of the Plan.

V. RELOCATION OF DISPLACED PERSONS

A. General

1. The Town of Mansfield shall file this Relocation Plan with the State of Connecticut Department of Economic and Community Development, together with the information required by the Connecticut General Statutes Sec. 8-281, for the approval of the Commissioner of Economic and Community Development.
2. Town of Mansfield Code Enforcement Officials together with the Social Services Official shall administer a relocation program for persons displaced from property by the Town's code enforcement activities. The program shall include such measures as may be necessary to ensure that, prior to displacement by code enforcement activities, there will be available to every displaced person a replacement dwelling which is:
 - a. "decent, safe, and sanitary," as that term is defined in URAA Regulations Sec. 8-273-4 (a);

- b. in an area not generally less desirable than the area in which the displacement dwelling is located in regard to public utilities and public and commercial facilities;
 - c. reasonably accessible to the displaced person's place of employment; and
 - d. available at a price or rental within the financial means of the displaced person.
3. The Social Services Official shall ensure that a copy of this Relocation Plan is provided to every appropriate Town agency or department. Upon request, a copy of this Relocation Plan shall be provided at no expense to any indigent person.

B. Relocation Benefits and Assistance

1. Within two (2) business days of issuing *Notice of Displacement* to any displaced person, the Social Services Official shall mail a *Request for Priority Consideration* (attached hereto as Exhibit I) to the Mansfield Housing Authority.
2. Also within two (2) business days of issuance of *Notice of Displacement* to any displaced person, the Social Services Department shall move the displaced person and his or her family and personal property from the displacement dwelling to a permanent replacement dwelling. If no permanent replacement dwelling is then available, the displaced person and his or her family and personal property shall be moved from the displacement dwelling to a temporary replacement dwelling. If no temporary replacement dwelling is then available, the displaced person and his or her family shall be moved to emergency housing, normally the Holy Family Home and Shelter, 88 Jackson Street, Willimantic, CT, or if that is unavailable, to the Access Emergency Shelter, 51 Reynolds Street, Danielson, CT, and the personal property of the displacee(s) shall be placed in storage, if necessary.

Notwithstanding the provisions of the preceding paragraph, if a displaced person elects to receive the fixed cash payment described in Section V. (B) (4) in lieu of actual and reasonable moving and storage expenses, the Town shall be under no obligation to move or store personal property owned by the displaced person and his or her family.

3. The Social Services Official shall permit any displaced person who elects to have the Town move and store his or her personal property to choose from a mover from a list of moving companies to be maintained by the Town. The moving company selected shall, at the sole expense of the Town, pack, crate, and transport the displaced family's personal property, including household appliances owned by the family. If a temporary or permanent replacement dwelling is not then available, the Town shall arrange for the storage of the personal property. The Town's obligation to move a displaced family's personal property shall extend to subsequent moves from storage to a permanent replacement dwelling, from storage to a temporary replacement dwelling to a permanent replacement dwelling. The Town shall insure all personal property against loss or damage while being moved and while in storage. The Town's moving obligation shall include the cost of removing, reinstalling, and reconnecting all household appliances owned by the displaced family.
4. The Social Services Official shall provide a fixed cash payment to any displaced person who elects to receive such a payment in lieu of actual and reasonable moving expenses. The payment shall be made with the next Town payment cycle after the date of the

request. The exact amount of the fixed cash payment shall be determined in accordance with URAA Regulations Sec. 8-273-3.

5. The Social Services Official shall assist the displaced family to relocate to a permanent replacement dwelling which is a "comparable dwelling" as that term is defined in URAA Regulations Sec. 8-273-4(a) and 8-273-4(b). Any proposed permanent replacement dwelling shall be inspected to determine whether or not it is "decent, safe, and sanitary," as that term is defined in URAA Regulations Sec. 8-273-4(a).
6. Any displaced person who actually and lawfully occupied the displacement dwelling for at least 90 consecutive days immediately before the date of displacement and who subsequently rents a permanent replacement dwelling shall receive a replacement housing payment of not more than \$4,000.00. The amount of the replacement housing payment shall be determined in accordance with URAA Regulations Sec. 8-273-32, and shall be 48 times the monthly rent paid by the displaced person for the permanent replacement dwelling diminished by 48 times the average monthly contract rent the displaced person or family had agreed to pay during the three months immediately before the date of displacement; or (b) if that average monthly rent was not reasonable, 48 times the monthly economic rent for the displacement dwelling determined by the Social Services Official of the Town of Mansfield.

After a displaced person has rented and occupied a permanent replacement dwelling, the Social Services Official shall make the replacement housing payment directly to him or her, unless requested by the displaced person to make the payment directly to the lessor.

Replacement housing payments shall be made in monthly installments upon receipt of verification that the displaced person or family still occupies the replacement dwelling.

Upon request of a displaced person who has not yet rented a proposed permanent replacement dwelling which has been found to be decent, safe, and sanitary by the appropriate Town agency, the displaced person will receive a replacement housing payment on the date that he or she rents and occupies the proposed permanent replacement dwelling. The Social Services Department shall further certify in writing what the total amount of the replacement housing will be, which amount shall be determined in accordance with URAA Regulations Sec. 8-273-32. Attached hereto as Exhibit J is the *Certificate of Eligibility* to be submitted by the Social Services Official to the lessor at the election of the displaced person.

7. Any displaced person who actually and lawfully occupied the displacement dwelling for at least 90 consecutive days immediately before the date of displacement and who subsequently purchases a permanent replacement dwelling shall receive a replacement housing payment of not more than \$4,000.00. The amount of the replacement housing payment shall be determined in accordance with URAA Regulations Secs. 8-273-27(b), 8-273-31, and 8-273-34, and shall be that amount necessary for the displaced person to (a) make the down payment on the permanent replacement dwelling required for a conventional mortgage loan; and (b) pay the incidental expenses described in URAA Regulations Sec. 8-273-31.

The Social Services Official shall pay the full amount of the first \$2,000.00 of the required down payment. The Social Services Official shall pay 50 percent of the remainder of the

down payment, and the displaced person must provide the other 50 percent of the remainder of the down payment.

After a displaced person has purchased and occupied a permanent replacement dwelling, the Social Services Official shall make the replacement housing payment directly to him or her, unless requested by the displaced person to make the payment directly to the seller.

Upon request of a displaced person who has not yet purchased a proposed permanent replacement dwelling which has been found to be decent, safe, and sanitary by the appropriate Town agency, the Social Services Official shall certify in writing to the lending agency, financial institution, or other interested party that the displaced person will receive a replacement housing payment on the date that he or she purchases and occupies the proposed permanent replacement dwelling. The Social Services Department shall further certify in writing what the total amount of the replacement housing payment will be, which amount shall be determined in accordance with URAA Regulations Secs. 8-273-27(b), 8-273-31, and 8-273-34. Attached hereto as Exhibit K is the *Certificate of Eligibility* to be submitted by the Social Services Department to the lending agency, financial institution, or other interested party.

8. In accordance with URAA Regulations Sec. 8-273-39, if two or more families, or an individual and a family, occupy the same displacement dwelling, each individual or family who chooses to relocate separately shall be entitled to a separately computed replacement housing payment. However, two or more individuals, not a family, who occupy the same displacement dwelling pursuant to the same rental agreement, shall be treated as a single family in computing a replacement housing payment.
9. If a permanent replacement dwelling is not available at the time of the initial move from a displacement dwelling, or at the expiration of a displaced person's stay in an emergency shelter, the Social Services Department shall assist the displaced family or individual to relocate to a temporary replacement dwelling. A temporary replacement dwelling must meet the standards for "adequate replacement housing" set forth in URAA Regulations Secs. 8-273-4(a) and 8-273-4(c).

The provisions of Secs. 47a-2(1) and 47a-2(4) C.G.S. shall apply to the occupancy of temporary replacement dwellings by displaced persons.

In no event shall a displaced individual or family remain in a temporary replacement dwelling permanently; the Social Services Department shall help the displaced individual or family to relocate to a permanent replacement dwelling as soon as possible under the circumstances.

10. If neither a permanent replacement dwelling nor a temporary replacement dwelling is available at the time of the initial move from a displacement dwelling, the Social Services Department shall relocate the displaced individual or family to emergency shelter. For purposes of the Relocation Plan, emergency shelter means the Holy Family Home and Shelter, 88 Jackson Street, Willimantic, CT, or if that is unavailable, the Access Emergency Shelter, 51 Reynolds Street, Danielson, CT, or any other similar area facility. As soon as possible, the Human Services Department shall assist the displaced individual or family to relocate from emergency shelter to a permanent replacement dwelling or, if no permanent replacement dwelling is then available, to a temporary replacement dwelling.

VI. SPECIAL CIRCUMSTANCES – FIRE OR CASUALTY

If a dislocation is caused by fire or other casualty, this section of the relocation plan shall apply. If displacement is caused by local code enforcement activities subsequent to a fire or other casualty, other sections of this plan shall apply.

Sec. 47a-14. CGS outlines tenant remedies in the event that a dwelling unit is damaged or destroyed to an extent that it is not habitable. The remedy established in this section does not provide supports to tenants to prevent homelessness. In the event of loss of housing as a result of fire, hurricane, flood, tornado or other catastrophic occurrence, it shall be the goal of the Town to prevent displacement that results in homelessness. Town departments shall provide assistance as follows:

- A. The Social Services Official will coordinate services with the American Red Cross, emergency shelters and other charitable organizations.
- B. If, upon inspection and consultation with the property owner by the appropriate Code Enforcement Official, it is determined that the property might reasonably be returned to a safe and healthy condition, the Code Enforcement Official will report any such conclusion to the Social Services Official including, if possible, an estimated timetable for the completion of repairs necessary to return the premises to safe and healthy condition.
- C. If it is determined that code violations caused the event leading to dislocation, the Social Services Official will determine the occupant to be a displaced person as outlined in previous sections of this plan.
- D. In the event of fire or other casualty, it is expected that the property owner will move quickly to make necessary repairs so that the tenant will be able to return to the dwelling. The Code Enforcement Official may, in consideration of the provisions of the applicable Code, establish reasonable deadlines for the completion of repair work related to code violations that are created by fire or other casualty. If the property owner fails to comply with reasonable deadlines, the Code Enforcement Official may refer the case to the Social Services Official to determine if the occupant may be considered to be a displaced person as outlined in previous sections of this Plan.
- E. In the event that a person displaced by fire or other casualty is not eligible for other assistance, the Social Services Official may provide assistance to that person which may include but is not limited to the following:
 1. Referral to legal counsel.
 2. Pursuit of Fair Housing remedies.
 3. Referral to services provided by state agencies and private not for profit organizations.
 4. Provision of emergency financial assistance for moving expenses and/ or rental security deposits.

VII. MISCELLANEOUS RIGHTS AND RESPONSIBILITIES

- A. The Town's obligation under the URAA, URAA Regulations and this Relocation Plan to provide relocation assistance and benefits to displaced persons shall not be affected or diminished by the availability to such persons of other rights or remedies under state or federal law.
- B. A displaced person's decision to refuse a portion of the relocation assistance and benefits available to him or her under the URAA, URAA Regulations and this Relocation Plan shall not affect or diminish the Town's obligation to provide remaining relocation assistance and benefits to that person.
- C. Any displaced person aggrieved by any action on the part of the Town of Mansfield shall be advised by the Social Services Department of his or her right to appeal the Town of Mansfield's determination to the State of Connecticut Department of Economic and Community Development, and shall be provided with a copy of URAA Regulations Sec. 8-273-1, (attached hereto as Exhibit L).

At the November 22, 2004 regular meeting of the Town Council, under Old Business Item #3, when the earlier motion was taken off the table, the maker called for any council member who would like to offer a substitute motion. Mr. Hawkins proposed the following motion:

That at each meeting of the Mansfield Town Council (the intent was each regular meeting), after the approval of the minutes and before the Opportunity for the Public to Address the Council that the chair call for a moment of silence to observe all U.S. and allied military personnel killed in Iraq, Afghanistan, or supporting U.S. Military strategy elsewhere.

Seconded by Schaefer

So passed. Ms. Redding abstained and Ms. Koehn voted against.

4. University Spring Weekend and Campus/Community Relations

Mr. Hart, Assistant Town Manager, reported that the staff has received comments from the Council committee members and will be putting together a draft report to be given to the entire Council in the very near future.

VI. OLD BUSINESS

5. Collective Bargaining Agreement between the Mansfield Board of Education and the Mansfield Education Association

The Town Manager handed out the recently signed agreement. He commented that the town board did a fine job of holding down the cost of staff and benefits. The Director of Finance had meetings with the labor attorneys trying to come up with an approach to the negotiations in this area, which over time will bring some consistency to what we are doing. Contract seems fair with the co-pays being increased.

The Council has three options: to ratify the agreement

To reject the agreement

Or Take no action

Mr. Schaefer moved and Mr. Clouette seconded to approve the Contract between the MBOE and the MEA as presented.

Ms. Koehn requested a medical cost out vs. the salary cost out.

Ms. Blair moved and Mr. Clouette seconded to table this until the next meeting.

So passed unanimously.

6. Town Council Meeting Schedule for 2005

Mr. Hawkins moved and Mr. Paulhus seconded that effective November 22, 2004, to adopt the Town Council Meeting Schedule for 2005, as presented by the Town Clerk

So passed unanimously.

7. No Freeze Project Hospitality Center

Ms. Blair moved and Mr. Hawkins seconded that effective November 22, 2004, to authorize staff to appropriate a \$500 donation to the Windham Region No Freeze Project Hospitality Center.

Mr. Schaefer moved and Mr. Haddad seconded to raise it to \$750.00.

Amendment so passed unanimously.

Motion to appropriate a \$750.00 donation to the Windham Region No Freeze Project Hospitality Center.

So passed unanimously.

8. Proclamation in Honor of Student "Get Out the Vote" Efforts

Mr. Haddad moved and Mr. Hawkins seconded that effective November 22, 2004, to authorize the Mayor to issue the attached Proclamation in Honor of Student Voter Registration Efforts.

The Mayor requested that a copy of this letter be given to the Chronicle, and to the Daily Campus and a copy to each of the chair of organizations listed on top. It is also placed on our website. A thank you also to AAUP and

So passed unanimously.

9. Status Report on Pending Claims and Litigation

Mr. Hawkins thanked the staff for providing this update. He found it very helpful.

10. Non-native Invasive Plant and Animal Species in Mansfield

This is a status report on non-native Invasive Plant and Animal Species in Mansfield. This report will be placed on the Town's website. There will be

Memo to: Town Council

From: Town Clerk

Re: Council meeting dates for 2005

Respectfully submitted for your review and approval is the proposed regular meeting schedule for 2005:

January 10, 24

Feb. 14, 28

March 14, 28

April 11, 25

May 9, 23

June 13, 27

July 11, 25

Aug 8, 22

Sept. 12, 26

Oct 11***Tuesday(Columbus Day on Monday)
24

Nov 14, 28

Dec 12, 27***Tuesday(Christmas Holiday on Sunday, next day is holiday)

Location and time of each meeting will be the Council Chamber at 7:30 p.m.

Recommended Motion: Move to adopt the Town Council 2005 regular meeting schedule as presented.



Town of Mansfield

Proclamation

In Honor of Student Voter Registration Efforts

Whereas, several University of Connecticut student organizations – including the College Democrats, the College Republicans, the Public Interest Research Group (ConnPIRG), and the Undergraduate Student Government (USG) – participated in the “New Voters Project,” a nationwide youth voter registration effort; and

Whereas, the members of these student organizations worked very hard to get their message out and to register their fellow students, engaging in various voter registration efforts such as “doorstorming,” making information available in classrooms, dorms and the student union, and sponsoring an on-campus debate between the major candidates for the second Congressional District; and

Whereas, the student organizations continued their work throughout Election Day, campaigning for candidates for state and national office, and ensuring that bus transportation to the polls was available throughout the day; and

Whereas, the combined efforts of the student organizations helped to register a record number of UConn students; and

Whereas, the Town of Mansfield wishes to recognize the members of these student organizations for their civic duty and good citizenship, and for making the election a successful experience for all involved.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the Town Council that the College Democrats, the College Republicans, the Public Interest Research Group (ConnPIRG), and the Undergraduate Student Government (USG), collectively, be honored by the Town of Mansfield for their hard work and leadership in support of the “New Voters Project” and related student voter registration efforts.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 22nd day of November in the year 2004.

Elizabeth C. Paterson
Mayor, Town of Mansfield
November 22, 2004

also other links to State departments, which may have information on invasive plants.

11. Flexible Benefits Plan for Employees

Mr. Clouette moved and Ms. Blair seconded that effective November 22, 2004, to approve the attached resolutions regarding the amended and restated Town of Mansfield Flexible Benefits Plan.

So passed unanimously.

12. Financial Statements Dated September 30, 2004

Mr. Schaefer moved and Ms. Blair seconded that effective November 22, 2004, to refer the Financial Statement Dated September 30, 2004 to the Finance Committee for review.

So passed unanimously.

VII. DEPARTMENTAL REPORTS

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Haddad received a letter from the Housing Authority that the Authority has removed the tenant member Grace Hunderlach.

Mr. Haddad moved and Mr. Hawkins seconded that:

The Council requests that the Town Attorney review the Authority's by-laws, our Town Charter and Ordinances and the Connecticut General Statutes and to offer an opinion about the correct procedure and criteria for removing from office a Commissioner of the Housing Authority.

Further to request that the Housing Authority provide additional information regarding Ms. Hunderlach's removal, including the procedure used, the reasons for the removal and the applicability of sec. 8-43 of the CGS.

Mr. Clouette added the following amendment: That we consider that Grace Hunderlach continue to be a member until the Town Attorney offers an opinion.

So passed unanimously.

Town of Mansfield

Resolutions

The Town of Mansfield (the "Town"), hereby unanimously approves the following resolutions:

- RESOLVED: That the Town hereby adopts the amended and restated Town of Mansfield Flexible Benefits Plan ("Plan"), effective January 1, 2005, for its eligible employees, to incorporate law changes since 1999.
- RESOLVED: That the Town hereby adopts the amended and restated Town of Mansfield Dependent Care Assistance Plan ("Dependent Care Assistance Plan"), effective January 1, 2005, for its eligible employees, to incorporate law changes since 1999.
- RESOLVED: That the Town hereby adopts the amended and restated Town of Mansfield Supplemental Medical Expense Reimbursement Plan ("Supplemental Medical Expense Reimbursement Plan"), effective January 1, 2005, for its eligible employees, to incorporate law changes since 1999.
- RESOLVED: That the Plan is intended to be a cafeteria plan within the meaning of Section 125 of the Internal Revenue Code and shall be administered in a manner consistent with the requirements of said section.
- RESOLVED: That the purpose of the Plan is to enable eligible employees to receive the qualified benefits that are offered under the Plan on a pre-tax basis.
- RESOLVED: Pursuant to Article 8 of the Plan, the Town consents to the adoption of said Plan by the Mansfield Board of Education, Region 19 Board of Education, Mansfield Downtown Partnership, Inc., Eastern Highlands Health District and Mansfield Discovery Depot, Inc., as Participating Affiliates in said Plan, as such term is defined in Section 2.17 of said Plan.

RESOLVED: Pursuant to Article 10 of the Supplemental Medical Expense Reimbursement Plan, the Town consents to the adoption of said Plan by the Mansfield Board of Education, Region 19 Board of Education, Mansfield Downtown Partnership, Inc., Eastern Highlands Health District and Mansfield Discovery Depot, Inc., as Participating Affiliates in said Supplemental Medical Expense Reimbursement Plan, as such term is defined in Section 2.08 of said Plan.

RESOLVED: Pursuant to Article 10 of the Dependent Care Assistance Plan, the Town consents to the adoption of said Plan by the Mansfield Board of Education, Region 19 Board of Education, Mansfield Downtown Partnership, Inc., Eastern Highlands Health District and Mansfield Discovery Depot, Inc., as Participating Affiliates in said Dependent Care Assistance Plan, as such term is defined in Section 2.10 of said Plan.

RESOLVED: That the Town Manager of the Town, or any officer of the Town he designates, is authorized to execute whatever written plan documents are necessary to amend and restate the Plan, Supplemental Medical Expense Reimbursement Plan and Dependent Care Assistance Plan, in accordance with the above resolutions.

Dated this _____ day of _____, 2004 at Mansfield, Connecticut.

IX. REPORTS OF COUNCIL MEMBERS

The Mayor made the following appointments effective December 1, 2004.

Finance Committee

Carl Schaefer, Chair
Bruce Clouette
Alison Blair

Committee on Committees

Bruce Clouette, Chair
Alan Hawkins
Caroline Redding

Personnel

Gregory Haddad, Chair
Helen Koehn
Chris Paulhus

The Mayor is ex-officio on all committees

Mr. Chris Paulhus announced that he and Ms. Alison Blair had been on the Council for one year. He also attended the Downtown Partnership meeting.

Mr. Paulhus, Ms. Koehn, and the Mayor attended the Veterans Day Celebration at the Senior Center.

Ms. Koehn attended with the League of Women Voters a workshop on sustainable development.

IX. TOWN MANAGERS REPORT

DEP called today, they have officially accepted the landfill closure plan.

The University of Connecticut has received 4 million dollars earmarked for the Hillside Road extension.

On November 10, 2004 the Downtown Partnership made a presentation. Over 150 persons attended. Had good press, the NY Times had an article.

There was the first meeting of the Campus Community Partnership last Monday night. The Mayor is co-chair. The committee reviewed the University President's report and will try to formulate guidelines and objectives, which will make a difference in this community. The committee will meet next week. There are representatives from the High School Community, University of Connecticut, and town community on this committee.

Town Manager and Assistant Town Manager traveled to West Springfield to meet with the management of the Carriage House apartments. The meeting was well received. Both parties discussed many issues. The management company said they were willing to work with the Town to solve the party issue.

Leland Associates will be making a presentation to the Planning and Zoning Commission and the Town Council on Dec. 13, 2004 at 6:00 p.m. to 8:00 p.m. Then have the regular Town Council meeting.

On December 20, 2004 from 6:30-9:30 p.m. there will be a special meeting of the Council to discuss town projects and strategic planning. Light dinner will be served

The Mayor will make available to the council the survey, which was sent to other towns across the country.

X. FUTURE AGENDAS

Ms. Koehn would like to have the item "Sustainable Committee" be brought up.

XI. PETITIONS, REQUESTS AND COMMUNICAIONS

13. The Daily Campus-"UConn takes step toward environmentally friendly campus"

14. Connecticut Civil Liberties union re: Town of Mansfield Political Sign Regulation

15. Town of Tolland re: Probate Court Administrator to Speak at Tolland Town Council Meeting

XII. EXECUTIVE SESSION

Mr. Schaefer moved and Mr. Paulhus seconded to have a short break and then go into Executive Session at 9:10 p.m. on a personnel issue with the Town Manager and Assistant Town Manager.

So passed unanimously.

At 9:23 p.m. Council went into executive session

At 9:50 p.m. the Council went back into the regular meeting.

Mr. Clouette moved and Mr. Paulhus seconded to off the Town Manager a raise in salary of 3.5% and an additional contribution to his retirement of \$5,000 effective 7-1-04

Mr. Hawkins moved to table until the next town council meeting on 12/13/04
Approved by consensus:

XIII. ADJOURNMENT

At 9:57 p.m. Mr. Schaefer moved and Ms. Redding seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdsen, Town Clerk

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager; Gordon Schimmel, Superintendent of Schools
Date: December 13, 2004
Re: Collective Bargaining Agreement between the Mansfield Board of Education and the Mansfield Education Association

Subject Matter/Background

To review, the Mansfield Board of Education (MBOE) and the Mansfield Education Association (MEA) have agreed to a contract settlement. With respect to teacher's contracts, the Town Council has three options:

- 1) Ratify/approve the tentative agreement;
- 2) Reject the tentative agreement, in which case the matter shall be referred to binding arbitration; or
- 3) Take no action, in which case the tentative agreement shall be considered ratified by the town after a 30-day waiting period.

At its previous meeting, the Town Council tabled this item to its next meeting and requested additional information, which I have attached, regarding the settlement. The Superintendent of Schools and a member of the Board of Education will be available at Monday's meeting to take your questions and to discuss the settlement in more detail.

Financial Impact

As explained in the attached cost analysis, the MBOE's labor counsel has estimated the cost of the three-year agreement as follows:

- Year 1 - 1.62% increase over prior year
- Year 2 - 3.54% increase over prior year
- Year 3 - 3.75% increase over prior year

Please note that the projected increase for the first year is a correction to what we had previously presented. The primary reasons for the lower increase for the first year are the projected savings realized through health insurance plan design changes, and an increase in the employee cost share for health insurance.

Legal Review

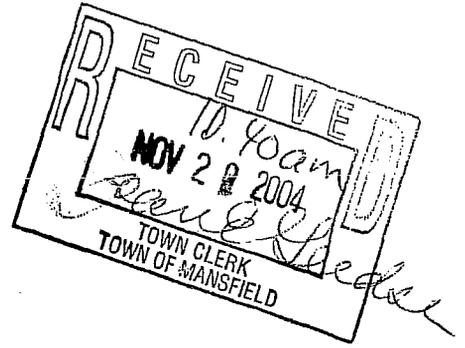
The MBOE has negotiated the agreement with the assistance of its labor attorney.

Recommendation

Town staff does not participate in labor relations involving MBOE employees. The cost projections for the tentative agreement do appear reasonable with respect to recently negotiated teacher settlements around the state. Also, the board has worked hard to reduce its future costs for employee health insurance, while still retaining excellent coverage for its employees. Because the parties have negotiated and reached an agreement in good faith, staff recommends that the Town Council ratify or take no action on this item.

Attachments

- 1) Proposed Contract Between the Mansfield Board of Education and the Mansfield Education Association
- 2) Summary of Tentative Agreement between the Mansfield Board of Education and the Mansfield Education Association
- 3) Cost Analysis of Tentative Agreement
- 4) Comparison of Teacher Settlements for the 2004-05 Season
- 5) Miscellaneous Exhibits



The Contract Between
The MANSFIELD BOARD OF EDUCATION
and
The MANSFIELD EDUCATION ASSOCIATION
2005-2008

113135 v.04
10/20/04

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Contract between the MANSFIELD BOARD OF EDUCATION and
the MANSFIELD EDUCATION ASSOCIATION
2005-2008

ARTICLE 1
Recognition/Definitions

- A. The Mansfield Board of Education (hereinafter referred to as the "Board") hereby recognizes the Mansfield Education Association (hereinafter referred to as the "Association") as the exclusive representative, as defined in Section 10-153b, through 10-153g of the Connecticut General Statutes as amended, of the Teachers' Unit, which includes the group of certified professional employees who are employed by the Board in positions requiring a teaching or special services certificate or who are employed on the basis of a Durational Shortage Area Permit (DSAP), excluding employees in the administrators' bargaining unit, temporary substitutes and all others excluded by the Teacher Negotiation Act.

Employees working in a teaching position solely on the basis of a DSAP shall be covered by all terms and conditions of the collective bargaining agreement, except as follows:

1. DSAP holders shall not accrue seniority or length of service for any purpose of this Agreement. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained continuously by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of employment by the Board.
 2. The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.
 3. DSAP holders shall have no bumping rights or recall rights under this Agreement.
- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer to all employees in the Teachers' Unit.
- C. The Association accepts such recognition, and agrees to represent equally all teachers.

- D. It is the intent and purpose of the parties hereto that their agreements provide for orderly professional negotiation between the Board and the Association with respect to salaries and other conditions of employment and to secure prompt and fair disposition of grievances.
- E. As used in this Agreement, the term "days" means business days, unless otherwise expressly specified in this Agreement.
- F. As used in this Agreement, the term "year" means the employment year, as defined in Article 6 of this Agreement, unless otherwise expressly specified in this Agreement.

ARTICLE 2
Board Prerogatives

All rights, powers, authority and prerogatives of the Board, as specified by Connecticut General Statutes, shall continue to remain exclusively vested in the Board.

ARTICLE 3
Professional Negotiations

- A. The Board and the Association agree to begin to negotiate in good faith pursuant to Section 10-153b through 10-153g of the Connecticut General Statutes as amended in accordance with the procedures set forth herein. The purpose of such negotiations shall be to secure a successor agreement relative to salaries and other conditions of employment.
- B. During negotiation, the Board and the Association shall exchange relevant data, points of view, and proposals and counter-proposals with respect to salaries and other conditions of employment about which either party wishes to negotiate. Either party may utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE 4
Severability

In the event that any provision or portion of this agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, such provision or portion shall be severed from this agreement, and the balance and remainder of this agreement shall remain in full force and effect.

ARTICLE 5
Grievance Procedure

A. Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise, under this Agreement, affecting the welfare or working conditions of teachers. Both parties agree that proceedings shall be kept as confidential as is appropriate, to the extent permitted by law.

B. Definitions

1. "Grievance" shall mean a claim based upon a complaint by a teacher(s) that he/she has been unfairly or inequitably treated, (a) upon a violation, misinterpretation of or misapplication of the provisions of this Agreement, or (b) upon a violation of a procedure contained within the district's teacher evaluation plan. Grievances described in (a) above may be submitted to arbitration in accordance with Level 4 of this procedure. Grievances described in (b) above may be processed through to the Superintendent at Level 2, but may not be processed beyond that level.
2. "Teacher" means any individual(s) represented by the Association as defined in Article 1 B.
3. "Party in interest" shall mean the teacher or teachers making the claim, including their designated representative as provided for herein, any teacher or administrator who might be required to take action or against whom action might be taken in order to resolve the problem.

C. Time Limits

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing with his/her immediate supervisor within twenty (20) days after he/she knew or, under normal circumstances, should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the grievant teacher at any level to appeal a grievance to the next level within the time limit specified in the formal procedure shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedure

1. If a teacher feels that he/she may have a grievance, he/she shall first discuss the matter with his/her immediate supervisor in an effort to resolve the problem informally.
2. If the teacher is not satisfied with the disposition of the matter, he/she shall then have the right to have the Association assist him/her in further efforts to resolve the problem informally with the immediate supervisor and the Superintendent of Schools.

E. Formal Procedure

1. Level One - Immediate Supervisor

- a. If a grievant teacher is not satisfied with the outcome of informal procedures, he/she may present his/her claim as a written grievance to his/her immediate supervisor within the specified time period as stated in Paragraph C.2. above. The teacher shall also send a copy of the grievance to the Association at the same time.
- b. The immediate supervisor shall, within five (5) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the grievant teacher and to the Association.

2. Level Two - Superintendent of Schools

- a. If the grievant teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may within five (5) days after receipt of the written decision of his/her immediate supervisor, file his/her written grievance with the Association.
- b. The Association shall, within five (5) days after receipt, refer the grievance to the superintendent, if it is determined by either the grievant teacher or the Association that the grievance is to be pursued. Prior to doing so the grievant teacher shall meet with the Professional Rights and Responsibilities Committee to review the grievance.
- c. The superintendent shall, within ten (10) days after receipt of the referral, meet with the grievant teacher and with representatives of the Professional Rights and Responsibilities Committee of the Association for the purpose of resolving the grievance.

- d. The superintendent shall, within seven (7) days after the hearing, render his/her decision and the reasons therefore in writing to the grievant teacher, with a copy to the Association.

3. Level Three - Board of Education

- a. If the grievant teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within three (3) days after receipt of the decision, file the grievance again with the Association for appeal to the Board of Education.
- b. If the Association determines that the matter should be reviewed further, the Association shall, within three (3) days after receipt, refer the appeal to the Board of Education.
- c. The Board (or its designated committee) shall, within twenty (20) days, meet with the grievant teacher and with representatives of the Association for the purpose of resolving the grievance. Meetings concerning personnel matters or character of the grievant shall be held in executive session to the extent permitted by law.
- d. The Board shall render its decision and the reasons therefore in writing to the grievant teacher, with a copy to the Association, within ten (10) days following the hearing of the appeal.

4. Level Four - Arbitration

- a. Decision of the Board shall be final on all grievances except as specifically provided in paragraph "b" below.
- b. If the decision of the Board does not resolve, to the satisfaction of the grievant teacher, a grievance based upon an alleged violation, misinterpretation or misapplication of the specific terms of this Agreement, and he/she wishes review by a third party, and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the superintendent in writing within twenty (20) days of the Board's decision. The Board and the president of the Association shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the Board and the Association are unable to agree on an arbitrator within five (5) days, the American Dispute Resolution Center, Inc. shall be immediately called upon to select the single arbitrator.

- c. All grievance proceedings shall be conducted in accordance with the rules of the American Dispute Resolution Center, Inc. The decision of the arbitrator shall be final and binding, except as otherwise provided by law. The arbitrator shall be bound by, and must comply with all of the terms of this Agreement. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this Agreement.
- d. The costs of the services of the arbitrator shall be borne equally by the Board and the Association.

F. Rights of Teachers

1. No reprisals of any kind shall be taken by the Board, the Association, or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. Any party of interest may be represented at any level of the grievance procedure by the Association, including representatives from the Mansfield Education Association and its state affiliate the Connecticut Education Association.
3. All records dealing with the processing of a grievance shall be filed in a central filing system separate from the personnel file.

G. Obligation of Teachers: This is the official mutually agreed upon procedure by which teachers register grievances and teachers will proceed exclusively in accordance with this procedure.

ARTICLE 6
Employment Year

- A. The Board will notify teachers of the proposed calendar for the next employment year by June 1 of the preceding school year, or sooner if possible.
- B. Employees covered by this Agreement will be considered twelve-month employees whose scheduled work year will begin on July 1 and end on June 30. Six professional days shall be designated as follows: one shall be a pre-school work day and five shall be full professional days incorporated into the calendar by the calendar committee. The five full professional days will be scheduled during the school year or immediately preceding or following the school year. (For purposes of the preceding sentence, the school year shall include the pre-school work day). Activities on professional days may include, but are not limited to: workshops, curriculum council meetings, curriculum development, building planned in-service, conferences and visitations. Effort will be

made to schedule professional days in common with surrounding school systems in order to offer a wide variety of available workshops.

The number of vacation days per year for all twelve-month employees shall be sixty (60) during the term of this Agreement:

The number of vacation days will be increased by one (1) day in the event of a leap year. Vacation days may not be taken when school is in session or on scheduled professional days. Unscheduled days off which occur during the year (including, but not limited to snow days) will be charged as vacation days.

Employees in the bargaining unit will not be required to work on the twelve (12) legal holidays observed by the Board per year.

If the Board, in its discretion, elects to reduce the number of vacation days for employees covered by this Agreement, in order to increase the number of professional days or student school days, it will pay an additional per diem for each additional work day calculated as one divided by the total number of work days in the previous year.

Guidance counselors at the Middle School shall work up to an additional five (5) days, as determined by the Superintendent, and be compensated on a per diem basis for the additional days worked. In addition, the district's two Computer Coordinators, the Library-Media Coordinator and the District Reading Consultant(s) shall work up to an additional ten (10) days, as determined by the Superintendent and the coordinators, and be compensated on a per diem basis for the additional days worked.

ARTICLE 7

Length of Teachers' Day, Attendance at Faculty Meetings and Responsibility of Part-Time Teachers

A. Length of Teachers' Day

1. The work day for teachers shall be seven and one-quarter (7-1/4) hours per day.
2. The minimum school week schedule for individuals and groups will be arranged by the principals at the beginning of the school year after consultation with affected staff. Mutually convenient individual schedule variations may be arranged with the principals.
3. If the Board, in its sole discretion, elects to increase the teacher work day as described above, it agrees to bargain with the Association over the impact of that decision upon salaries provided herein, in accordance with the Teacher Negotiations Act.

B. Attendance at Faculty Meetings

1. Teachers shall attend regular faculty meetings as scheduled by the principal. Such faculty meetings shall end no later than one hour after the end of the teachers' work day and shall not exceed twelve (12) per school year, provided that up to three of the twelve meetings may end no later than ninety (90) minutes after the end of the teachers' work day.
2. Attendance at faculty meetings does not preclude attendance at one district-wide, in-service meeting or workshop occurring during the same week held on a different day.
3. At the beginning of each school year the staff shall receive a list of the dates of at least nine (9) of the twelve (12) regular faculty meetings.
4. Teachers shall receive a written agenda at least one day before the regular faculty meetings.
5. Emergency faculty meetings may be called by the building administrators to handle crises such as school closings, bomb scares, power failures, safety or security situations and other problems of a similar nature.
6. If any scheduled meeting is canceled due to inclement weather or other emergency, the building administrator can re-schedule such meeting.

C. Responsibilities of part-time teachers

1. Teachers working part-time are responsible for attending faculty meetings, curriculum development, training sessions, in-service programs, kindergarten screenings and related staff responsibilities in an amount equal to the percentage of time their assignment represents in relation to a full-time assignment. At the beginning of each employment year, part-time teachers are expected to confer with their immediate supervisor to determine a mutually agreeable schedule to complete these responsibilities.

ARTICLE 8
Duty Free Lunch

All teachers shall have an uninterrupted duty-free lunch period daily of 25-30 minutes, depending on the building schedule.

ARTICLE 9
Preparation and Planning Time

The Board and the Association agree that the best interests of the students are served when teachers are afforded sufficient preparation and planning time, in addition to their before and after school planning times. Therefore:

- A. All teachers at the Middle School shall have, in addition to their lunch period, a minimum of four (4) hours of preparation and planning time per week.
- B. All teachers in the elementary schools shall have, in addition to their lunch period, at least three (3) hours of preparation and planning time per week. Teachers and administrators shall continue to review schedules and staff utilization in an attempt to equalize elementary teacher planning time with that of the Middle School.
- C. Teachers working part-time shall have preparation and planning time equal to the percentage of their assignment.

ARTICLE 10
Vacancies and Transfers

- A. All vacancies and available promotions including newly created positions will be published, dated and posted for the staff for a minimum of seven (7) days before applications are closed.
- B. Notification of any vacancies becoming available during the summer shall be mailed to all interested staff as soon as possible. Addressed labels and stamps will be provided by MEA in June.
- C. Teachers who desire to transfer the succeeding year shall file a written statement of such desire with their immediate supervisor and superintendent by February 1. After that date, a teacher may apply for any posted position.
- D. Transfers initiated by the administration shall be made only after a meeting between the teacher involved and the superintendent, or his/her designee, at which time the teacher shall be notified of the reasons for the transfer. Following such meeting, the superintendent or his/her designee will provide written notification of such reasons to the affected teacher(s).
- E. Notice of transfer shall be given to the teacher as soon as possible, but not later than one month prior to the close of the school year, whenever feasible.

- F. All positions will be filled by the best qualified person, as determined by the superintendent of Schools.

ARTICLE 11
Leave Policies

The Board and Association agree that the best interests of students are usually served when they are working with their regularly assigned teachers. We also agree that upon occasion, either due to personal health, opportunities for professional growth, or other extenuating circumstances, both the interests of the teachers and their students are best served by a teacher's temporary absence. The following leave policies have been mutually agreed in recognition of the desirability of such temporary absences. However, such absences should occur only when necessary. If a leave is denied, reason for denial shall be written on the request for leave form. The form stating reason for denial shall be filed with approved forms. In the event that any provision of this Article is inconsistent with any applicable statute concerning family and medical leave, the provisions of the statute shall be controlling.

- A. Individual Leave. Teachers will be allowed a maximum of three (3) days of absence without loss of pay for individual reasons, provided the absences are approved by the Principal and Superintendent of Schools. These individual reasons shall include: legal business, attendance at academic exercises and other pressing matters which are unavoidable and beyond the teacher's control and which cannot reasonably be attended to on non-school days. One of these days may be taken as private leave with no further explanation. Specifically excluded from individual leave with pay are absences which result in an extension of any vacation unless approved by the superintendent.
- B. Professional Leave. The Board of Education encourages each teacher to continue his/her professional growth while in service through participation in professional meetings, conferences and conventions and/or through visiting programs in other schools, either within or outside the school system when such activity is expected to result in professional growth of the teacher and, therefore, improvement in the quality of education in the Mansfield Public Schools. Professional days for those purposes may be granted without loss of pay upon approval of the principal and the superintendent, based upon the following criterion: Under normal circumstances, no more than 20% of the staff in each school shall be granted a professional leave on a given day. Requests beyond 20% of the staff may be granted at the discretion of the administration.
- C. Bereavement Leave
 - 1. In the event of a death in the immediate family of a staff member, specifically - spouse, parent or child, a maximum of five (5) days absence may be granted without loss of pay.

2. In the event of a death of a sibling, a maximum of three (3) days absence may be granted without loss of pay.
 3. In the event of the death of a grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, or person with whom a staff member has a close personal relationship, a maximum of one (1) day of absence may be granted without loss of pay.
- D. Observance of Holy Days. A maximum of three (3) school days without loss of pay in any school year may be allowed for observances of Holy Days.
- E. Sick Leave.

1. Each full-time employee is entitled to fifteen (15) days sick leave with full pay in each year. These fifteen days shall be accrued from the first day of employment in the year. Sick leave may be accrued up to a maximum of 180 days. Employees who have accrued up to a maximum of 180 days shall have their sick days deducted from the fifteen (15) days they would have earned in that year if they were not at the maximum. After utilizing the fifteen days, any other sick leave shall be deducted from their 180 days. Unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board of Education, or on authorized leave.

All part-time employees are eligible for a prorated share of sick leave based on the percentage of their assignment.

2. Use of Sick Leave. Sick leave shall be allowed for personal illness, physical incapacity or non-compensable bodily injury or disease and for medical treatment or diagnosis. Physical incapacity includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom. Up to five (5) days sick leave per year may be used to render care to an immediate family member. Immediate family member shall be interpreted to mean spouse, parent, sibling, child or other person(s) residing in the same household of the staff member. Extensions of such leave may be requested under Section I.2. or I.3.
3. For extended absences, the Board may require proof of illness or, in rare circumstances, an examination by a Board appointed physician.
4. An employee on sick leave shall be treated in all matters as any other regularly employed staff member.

5. Upon request of her physician, subject to consultation with the school medical advisor, a pregnant teacher may be excused from her duties when there exists a risk of contagion of a disease potentially harmful to the fetus (including but not limited to Fifth Disease). Such leave shall be charged to sick leave to the extent accrued and shall thereafter be without pay but with benefits. Such teachers shall return after tests establish immunity from the disease or when otherwise her physician, in consultation with the school medical advisor, determines the teacher may return to work.

F. Leave for Jury Duty

1. Any teacher who is called for jury duty shall be eligible to receive the necessary leave to fulfill this civic duty. This leave shall not be deducted from sick leave or from personal days. The teacher shall receive a rate of pay equal to the difference between his/her contract step on the professional salary schedule and the jury fee.
2. Any teacher called for jury duty will so inform the superintendent within three working days of such notification. The superintendent may request that the teacher be excused if the superintendent feels such jury duty would create an extreme hardship for the system.

G. Sabbatical Leave. The superintendent shall determine availability of suitable substitutes and determine leave on this availability and shall review and approve worthwhile programs subject to the following conditions:

1. No more than 2% of the total staff shall be absent on sabbatical leave at any one time.
2. Request for sabbatical leave must be received by the superintendent in writing in such form as may be required no later than December 15 of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of December 15 may be waived at the discretion of the superintendent when fellowships, grants or scholarships awarded later in the year make such a deadline unreasonable.
3. The teacher shall be eligible for an initial sabbatical leave after at least six (6) consecutive full school years of active service in this system. A second sabbatical may be granted after another six-year period.
4. A sabbatical leave shall be for a full academic year and the professional staff member shall be paid 1/2 of the base rate, provided that the total compensation of any program grant, scholarship, assistantship or other compensation and the sabbatical pay does not exceed the teacher's full annual base rate. In this

instance, "full annual base rate" shall be defined as that salary from which retirement is deducted.

5. The teacher, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for two (2) full years. In the event the teacher shall not elect to return, the teacher shall reimburse the Board fully for all sabbatical payments made by the School Board.
6. The Teacher returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though he/she had been in active service in the system for the year of the sabbatical leave. The sabbatical leave shall not affect continuity of service or accrual of benefits.
7. A sabbatical leave shall be subject to the recommendation of the superintendent and subject to the approval of the Board of Education. If a sabbatical leave is denied, reason for the denial will be submitted in writing to the applicant by the superintendent promptly and no later than February 15 of the year preceding the year in which the leave would be taken.
8. Normally, a sabbatical leave shall not be granted to a teacher whose spouse also has a sabbatical leave from any institution during the same period. However, the Board may waive this rule if upon investigation it feels that the granting of a sabbatical leave is in the best interest of the school system.

H. Leave for Work-Related Injury

1. The Board guarantees teachers no loss of pay for injuries for which they can establish eligibility for Workers' Compensation for as long as eligibility exists, but in no case for more than one (1) calendar year from the date of injury.
2. The employee's sick leave will be used on a pro rata basis to compensate for the difference between normal salary and that received from Workers' Compensation.

I. Other Leaves

1. The superintendent may, at his/her discretion, grant up to three days leave without pay per employee each year.
2. On the rare occasion when an employee with five (5) years of completed service with the Board may have an extended period of disability which requires absence from his/her position beyond absences covered by his/her accumulated sick days, that employee may request the MEA to establish an Emergency Sick Day Bank on his/her behalf. Only employees with five (5) years of completed

service with the Board may contribute up to two (2) days each of their accumulated sick days to the bank. These days will be used exclusively by the applicant. Any unused days will revert back to the contributors on a prorated basis.

3. On rare occasions, an employee may have an unusual personal situation which requires absence from his/her position beyond absences covered by the above leave policies. In such cases, the employee may apply to the Board for a leave of absence without pay not to extend beyond the end of the current employment year (or if within sixty working days of the end of the current employment year, not to extend beyond the end of the next employment year). The Board will act upon each such request in the best interests of the school system. Employees on such leave shall have the option to participate in the group insurance program and pay the required premium.
4. In any case where a paid leave is granted to a certified staff member for purposes for which the teacher is to be reimbursed by a fee, the staff member shall receive a rate of pay equal to the difference between his/her contractual step on the professional schedule and the fee received.

J. Childrearing Leave

1. Any certified professional employee shall be entitled, upon written request submitted to the Superintendent of Schools and after approval granted by the Board of Education, to an extended leave without pay for the purposes of child rearing, apart from any period of childbirth disability leave with pay. Such employee shall be entitled to such leave until the end of the half school year in which the child is born or adopted, and for one or two additional half school years after that. The employee shall request leave for one of the three durations described above.

Employees granted such leave by the Board shall not be permitted to subsequently modify the length of the leave granted to them, except when, in the Board's opinion and after review by the superintendent, extraordinary circumstances justifying modification of the length of the leave exist.

2. Childrearing leave, like other extended leaves, shall be subject to the following provisions:
 - a. Employees requesting leave shall submit not less than thirty (30) days written notice of the anticipated date of ending performance of their duties.

- b. Employees on such leave shall have the option to participate in the group insurance programs and pay the required premiums.

K. Absences without prior approval: Any employee absent from work without any of the leave coverages stated above shall be subject to disciplinary action by the Board.

ARTICLE 12 Early Retirement

- A. Any teacher whose age and years of teaching as of June 30 total at least seventy (70) and who has been employed for at least fifteen (15) years (not necessarily consecutive) as a teacher in Mansfield, may elect to retire (retirement meaning such teacher will not be employed in a position requiring payment being made to the Connecticut State Teachers' Retirement System while receiving early retirement from the Town of Mansfield) early under the following conditions:
1. The applicant must submit a letter of application to the superintendent by January 1 prior to the end of the last full year of employment. The Board of Education will review the application and determine whether an employee may participate.
 2. The Board of Education will not consider any request to withdraw an election for early retirement beyond March 1st. In cases of extreme hardship the applicant may appeal to the superintendent to withdraw the application to early retire.
 3. Annual compensation will be one-fifth of the teacher's signed salary agreement at the time of retirement. This compensation shall not include retirement pay for unused sick leave days. The payment will be made for a maximum of five (5) consecutive years.
 4. Upon death of the retiree receiving early retirement payments, the benefits remaining due shall be payable to the retiree's designated beneficiary under prevailing terms.
 5. It is the responsibility of the retiree to maintain accurate address information with the superintendent's office.
 6. Retirement payments will be made in a lump sum or in two equal payments on July 15 and/or January 15. The first payment must be taken in the first eligible fiscal year. The retiree must notify the superintendent in writing of the payment schedule selected and may not change it once it has been selected.

7. Continued participation in the group insurance program offered by the Board for those coverages existing at the time of retirement shall be available under the applicable options below. State law including but not limited to Section 10-183t as it may be amended from time to time, may provide teachers with additional rights.
- a. Persons drawing early retirement compensation from the Board and not drawing funds from the Connecticut State Teachers Retirement System may elect to participate in the group insurance program offered by the Board under a co-payment plan. The retiree would pay one half of the total annual premium and the Board would pay one half.
 - b. Retirees who have participated in (A) above and who are no longer drawing early retirement funds from the Board, and who have not become eligible for Medicare, may continue to participate in the Board's group insurance plan at their own expense.
 - c. Retirees who draw early retirement funds from the Board and who draw funds from the State Teachers Retirement System may continue to participate in the group insurance program of the Board at their own expense after they become eligible for Medicare.
 - d. Premiums due must be submitted to the office of the superintendent of schools by the tenth of the month in which State Teachers Retirement benefits commence. Insurance will be discontinued if premium payments are more than thirty days overdue. Teachers receiving early retirement benefits under Article 12 will be permitted to make their insurance premium contributions on a pre-tax basis under the district's Section 125 plan, to the extent that such pre-tax treatment is permitted by law. In order to be eligible for such pre-tax treatment, teachers must agree to have such insurance premium contributions deducted from their early retirement payments. Such pre-tax treatment shall continue only until such time as the teacher ceases receiving early retirement payments under Article 12.
 - e. Retirees must notify the superintendent's office in writing of desired coverage or change in coverage thirty (30) days before the date the coverage or change is to become effective.
 - f. In the event of death continued benefits under this plan are not transferable.

- g. The individual teachers and the Association agree to Save Harmless the Board of Education and the Town of Mansfield from any and all claims from the implementation of this retirement provision.
- B. Article 12 A. shall be effective for all teachers employed by the Mansfield Board of Education prior to September 1, 1987.

ARTICLE 13 Payroll Deductions

- A. An individual teacher may elect to have a portion of his or her salary deposited into a tax-sheltered annuity designated by the individual teacher. However, the teachers collectively may designate no more than ten (10) tax sheltered annuity vendors for such purpose. Notwithstanding the limitation on the number of annuity vendors, any teacher enrolled in an annuity through the Board as of September 1, 2001 shall be permitted to maintain his/her enrollment in that annuity for the duration of his/her employment with the Board. The Board agrees to provide payroll deductions for annuities for those teachers filing a form no later than thirty (30) days prior to the effective date of the change.
- B. The Board further agrees to provide payroll deductions for local, state and national teacher association dues, to be deducted from each payroll from October through June for those teachers filing a payroll deduction form no later than the last week of September of each year.
- C. The Board agrees to provide deductions from each payroll for the Northeast Family Federal Credit Union, provided the teacher files a form no later than two pay periods before the desired deduction date.
- D. The Board will make available to the teachers a Section 125 plan for payment of the following qualified expenses on a pre-tax basis:
 - 1. Insurance premium contribution
 - 2. Dependent care assistance
 - 3. Supplemental medical expense reimbursement

The teachers' insurance premium contributions, as set forth in Article 14, shall be paid through payroll deductions from twenty (20) paychecks per year. The Board agrees to provide payroll deductions for dependent care assistance and supplemental medical expense reimbursement based on the number of checks the teacher receives each calendar year.

ARTICLE 14
Insurance Benefits

A. Health Insurance

Each full-time employee may select coverage under one of the following health insurance plans:

1. PPO Plan

For teachers electing coverage under the PPO plan, the Board and the teachers shall pay the following percentages of the costs for coverage under the PPO plan:

<u>Contract Year</u>	<u>Board Contribution</u>	<u>Employee Contribution</u>
2005-2006	85.0%	15.0%
2006-2007	84.5%	15.5%
2007-2008	84.5%	15.5%

The PPO plan provided by the Board will include the following elements:

Co-payments for in-network services	
OV co-payment & outpatient services	\$0 preventive care \$15 PCP \$15 specialists (including allergists) \$15 for outpatient services (including mental health, substance abuse, PT, OT, speech, chiro, short-term rehab)
Urgent Care	\$25
ER	\$50
Outpatient hospital services	\$100
In-patient hospitalization	\$200
Out-of-network services	
Deductibles	\$400/800/1000
80-20 Co-insurance, subject to the following out-of-pocket maximums	\$2000/4000/5000
Lifetime maximum benefit	\$1,000,000
Prescription Coverage	\$5/15/25 public sector formulary, \$3,000/year max, 2x co-payment for mail order (3-mo. supply).

2. POS Plan

The Board will offer a POS plan as an alternative to the PPO plan set forth above. The Board shall have the right to set the employee premium contribution percentage for the POS plan, at a percentage not to exceed the percentage contribution for the PPO plan.

The POS plan provided by the Board will include the following elements:

Co-payments for in-network services	
OV co-payment & outpatient services	0 preventive care \$20 PCP \$25 specialists (including allergists) \$25 for outpatient services (including mental health, substance abuse, PT, OT, speech, chiro, short-term rehab)
Urgent Care	\$50
ER	\$75
Outpatient hospital services	\$175
In-patient hospitalization	\$350
Out-of-network services	
Deductibles	\$500/1000/1500
80-20 Co-insurance, subject to the following out-of-pocket maximums	\$2500/5000/7500
Lifetime maximum benefit	\$1,000,000
Prescription Coverage	\$10/25/40 public sector formulary, \$2,000/year max, 2x co-payment for mail order (3-mo. supply).

The health insurance plans will incorporate the State statutory mandates applicable to fully insured plans for the purpose of including provisions for mental health parity and for coverage of oral contraceptives.

- B. The Board will pay all costs for each full-time employee for a \$20,000 term life insurance policy. Retirees may continue to participate in the group term life insurance program at their own expense, until the age of 75.

C. The Board and the teachers shall pay the following percentages of the costs for individual coverage under the Blue Cross/Blue Shield Dental Plan, or its equivalent, for each full-time employee:

<u>Contract Year</u>	<u>Board Contribution</u>	<u>Employee Contribution</u>
2005-2006	85.0%	15.0%
2006-2007	84.5%	15.5%
2007-2008	84.5%	15.5%

Teachers may purchase dental coverage for their eligible dependents, provided that the additional cost for such dependent dental coverage (above the cost for individual coverage) shall be borne 50% by the Board and 50% by the teacher.

D. The Board reserves the right to change carriers for any of the above insurance plans, provided that it gives advance notice to the Association, and provided that the level of benefits is substantially comparable to or better than the current coverage.

E. Same Sex Domestic Partner Coverage

1. Subject to the requirements of this provision, employees shall have the right to enroll their unmarried same-sex domestic partners in the Board's health insurance plan to the same extent that spouses are permitted to be enrolled in the plan. For purposes of this agreement, a domestic partner is defined as a person of the same sex as the eligible employee with whom that employee has entered into an exclusive domestic partner relationship. If an employee wishes to enroll his/her same-sex domestic partner in the health insurance plan both the employee and the same sex domestic partner must execute an affidavit with the District, along with appropriate evidence of joint residence and mutual dependence, as defined below.
2. The affidavit shall certify under penalty of perjury that both the employee and his/her domestic partner:
 - a. Are in a relationship of mutual support, caring and commitment, and intend to remain in such relationship of the indefinite future;
 - b. Are not married to anyone else;
 - c. Are each other's sole domestic partner and vice-versa, and have been each other's sole domestic partner for the past twelve (12) months;
 - d. Are not related by blood closer than would bar marriage in the State of Connecticut;
 - e. Are at least eighteen (18) years old and competent to execute a contract;
 - f. Share a legal residence with one another, and have shared a common legal residence for at least twelve (12) months prior to the execution of this affidavit;

- g. Are jointly responsible for maintaining the common household;
- h. Are not in the relationship for the purposes of obtaining health insurance coverage;
- i. Will inform the district promptly if there is any change in the status of the domestic partnership.

In the event that the district's health insurance carrier/administrator has additional requirements for domestic partner health insurance, the employee and his/her domestic partner shall be required to comply with the carrier/administrator's rules.

3. The evidence of mutual dependence shall be any two of the following:

- Ownership of joint bank account
- Ownership of a joint credit card
- Evidence of a joint obligation on a loan
- A joint mortgage or lease
- Joint ownership of a residence
- Evidence of a common household (e.g., Household expenses, utility bills, telephone bills, etc.)
- Joint ownership of a motor vehicle
- Execution of wills naming each other as executor and/or beneficiary
- Granting each other durable power of attorney
- Granting each other powers of attorney
- Designation by one or the other as beneficiary under a retirement benefits account
- Evidence of other joint responsibility deemed acceptable by the Board and the Board's insurance carrier/administrator

4. Dependent children of the domestic partner (as defined above) shall not be eligible for health insurance coverage on the basis of the same-sex relationship.

5. Benefits coverage for domestic partners will terminate as of the date of termination of the domestic partnership.

6. The provision of health insurance coverage is subject to the availability of such coverage from the district's health insurance carrier/administrator.

ARTICLE 15

Payroll Schedule

A. Three payroll options are available to each teacher upon receipt of his/her salary notification. The options are:

1. Twenty-six (26) checks may be issued, one (1) every other Wednesday beginning with the first regularly scheduled town payroll in September, after school is in session.
 2. Twenty-one (21) checks, one every other Wednesday while school is in session.
 3. Twenty-one (21) equal checks, based on a twelve (12) month year, will be issued every other Wednesday while school is in session, the remaining amount to be paid in five checks on the last day of school in June.
- B. A payroll option sheet will be attached to the salary notification for each teacher to indicate a choice of option. No change can be made after date of employment or August 15, whichever is later.

ARTICLE 16
Retirement Benefits

- A. Upon retirement (or early retirement), each full-time teacher with twenty (20) years or more of service to the Mansfield Public Schools shall be compensated for unused sick leave days up to a maximum of 180 days, at a rate of \$12 per day.
- B. Upon retirement (or early retirement), each full-time teacher with fifteen to nineteen (15-19) years of service to the Mansfield Public Schools shall be compensated for unused sick leave up to a maximum of 180 days, at a rate of \$6 per day.

ARTICLE 17
Reduction in Force and Recall Procedure

The Association shall be notified of the need for staff reduction as soon as it is apparent that there is no other alternative.

- A. **General Statement of Policy:** It is recognized that, under Section 10-220 and 10-4a of the Connecticut General Statutes, the Board of Education has the sole and exclusive prerogative to eliminate or reduce certificated staff positions. It also has the responsibility to maintain good public elementary and secondary schools and to implement the educational interest of the state. However, recognizing that it may become necessary to eliminate or reduce certified staff positions in certain circumstances, this policy is incorporated into this contract to provide a fair and orderly process should such reductions and/or elimination become necessary.

B. Definitions: As used herein the terms teacher, teaching and teaching/administrative experience shall apply to any employee of the Board of Education who holds a certificate issued by the Connecticut State Board of Education and is employed in a teaching or administrative position below the rank of superintendent.

C. Procedure

1. The Association shall be notified in writing of the need for staff reduction.
2. Prior to the identification of any tenured teacher who is to be terminated a seniority list will be developed by the Superintendent of Schools and the president of the Mansfield Education Association or designee. This list will be available to all staff members for review. Such a seniority list shall reflect in this order:
 - a. teachers' name
 - b. total certificated employment for the Mansfield Board of Education
 - c. date on which contract of employment for the Mansfield Board of Education was signed
 - d. total public school teacher experience
 - e. degree status (per agreement between the Mansfield Education Association and the Board of Education)
 - f. areas of certification
3. Prior to commencing action to terminate teacher contracts under this procedure, the Mansfield Board of Education will give due consideration to its ability to effectuate elimination and/or reduction in staff by:
 - a. voluntary retirement
 - b. voluntary resignation
 - c. transfer of existing staff members, i.e.,
 - (1) transfer to an opening for which that teacher is certified and qualified
 - (2) transfer to a position for which the teacher is certified and qualified which is currently held by a teacher with less seniority in Mansfield in the following categories and in the order stated:
 - i. nontenured teacher
 - ii. teacher holding one or more provisional certificates
 - iii. tenured teacher holding one or more professional certificates

(3) no transfers under (1) or (2) above shall be required for part-time teachers where the transfer would increase the teacher's position to full-time or greater part-time employment.

- d. voluntary leave of absence
- e. reduction from full-time to part-time positions
- f. permanent substitute position(s)
- g. utility teacher positions

4. Determination of staff members who are to be terminated shall be in the following order:

- a. certified, nontenured teachers
- b. certified, tenured teachers

5. In the event that the foregoing determinations are not definitive, these criteria shall apply in the following order:

- a. total certificated employment for the Mansfield Board of Education
- b. total public school teacher experience
- c. degree status (per agreement between the Mansfield Education Association and the Mansfield Board of Education - the person with the highest degree shall be retained).
- d. areas of certification

D. Policy Provisions Not Applicable to Promotions: Nothing in this policy shall require the promotion of a teacher into a position of higher rank, authority, or compensation even though the teacher be qualified.

E. Recall to Full or Partial Employment Procedure

1. If the contract of employment of a teacher is terminated, or the terms of that contract reduced because of the elimination or reduction of a position, and such teacher makes a prompt written request for placement on a recall list, the name of that teacher shall be placed on a reappointment list and remain on such a list for a period of up to two years, if the teacher has served for two years or less, or for three years if the teacher has served for three years or more. Teachers eligible to remain on the recall list must request continuation in writing at the beginning of each school year. Recall will be in descending order from the reappointment list with the staff person most recently terminated or reduced placed at the top. In the event that the services of more than one teacher are terminated or reduced at the same time, recall order will be determined by recommendation of the superintendent. If a position becomes open during such

period, and the teacher has been selected by the Board of Education as a person on the recall list who is certified and qualified to hold that position, then the teacher will be notified in writing by registered mail, sent to his or her last known address, at least thirty (30) days prior to the anticipated date of reemployment, if possible. The teacher shall accept or reject the appointment within seven (7) days after the mailing of such notification by certified mail, return receipt requested, to the teacher at the address on file with the district. If the appointment is accepted, the teacher shall receive a written contract within twenty (20) days of receipt of the teacher's reply by the Board of Education. If the teacher rejects the appointment offer or does not respond according to this procedure within seven (7) days after receipt of such notification, the name of the teacher will be removed from the recall list.

2. Separation of a teacher under that staff reduction policy shall not, during the recall period, adversely affect accumulated sick leave, accumulated toward sabbatical leave, eligibility for placement on the salary schedule, except that time of unemployment shall not be credited for salary schedule advancement on reappointment. Reemployment beyond the recall period may result in such credits and shall be determined at the time of the teacher's reemployment.

F. It is recognized that dismissal of a teacher is reviewable only under Connecticut General Statutes 10-151 and in no other manner. The procedures therein provide the exclusive method for challenging a separation from employment. Therefore no grievance under Article 17 may be filed or submitted to an arbitrator under Article 6. However, the parties agree that in the event of a challenged dismissal under this section, the provisions of this contract can and should be submitted to the Board, an impartial hearing panel or a court, as appropriate.

ARTICLE 18

No Strike

Employees are prohibited from striking or engaging in concerted refusals to render services in accordance with Section 10-153e of the General Statutes, as it may be amended from time to time.

ARTICLE 19

Just Cause

Any substantive complaint made against a teacher by any parent, student or other person shall promptly be called to the attention of the teacher. In no case shall any such complaint be placed in a teacher's file without an investigation by the superintendent or his designee. The investigation shall include a meeting or meetings as appropriate with the superintendent or his

designee and the teacher during which the teacher may have association representation and a reasonable opportunity to comment upon and present relevant information concerning the complaint. Consideration shall be given to the views and information provided by the teacher before any determination of the validity of the complaint is made. The superintendent or his designee shall determine the validity of the complaint, and if he determines the complaint to be valid, he shall briefly state the reason in writing. In no case shall any anonymous complaint be placed in a teacher's file.

No written evaluation, or written notice of discipline, or written complaint submitted by any person against a teacher, originating after original employment, shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review the material. A teacher may submit a written notation regarding any material placed in the teacher's file, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

No teacher shall be given a written letter of reprimand, denied an increment or given a disciplinary suspension without just cause. Such teacher shall be entitled to receive a statement of reasons in writing and to have a representative of the Association present.

ARTICLE 20 Salaries

- A. The salary schedule covered by this Agreement is set forth in Appendix A, which is attached hereto and made a part of this Agreement.
- B. Salary increments will be based on satisfactory performance with the provision that a warning letter of substandard performance be sent to the teacher by the superintendent of schools before February 1. If improvement is not noted, the teacher will be so informed before the following March 15.
- C. Longevity - It is agreed that any individual hired after September 1, 1985 will be eligible for longevity only after he/she has been employed by the Mansfield Board of Education for a minimum of fourteen years.

Longevity will be paid on the following scale:

15-19 years:	\$ 750
20-24 years:	1,000
25 or more years:	1,250

The longevity payments set forth in this section shall be available only to teachers hired by the Board of Education prior to June 30, 1993.

- D. The salary schedule listed in the Appendix of this Agreement shall be interpreted and applied in accordance with the following definitions:

Bachelor's Degree-- A Bachelor's degree earned at an accredited college or university.

Master's Degree-- A Master's degree earned at an accredited college or university.

Masters' Degree plus 15 hours-- Fifteen semester hours earned in a planned program at an accredited college or university.

Sixth Year Certificate-- The 6th year shall constitute a planned program at an accredited institution resulting in the award of a Sixth Year Certificate.

Teachers may advance to a new column in the salary schedule by receiving one of the degrees defined above in the field of education. Alternatively, upon the prior written determination of the superintendent that the teacher's degree benefits the school system, teachers may advance by receiving one of the defined degrees outside of the field of education.

- E. Professional Improvement. Compensation at a salary above the level of original employment shall be paid for the completion of approved degree programs or for the completion of an equivalent professional improvement (E.P.I.) program above an earned degree or diploma. An equivalent professional improvement shall be measured in terms of 30 credits as being equal to a year of academic work in lieu of an advanced degree program.

1. Such professional improvement shall be defined as an approved program directed at improving the teaching and learning situation. Each program must be submitted to the superintendent for approval in advance. Any changes in the program, as approved, must be authorized in accordance with the procedure for original approval outlined above.
2. Approval of change in salary status through the Professional Improvement Program will be recommended to the Board by the superintendent upon receipt of official transcripts and/or official documentation no later than the last regular meeting of the Board in October. Salary adjustments will be retroactive to September 1st.
3. The Board will make available \$7,500 for each contract year September 1 through August 31 to be used by staff members as reimbursement for approved courses. Funds will be available at the rate of \$150 per credit hour (or actual cost if less) for a maximum of six (6) credit hours per staff member per year. Priority will be given to those on the Bachelor's level. Applications must be submitted to the superintendent by August 15 for the upcoming contract year. The superintendent may accept later applications if there is still money available.

- F. In placing incoming teachers on the salary schedule, the Superintendent shall give salary schedule credit for previous teaching experience in public, private and parochial schools, provided that such experience shall have been continuous service of at least one-half of any school year. Intermittent or short-term substitute teaching service will not be credited as previous teaching experience. The Superintendent may also grant credit on the salary schedule to an incoming teacher for any other type of experience deemed relevant to teaching in Mansfield.

ARTICLE 21

Past Practices

All past practices, agreements and understandings between the Association and the Board in conflict with this contract, are void and of no force and effect.

ARTICLE 22

Agency Fee

- A. All teachers employed by the Mansfield Board of Education shall, as a condition of employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment.
- B. The Mansfield Board of Education agrees to deduct the service fee by means of payroll deduction. The amount of the deduction for service fee from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the first paycheck in January through and including the last paycheck in June. The amount of service fee shall be certified by the Association to the Board of Education prior to January 1 of each school year.

Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.

The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of the teachers for whom such deductions were made.

No later than the first paycheck in October of each school year, the Board of Education shall provide the Association with a list of all employees of the Board and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

The singular reference to the "Association" herein shall be interpreted as referring to the Mansfield Education Association, the Connecticut Education Association, and the National Education Association.

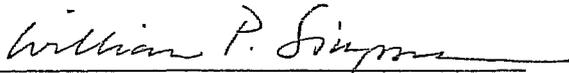
- C. The Association shall indemnify and save the Board harmless against all claims, demands, suits, or other forms of liability, including attorney's fees, which may arise by reason of any action taken in applying or enforcing the provisions of this Article, including the making of deductions and remitting of the same to the Association.

ARTICLE 23 Duration and Amendment

- A. This Agreement shall be in full force and effect from July 1, 2005 through and including June 30, 2008, or until such subsequent time that a successor Agreement becomes effective.
- B. This Agreement may be amended only by the mutual written agreement of the parties. Any agreement between the parties with respect to a proposed amendment shall be reduced to writing, shall be signed by the Board and the Association and shall become an addendum of this Agreement.

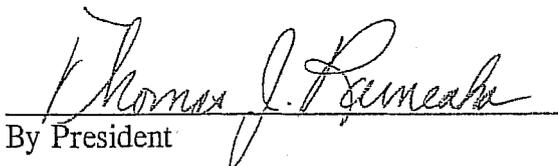
In witness whereof, the duly authorized Parties hereunto affix their seals this 19 day of NOVEMBER, 2004.

MANSFIELD BOARD OF EDUCATION



By Chairperson

MANSFIELD EDUCATION ASSOCIATION



By President

113135 v.04

SIDE LETTER

The Association and the Board mutually agree that the first paragraph of Article 19 (Just Cause) is addressed solely to the placement of complaints in a teacher's file and does not modify, limit or infringe in any way upon the Board's right to suspend, transfer, or reassign a teacher, pending the conclusion of an investigation.

In witness whereof, the duly authorized Parties hereunto affix their seals this 10th day of November, 1992.

MANSFIELD BOARD OF EDUCATION

Timothy A. Juen

By Chairperson

MANSFIELD EDUCATION ASSOCIATION

Paul David Osypuk

By President

SIDE LETTER

The Mansfield Board of Education and the Mansfield Education Association agree that the deletion of the reference to "student school day" from Article 7, Section A of the collective bargaining agreement, as agreed to in the parties' negotiations for the 1999-2002 contract, will not affect either party's rights with regard to impact bargaining under the Teacher Negotiations Act.

MANSFIELD BOARD OF EDUCATION

By: 
Chairperson

Date: 9 Nov 98

MANSFIELD EDUCATION ASSOCIATION

By: 
President

Date: Nov 6th, 1998

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APPENDIX A - SALARY SCHEDULES

2005-06 SALARY SCHEDULE

Step	BA	MA	MA+15	Sixth
1	\$39,659	\$41,312	\$42,471	\$43,517
2	\$41,784	\$43,784	\$44,882	\$45,945
3	\$42,905	\$45,195	\$46,472	\$47,456
4	\$44,222	\$46,607	\$47,800	\$48,966
5	\$45,536	\$48,016	\$49,261	\$50,477
6	\$46,869	\$49,433	\$50,717	\$51,987
7	\$48,167	\$50,955	\$52,179	\$53,505
8	\$49,481	\$52,369	\$53,638	\$55,009
9	\$50,939	\$53,779	\$55,095	\$56,519
10	\$52,113	\$55,194	\$56,554	\$58,030
11	\$53,427	\$56,527	\$58,017	\$59,541
12	\$56,493	\$58,017	\$59,472	\$61,050
13	\$61,515	\$62,006	\$62,682	\$64,313
14		\$70,068	\$71,823	\$73,574

2006-07 SALARY SCHEDULE

Step	BA	MA	MA+15	Sixth
1	\$40,690	\$42,386	\$43,575	\$44,648
2	\$42,870	\$44,922	\$46,049	\$47,140
3	\$44,021	\$46,370	\$47,680	\$48,690
4	\$45,372	\$47,819	\$49,043	\$50,239
5	\$46,720	\$49,264	\$50,542	\$51,789
6	\$48,088	\$50,718	\$52,036	\$53,339
7	\$49,419	\$52,280	\$53,536	\$54,896
8	\$50,768	\$53,731	\$55,033	\$56,439
9	\$52,263	\$55,177	\$56,527	\$57,988
10	\$53,468	\$56,629	\$58,024	\$59,539
11	\$54,816	\$57,997	\$59,525	\$61,089
12	\$57,962	\$59,525	\$61,018	\$62,637
13	\$63,114	\$63,618	\$64,312	\$65,985
14		\$71,890	\$73,690	\$75,487

2007-08 SALARY SCHEDULE

Step	BA	MA	MA+15	Sixth
1	\$41,748	\$43,488	\$44,708	\$45,809
2	\$43,985	\$46,090	\$47,246	\$48,366
3	\$45,166	\$47,576	\$48,920	\$49,956
4	\$46,552	\$49,062	\$50,318	\$51,545
5	\$47,935	\$50,545	\$51,856	\$53,136
6	\$49,338	\$52,037	\$53,389	\$54,726
7	\$50,704	\$53,639	\$54,928	\$56,323
8	\$52,088	\$55,128	\$56,464	\$57,906
9	\$53,622	\$56,612	\$57,997	\$59,496
10	\$54,858	\$58,101	\$59,533	\$61,087
11	\$56,241	\$59,505	\$61,073	\$62,677
12	\$59,469	\$61,073	\$62,604	\$64,266
13	\$64,755	\$65,272	\$65,984	\$67,701
14		\$73,759	\$75,606	\$77,450

113135 v.04

MEMORANDUM OF AGREEMENT

In connection with the contract settlement reached by the Mansfield Board of Education (the "Board") and the Mansfield Education Association (the "Association") in October 2004, the parties agree that, effective at the beginning of the 2005-06 contract year, the Board will provide a one-time recognition payment in the amount of \$1000 to any teacher who earns National Board Certification, with such payment to be made in the year in which the teacher provides verification of such certification.

MANSFIELD BOARD OF EDUCATION

By: William P. Simpson

Date: 11/19/04

MANSFIELD EDUCATION ASSOCIATION

By: Thomas J. Kemezis

Date: 11/19/04

113135 v.04

Tentative Agreement

The negotiating committees for the Mansfield Board of Education and the Mansfield Education Association agree to the following contract settlement, subject to ratification by both parties:

Issue	Agreement
BOE #5 (Insurance)	
POS Plan	The Board will offer a POS plan consistent with the terms set forth below. The Board shall have the right to set the employee premium contribution percentage for the POS plan, at a percentage not to exceed the percentage contribution for the PPO plan.
OV co-payment & outpatient services	\$0 preventive care \$20 PCP \$25 specialists (including allergists) \$25 for outpatient services (including mental health, substance abuse, PT, OT, speech, chiro, short-term rehab)
Urgent Care	\$50
ER	\$75
Outpatient hospital services	\$175
In-patient hospitalization	\$350
Deductibles	\$500/1000/1500
Out-of-pocket max	\$2500/5000/7500
Prescription drug	\$10/25/40 public sector formulary, \$2000/year max, 2x co-payment for mail order (3-mo. supply)
PPO Plan	15.0% 2005-06 15.5% 2006-07 15.5% 2007-08
OV co-payment & outpatient services	\$0 preventive care \$15 PCP \$15 specialists (including allergists) \$15 for outpatient services (including mental health, substance abuse, PT, OT, speech, chiro, short-term rehab)
Urgent Care	\$25
ER	\$50
Outpatient services	\$100
In-patient hospitalization	\$200
Deductibles	\$400/800/1000
Out-of-pocket max	\$2000/4000/5000
Prescription drug	\$5/15/25 public sector formulary, \$3,000/year max, 2x co-payment for mail order (3-mo. supply).
Canada RX (PPO and POS)	Board shall have the right to offer a Canada RX program as an option for employees. The Board shall have the right to terminate the Canada RX program at any time, with prior notice to employees.
BOE #8/MEA #12 (Duration)	
	3 years

Issue	Agreement
MEA #9 (Degree Definitions)	The Board will enter into a side letter (not to be included in the contract) providing that two individuals (_____) will be moved to the MA salary track effective at the beginning of the 2005-06 contract year, based on the fact that they have completed at least 30 credits beyond a BA degree, provided that they are not required under CT law to obtain their MA degrees. The Board's agreement to move these two employees to the MA degree track will not create a practice or precedent in any respect.
MEA #11 (Reimb. for National Board Cert. Costs)	No such provision in contract.
MEA #13 (Salary)	2005-06: 2.6% plus increment
	2006-07: 2.6% plus increment
	2007-08: 2.6% plus increment
MEA #14 (Stipends)	No stipends in contract.
After-school activities	BOE agrees to increase to \$30 per session
Curr. Writing, per hr.	BOE agrees to increase to \$25 per hour
National Board Cert.	BOE agrees to provide a one-time recognition payment in the amount of \$1000 to any teacher who earns National Board Certification, with such payment to be made in the year in which the teacher provides verification of such certification.

All proposals withdrawn by both parties, except for those proposals previously agreed to and signed by both parties.

For the Board:

For the Association:

By: _____

By: _____

Date: _____

Date: _____

MANSFIELD BOARD OF EDUCATION TEACHERS

Cost Analysis

Salary*

2004-05 Salary Account: \$8,102,924

2005-06

Projected Salary Account
including GWI & Step: \$8,411,746

Increase in Salary Cost \$308,822
As a % of 2004-05 Salary 3.81%

Less Health Insurance Savings
from Plan Design Changes (\$149,893)

Less Savings Generated by 2.5%
Additional Premium
Contributions by Teachers (\$27,756)

Net Salary Cost for 2005-06 \$131,173

Net Cost as % of 2004-05 Salary 1.62%

2006-07

Projected Salary Account
including GWI & Step: \$8,709,146

Increase in Salary Cost \$297,400

As a % of 2005-06 Salary Acct: 3.54%

2007-08

Projected Salary Account
including GWI & Step: \$9,035,988

Increase in Salary Cost \$326,842

As a % of 2006-07 Salary Acct: 3.75%

* All salary figures assume 2004-05 FTE levels.

TEACHER SETTLEMENTS FOR THE 2004-2005 SEASON

Sorted by Date Reported to State

Information as of 11/30/04

% INCLUDING INCREMENT

% WITHOUT INCREMENT

2005-06 2006-07 2007-08 2008-09

2005-06 2006-07 2007-08 2008-09

Reported Method DISTRICT

08/03/04	Stip Arb Norwalk (MA Max: 23/24 F)	4.50%				2.90%			
	One year extension; Insurance carrier changed from CIGNA to Anthem, PCS for Century Preferred: 04-05: 6%, 05-06: 8%, PCS for BlueCare HMO: 04-06: 4%; Formulary drug plan with co-pays of \$5/15/25, 2X retail for mail order. Eliminated payment to married employees if 1 elected to be covered as a dependent.								
08/27/04	Med Glastonbury (MA Max: 19/30 H)	5.75%				3.66%			
	Salary reopener.								
09/08/04	Neg Andover (MA Max: 13/15 T)	4.90%	4.86%	4.74%					
	Salary schedule restructured with goal of increasing MA track and salaries after 6 yos; Added BlueCare POS option, no changes in existing plans; a study committee will review student day to increase instruc. time.								
09/10/04	Neg Bethany (MA Max: 10/26 NH)	5.00%	5.00%	4.50%	4.50%				
	No change in PCS or work year.								
09/10/04	Neg Woodbridge (MA Max: 3/26 NH)	7.53%	5.12%	5.08%	4.99%				
	Salary schedule restructured to combined MA & MA+15 and 6th Yr & 6th Yr + 15 tracks, reduced bubble at top of sched from approx 20% to approx 1% by giving lower GWI at the top; PCS for Cent Pref or BlueCare POS incr from 6% to 8% in yr 1, 10% in yr 2, 11% in yr 3, 12% in yr 4								
09/14/04	Med Portland (MA Max: 11/11 M)	4.00%	4.90%	4.90%		4.00%			
	No step in year 1; PCS for PPO plan incr from 10% to 11.5% in yr 1, 12.5% in yr 2 & 13.5% in yr 3; Office visit co-pay incr from \$0 to \$10; 3 tier drug plan: \$10/15/20, unlimited; BlueCare POE added as an option.								
09/21/04	Med Waterford (MA Max: 1/20 NL)	4.50%	4.50%	4.50%		2.65%	2.82%	3.00%	
	PCS for Cent Pref reduced from 14% to 13% in yr 1, incr to 14% in yr 2; In-patient hospital co-pay incr to \$50, out-patient surg incr to \$25.								
09/23/04	Med Coventry (MA Max: 8/15 T)	4.46%	4.41%	4.42%		2.55%	2.60%	2.60%	
	PCS for Cent Pref incr from 10% to 12% in yr 1, 13% in yr 2 & 15% in yr 3; Office visit co-pay incr from \$5 to \$10; change to 3-tier drug plan with co-pays of \$5/10/15; Added BlueCare POS plan option.								

TEACHER SETTLEMENTS FOR THE 2004-2005 SEASON

Sorted by Date Reported to State

Information as of 11/30/04

% INCLUDING INCREMENT

% WITHOUT INCREMENT

2005-06 2006-07 2007-08 2008-09

2005-06 2006-07 2007-08 2008-09

Reported Method DISTRICT

10/05/04	Med	Sprague (MA Max: 17/20 NL)	4.30%	4.30%	4.30%				
		PCS for BlueCare POS incr from 14% to 15% in yr 1; added three-tier drug rider at \$5/15/25 co-pays & 1x retail for mail; Co-pays incr from \$10 to \$15 for office visits, \$50 to \$75 for ER, \$0 to \$250 for hospital & \$0 to \$100 for outpatient surgery; Added 10 minutes of instructional time							
10/05/04	Med	East Windsor (MA Max: 16/30 H)	4.50%	4.39%	4.39%	2.80%	2.80%	2.80%	
		PCS for PPO plan incr from 10% to 10.5% in yr 1, 11% in yr 2 & 11.5% in yr 3; PCS for POS plan stays at 10%; three tier drug plan: co-pays \$10/15/25, unlimited max, 2X retail for mail order; Eliminated Indemnity option; Add 15 min to work day in yr 1.							
10/06/04	Med	Tolland (MA Max: 5/15 T)	3.99%	3.99%	3.99%	2.33%	2.47%	2.48%	
P.65		PCS for PPO plan stays at 16/18/18%, PCS for POS plan incr from 10% to 13/15/15%; Union withdraws griev challenging BOE's change in carrier from Anthem to United Health Care; Move to 3 tier drug formulary: \$10/20/25 for both plans; Co-pays for POS incr from \$5 to 10 for office visits and \$0 to \$200 for hospital; Early retirement benefit deleted, in first yr BOE will convert the money previously spent per year to a 1 time adjustment in the salary schedule (not included in % above); One additional instructional day added to work year in year 1.							
10/13/04	Med	Newington (MA Max: 9/30 H)	4.75%	4.77%	4.65%	2.50%	2.50%	2.50%	
		PCS for Cent Pref incr from flat dollar to 11% in yr 1, 13% in yr 2 & 14% in yr 3; PCS for BlueCare plan incr from 0% to 6% in yr 1, 8% in yr 2 & 9% in yr 3; Drug co-pays incr from \$5/12 to \$10/20, mail order incr from \$0 to 1x retail in yrs 1 & 2, 1.5x retail in yr 3; added contraceptive coverage; Home & office co-pay incr from \$10 to \$15; added same sex domestic partner benefits.							
10/14/04	Med	Fairfield County	4.50%	4.41%	4.28%	2.75%	2.75%	2.75%	
		PCS incr from 10% to 11% in yr 1, 12% in yr 2, 13% in yr 3.							
10/15/04	Med	Tolland County	4.63%	4.64%	5.12%				
10/18/04	Med	Norwich Free Academy	4.50%	4.50%	4.50%	2.50%	2.40%	2.30%	
		PCS for PPO plan 12% in yr 1, 13% in yr 2, 14% in yr 3.							
10/20/04	Neg	Bozrah (MA Max: 10/20 NL)	4.47%	4.63%		2.40%	2.40%		
		No insurance or work year changes reported.							

TEACHER SETTLEMENTS FOR THE 2004-2005 SEASON

Sorted by Date Reported to State

Information as of 11/30/04

% INCLUDING INCREMENT

% WITHOUT INCREMENT

2005-06 2006-07 2007-08 2008-09

2005-06 2006-07 2007-08 2008-09

Reported Method DISTRICT

10/20/04	Med	Mansfield (MA Max: 1/15 T)	3.81%	3.54%	3.75%	2.60%	2.60%	2.60%
PCS for PPO plan incr from 12.5% to 15% in yr 1, 15.5% in yr 2, co-pays: office visit incr from \$5 to 15, ER incr from \$25 to \$50, hosp incr from \$0 to \$200, deduct incr from \$200/400/500 to \$400/800/1000, out of pocket max incr from \$1000/2000/2500 to \$2000/4000/5000, move to public sector formulary drug plan \$5/15/25, \$3,000/yr max, 2x retail for mail; Added new POS plan option & BOE may set PCS but not higher than PPO %, POS plan co-pays: \$20 for PCP, \$25 for specialists, \$50 for urgent care, \$75 for ER, \$175 for outpatient hosp, \$350 for inpatient hosp, deductibles \$500/1000/1500, out of pocket max \$2500/5000/7500, public sector formulary drug plan: \$10/25/40, \$2000/yr max, 2x retail for mail.								
10/21/04	Med	Avon (MA Max: 2/30 H)	3.98%	3.93%	3.89%	2.70%	2.75%	2.90%
PCS for Cent Pref POS incr from 10% DOH bef 7/1/02 & 12% DOH aft 7/1/02 to 12% for all in yr 1, 14% in yr 2 & 15% in yr 3; Change from 2 tier to 3 tier drug plan with co-pays of \$5/10/20, \$2000 max, 1x retail for mail; ER co-pay \$50; Stipends will increase 1% each year.								
10/22/04	Med	Bloomfield (MA Max: 14/30 H)	4.76%	4.77%	4.65%	2.90%	2.70%	2.80%
PCS for PPO plan incr from 10% to 12% in yr 1, 13% in yr 2, 14% in yr 3; public sector formulary \$5/10/20, 1x retail for mail, \$2000 annual max; \$15 office visit co-pay, \$50 ER co-pay.								
10/22/04	Neg	Colebrook (MA Max: 2/23 L)	3.99%	3.99%	3.99%	3.99%	2.18%	2.62%
PCS for PPO plan stays at 15%; added POS plan option at 12% PCS for 3 yrs; Drug co-pays incr from \$5/10/20 to \$5/15/25.								
10/22/04	Med	Old Saybrook (MA Max: 1/11 M)	5.00%	4.74%	4.65%	2.50%	1.00%	1.20%
PCS for PPO plan incr from 12% to 13% in yr 1, 14% in yr 2 & 15% in yr 3.								
10/24/04	Med	Pomfret (MA Max: 6/17 W)	4.15%	4.08%	3.97%	2.40%	2.40%	2.36%
PCS for Cent Pref. incr from 14% to 14.5% in yr 1, 15% in yr 2, 16% in yr 3; PCS for HMO/POE incr from 5% to 10%.								
10/26/04	Med	Enfield (MA Max: 6/30 H)	3.50%	4.84%	4.94%	3.50%	2.80%	2.80%
No step in yr 1; PCS for PPO plan incr from 12% to 13.5% in yr 1, 14% in yr 2 & 15% in yr 3.								
10/29/04	Stip Arb	Hebron (MA Max: 7/15 T)	4.86%	4.82%	4.72%	2.75%	2.75%	2.75%
PCS for PPO plan incr from 13% to 14% in yr 1, 14.5% in yr 2 & 15% in yr 3; Co-pays incr: office visit \$5 to \$10, outpatient surgery \$0 to \$50, inpatient \$0 to \$200, dependent rider changes from 25/25 to 19/25; 2 add'l days for new teach (4 total).								

TEACHER SETTLEMENTS FOR THE 2004-2005 SEASON

Sorted by Date Reported to State

Information as of 11/30/04

Reported	Method	DISTRICT	% INCLUDING INCREMENT				% WITHOUT INCREMENT			
			2005-06	2006-07	2007-08	2008-09	2005-06	2006-07	2007-08	2008-09
10/29/04	Med	Preston (MA Max: 14/20 NL)	3.48%	3.49%	3.46%		2.70%	2.70%	2.80%	
10/31/04	Med	Windham (MA Max: 2/17 W)	3.99%	3.99%	3.99%		2.25%	1.50%	2.16%	
		Different GWI at Max: yr 1: 2.26%, yr 2: 2.10%, yr 3: 2.20%; Ins. Co-pays incr: office visit \$10 to \$15, ER \$25 to \$50; Drug plan changes from \$5/10 to 3 tier formulary at \$10/15/20, mail 1x retail in yr 1, 1.5x retail in yr 2, 2x retail in yr 3 all 100 day supply.								
11/02/04	Med	North Canaan (MA Max: 23/23 L)	4.20%	4.51%	4.90%		4.20%	2.20%	2.30%	
		No step in yr 1; Move to 3 tier public sector drug formulary at \$5/10/15 and 2x retail for mail; PCS for Cent Pref incr from 10% to 11.5% in yr 1, 12.25% in yr 2 & 13% in yr 3; PCS for BlueCare incr from 6% to 7.5% in yr 1, 9% in yr 2 & 10% in yr 3.								
11/03/04	Med	Somers (MA Max: 4/15 T)	3.625%	4.49%	4.41%		3.625%	2.60%	2.80%	
		PCS for PPO plan incr from 14% to 15% in yr 1 & 16% in yr 3, HMO plan incr from 5% to 10% in yr 1, Dental incr from 14% to 15% in yr 1 & 16% in yr 3; Drug co-pay incr to \$10, H&O co-pays incr to \$15 for PPO & \$10 for HMO.								
11/6/04	Med	Hartford County	4.00%	4.00%	4.25%					
		Salary schedule restructured.								
11/12/04	Med	East Haddam (MA Max: 10/11 M)	4.98%	4.56%	4.58%		2.70%	2.70%	2.70%	
		PCS for PPO plan incr from 12.5% to 13.5% in yr 1, 15% in yr 2.								
11/13/04	Stip Arb	Clinton (MA Max: 5/11 M)	4.59%	4.35%	4.53%		2.75%	2.50%	2.75%	
		Year 1 \$1000 is added to steps 1-3 & \$500 to step 4 of the MA & MA+30 tracks; Office visit co-pay incr from \$10 to \$15, ER incr from \$25 to \$50, deduct incr from \$200/400/500 to \$400/800/1000; 3 tier public sector drug formulary yr 1: \$5/10/20, yr 2:\$5/15/25, yr 3: \$10/15/25; PCS for Cent Pref PPO incr from 13% to 14% in yr 1, 14.5% in yr 2 & 15% in yr 3; PCS for POE option incr from 10% to 12% in yr 1, 13% in yr 2 & 14% in yr 3.								
11/17/04	Arb	Milford (MA Max: 21/26 NH)	3.00%	5.40%	4.47%		3.00%	3.25%	2.42%	
		No step in year 1; Parties agreed to incr PCS for PPO plan from 8% to 10% in yr 1 & 12% in yr 3.								

TEACHER SETTLEMENTS FOR THE 2004-2005 SEASON

Sorted by Date Reported to State

Information as of 11/30/04

% INCLUDING INCREMENT

% WITHOUT INCREMENT

2005-06 2006-07 2007-08 2008-09

2005-06 2006-07 2007-08 2008-09

Reported Method DISTRICT

Med Middlesex County 4.57% 4.56% 4.56% 2.59% 2.61% 2.70%

Total cost includes an extra \$300 per year to each step of the 6th yr salary lane; 10 min added to student instr. day in 2nd & 3rd yrs (incr teach day by 5 min); PCS for PPO plan incr from 12.5% to 13.5% in yr 1, 14.5% in yr 2 and 15.5% in yr 3; BlueCare POS option added at 11.5% in yr 1, 12.5% in yr 2 & 13.5% in yr 3; move to a 3 tier formulary drug plan at \$10/15/25 & 1x retail for mail; ER co-pay set at \$50, hosp \$100, allergy visit co-pay incr from \$5 to \$10.

TEACHER AVERAGE:

4.45% 4.47% 4.44% 4.75% 2.90% 2.50% 2.57%

COUNT:

33 31 30 2 27 24 23 0

Note: MA Max refers to the 2004-05 salary rank within the county. F=Fairfield, H=Hartford, L=Litchfield, M=Middlesex, NH=New Haven, NL=New London, T=Tolland, W=Windham

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SALARY SETTLEMENT HISTORY
MANSFIELD BOARD OF EDUCATION

TEACHERS

<u>Negotiating Season</u>	<u>Year Effective</u>	<u>Mansfield</u>	<u>Average Settlement in Same Season</u>
1992-93	1993-94	3.00%	2.68%
	1994-95	3.25%	3.22%
	1995-96	3.25%	3.27%
1995-96	1996-97	1.50%	2.47%
	1997-98	2.00%	2.65%
	1998-99	2.30%	2.79%
1998-99	1999-00	3.30%	3.69%
	2000-01	3.30%	3.42%
	2001-02	3.30%	3.40%
2001-02	2002-03	4.97%	5.69%
	2003-04	4.96%	5.39%
	2004-05	4.90%	5.36%

Note: All percentages include increment.

Source: Shipman & Goodwin LLP and CABE Final Settlement Reports.

BACHELOR'S DEGREE
2004-2005
Minimum

Franklin	\$40,423
Mansfield	\$38,654
Region 19	\$37,054
Ellington	\$36,893
Eastford	\$36,716
Vernon	\$36,150
Region 8	\$35,765
Andover	\$35,680
Region 11	\$35,299
Chaplin	\$35,140
Tolland	\$34,752
Coventry	\$34,719
Stafford	\$34,111
Ashford	\$34,093
Columbia	\$33,724
Sprague	\$33,150
Bolton	\$33,044
Hampton	\$32,782
Union	\$32,581
Windham	\$32,283
Lebanon	\$32,053
Scotland	\$31,184
Willington	\$31,100

BACHELOR'S DEGREE
2004-2005
Maximum

Vernon	\$61,094
Franklin	\$60,439
Mansfield	\$59,956
Sprague	\$59,610
Ellington	\$59,458
Coventry	\$58,548
Columbia	\$56,173
Windham	\$55,503
Ashford	\$55,426
Andover	\$55,419
Region 19	\$55,417
Stafford	\$55,043
Hampton	\$54,959
Bolton	\$54,329
Wilmington	\$53,904
Union	\$52,485
Chaplin	\$51,540
Region 8	\$51,291
Eastford	\$49,328
Lebanon	\$46,059
Scotland	\$43,357
Tolland	\$42,415
Region 11	\$42,236

**MASTER'S DEGREE
2004-2005
Minimum**

Franklin	\$43,442
Eastford	\$40,608
Mansfield	\$40,265
Chaplin	\$39,420
Region 19	\$39,393
Ellington	\$38,474
Vernon	\$37,958
Andover	\$37,759
Bolton	\$37,713
Region 8	\$37,581
Coventry	\$37,414
Ashford	\$36,625
Region 11	\$36,412
Stafford	\$36,387
Tolland	\$36,226
Hampton	\$35,946
Lebanon	\$35,057
Sprague	\$35,025
Columbia	\$34,132
Scotland	\$34,086
Windham	\$34,011
Union	\$34,001
Willington	\$33,407

**MASTER'S DEGREE
2004-2005
Maximum**

Mansfield	\$68,292
Vernon	\$67,670
Region 19	\$66,362
Ellington	\$65,719
Tolland	\$64,638
Willington	\$64,502
Franklin	\$64,485
Coventry	\$63,231
Windham	\$63,169
Region 8	\$62,994
Chaplin	\$62,820
Bolton	\$62,626
Eastford	\$62,405
Stafford	\$62,327
Columbia	\$62,273
Sprague	\$61,677
Lebanon	\$61,541
Region 11	\$59,205
Hampton	\$59,097
Scotland	\$58,201
Ashford	\$57,987
Andover	\$57,879
Union	\$56,575

Mansfield Board of Education Teachers
Insurance Cost Data

Health Insurance

Premium Cost Share: 12.50%

	2003-04	2004-05			
PO	Enrollment	Premium	Total Cost	Employee Cost	Net Board Cost
Single	33	\$4,371.48	\$144,258.84	\$18,032.36	\$126,226.49
Two Person	32	\$9,244.56	\$295,825.92	\$36,978.24	\$258,847.68
Family	63	\$11,669.40	\$735,172.20	\$91,896.53	\$643,275.68
	1		<u>\$1,175,256.96</u>	<u>\$146,907.12</u>	<u>\$1,028,349.84</u>

Dental Insurance

Premium Cost Share Single: 12.50%

Premium Cost Share Two Person: 50% of the difference

Premium Cost Share Family: 50% of the difference

	2003-04	2004-05			
	Enrollment	Premium	Total Cost	Employee Cost	Net Board Cost
Single	51	\$386.52	\$19,712.52	\$2,464.07	\$17,248.46
Two Person	30	\$768.00	\$23,040.00	\$7,171.65	\$15,868.35
Family	44	\$1,334.28	\$58,708.32	\$22,976.58	\$35,731.74
			<u>\$101,460.84</u>	<u>\$32,612.30</u>	<u>\$68,848.55</u>

Mansfield Board of Education Teachers

Insurance Premium History

PPO	FY 99-00*	FY 00-01*	FY 01-02*	FY 02-03	FY 03-04	FY 04-05
Single	\$2,822.76	\$2,822.76	\$3,095.16	\$3,370.56	\$4,033.92	\$4,371.48
Dual	\$5,948.76	\$5,948.76	\$6,513.24	\$7,171.68	\$8,594.64	\$9,244.56
Family	\$7,514.04	\$7,514.04	\$8,229.24	\$9,042.84	\$10,834.20	\$11,669.40

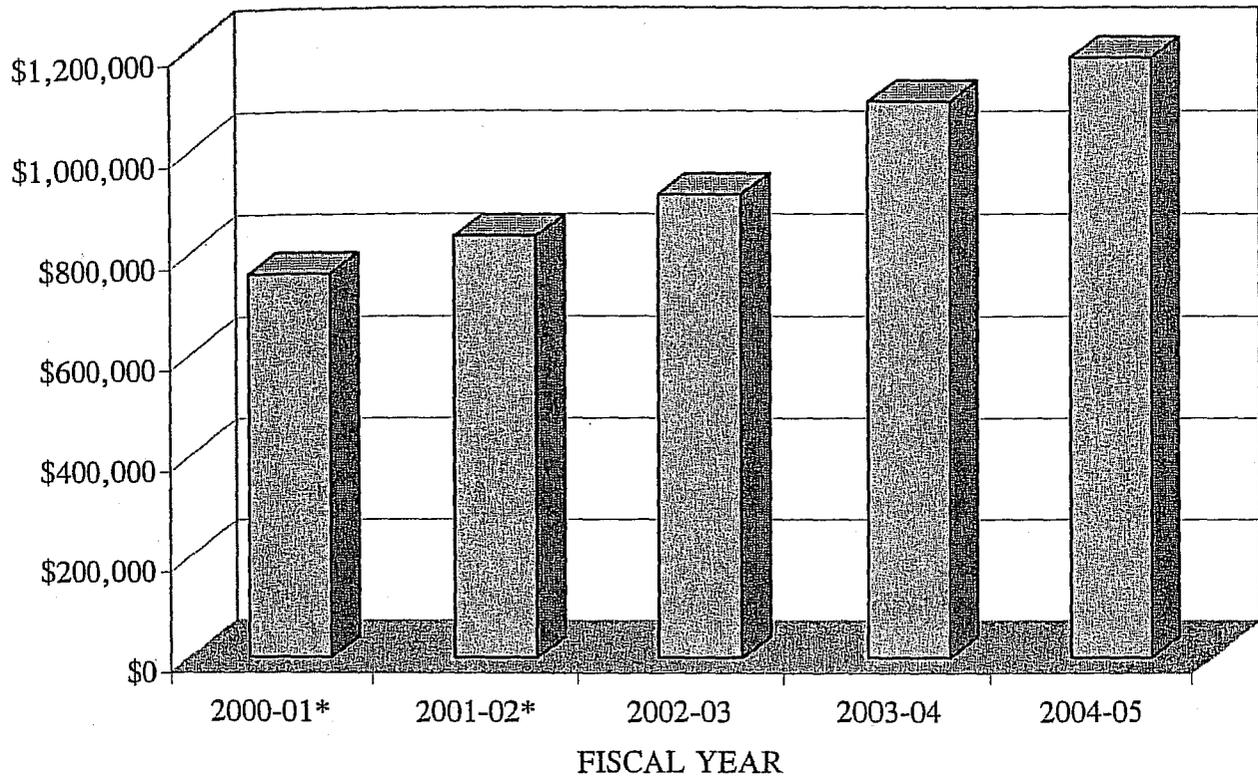
Percent Increase

PPO	FY 00-01	FY 01-02	FY 02-03	FY 03-04	FY 04-05
Single	0.00%	9.65%	8.90%	19.68%	8.37%
Dual	0.00%	9.49%	10.11%	19.84%	7.56%
Family	0.00%	9.52%	9.89%	19.81%	7.71%

* Basic PPO plan, no Mental Health Parity, Birth Control or Same Sex Domestic Partner benefits.

Mansfield Board of Education Teachers

PPO Total Premium Costs Based on 2003-04 Enrollment Levels



2003-04 Enrollment		2000-01*	2001-02*	2002-03	2003-04	2004-05	Change FY'01 to FY'05
33	Single	\$93,151	\$102,140	\$111,228	\$133,119	\$144,259	54.87%
32	Dual	\$190,360	\$208,424	\$229,494	\$275,028	\$295,826	55.40%
63	Family	\$473,385	\$518,442	\$569,699	\$682,555	\$735,172	55.30%
128	Total Cost	\$756,896	\$829,006	\$910,421	\$1,090,702	\$1,175,257	55.27%

Basic PPO plan, no Mental Health Parity, Birth Control or Same Sex Domestic Partner benefits.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager
Date: December 13, 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) Closure Plan

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION



November 22, 2004

University of Connecticut
Office of the President
352 Mansfield Road
Storrs, Connecticut 06269-2048

REC'D NOV 29 2004

ATTN: Linda Flaherty-Goldsmith
Vice President and Chief Operating Officer

RE: Consent Order No. SRD-101
University of Connecticut Landfill/ Former Chemical pits
Closure Plan

APPROVAL

The Remediation Section of the Connecticut Department of Environmental Protection (the Department) has reviewed the closure plan titled "Closure Plan, UConn Landfill and Former Chemical Pits, University of Connecticut, Storrs, Connecticut", dated January 2004. The closure plan was submitted by Haley & Aldrich, Inc. on behalf of the University of Connecticut, pursuant to Consent Order SRD-101.

The closure plan was revised in response to comments provided in December 2003 by the Department, the U. S. Environmental Protection Agency, and the Town of Mansfield. The closure plan provides specifications for the construction of a final remedy for the permitted landfill (solid waste permit No. 078-1E issued October 15, 1982) with post-closure use as a parking lot, and the construction of a cap over the former chemical disposal pits area. The closure plan includes a discussion of the final cover design, construction sequence, applicable permits, schedule for implementing the remedy, and long-term monitoring and maintenance of the remedy.

Pursuant to Consent Order SRD-101, Section 22a-208 of the Connecticut General Statutes, and Sections 22a-209-7(u) and 22a-209-13 of the Regulation of Connecticut State Agencies (RCSA), the Department hereby approves and authorizes the University of Connecticut to disrupt (i.e., excavate and relocate waste on-site), regrade and close the UConn landfill. This approval also authorizes the post-closure use of the landfill as a parking lot.

The University of Connecticut shall submit as-built plans (certified by a professional engineer licensed by the State of Connecticut) to the Commissioner within ninety (90) days of completion of the landfill closure in accordance with the requirements of Section 22a-209-13(f) of the RCSA. The as-built plans shall include certification by a

University of Connecticut Landfill/Former Chemical Pits
Closure plan approval

professional engineer that the grading and closure are as specified in the approved closure plan. The University of Connecticut shall not conduct any post-closure activities at the closed landfill until the as-built site plans have been reviewed and approved in writing by the Commissioner.

Additionally, the as-built plans and a detailed description of the landfill location shall be filed on the land records of the Town of Mansfield in accordance with Section 22a-209-13(g) of the RCSA.

Nothing in this approval shall affect the Commissioner's authority to institute any proceeding, or take any action to prevent or abate pollution, to recover costs and natural resource damages, and to impose penalties for violations of law. If at any time the Commissioner determines that the approved actions have not fully characterized the extent and degree of pollution or have not successfully abated or prevented pollution, the Commissioner may institute any proceeding, or take any action to require further investigation or further action to prevent or abate pollution. This approval relates only to pollution or contamination identified in the above referenced closure plan.

In addition, nothing in this approval shall relieve any person of his or her obligations under applicable federal, state and local law.

Please contact Raymond Frigon, Jr. of my staff at (860) 424-3797, if you have any questions or concerns regarding the approval of the closure plan.

Sincerely,



Elsie Patton
Acting Director
Planning and Standards Division
Bureau of Waste Management

c: David McKeegan, DEP
Ray Frigon, DEP
Charles Franks, U. S. EPA
Martin Berliner, Town of Mansfield
Robert Miller, Eastern Highlands Health District
Gail Batchelder, Loureiro Engineering Associates
Richard Miller, Esq., UConn
James Pietrzak, UConn
Allison Hilding, Mansfield Common Sense
Nancy Farrell, Regina Villa Associates
Richard Standish, Haley & Aldrich
Ayla Kardestuncer, Mansfield Common Sense
Marion Cox, Re Source Associates

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager; Gregory Padick, Town Planner
Date: December 13, 2004
Re: Proposed Conservation Easement, 97 Hunting Lodge Road

Subject Matter/Background

To review, the University of Connecticut Foundation intends to convey an existing house and approximately five acres of land located on the westerly side of Hunting Lodge Road about midway between North Eagleville Road and Carriage House Drive. Consistent with the wishes of the donor of this property, the Foundation desires to place a conservation easement on undeveloped westerly portions of this property.

The Town currently has over forty conservation easements agreements covering over 300 acres of land. Most of the existing conservation easements have been accepted in conjunction with the Town's subdivision review/approval process. For this proposal, staff submits for consideration a draft conservation easement that utilizes the Town's model format, with some modification.

At its October 25, 2004 meeting, the Town Council referred this item to the Planning and Zoning Commission/Inland Wetlands Agency, the Conservation Commission and the Open Space Preservation Committee (OSPC) for review and comment. The Planning and Zoning Commission (PZC) and the OSPC have recommended acceptance of the easement. We do not anticipate receiving any additional referral reports.

Financial Impact

Staff does not anticipate any short-term expenditure of funds with respect to this proposal. The Foundation has agreed to post the perimeter boundaries of the easement with Town markers.

Legal Review

Upon acceptance by the Town Council, the Town Attorney before execution would review the proposed conservation easement document. Since the Town's model format has been utilized for the draft document, legal review is not expected to be problematic.

Recommendation

The Town Council has the option of scheduling a public hearing to solicit additional comment regarding the proposed easement, but a public hearing is not required or considered necessary. The PZC, OSPC and Town staff support the acceptance of the proposed easement.

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

Move, effective December 13, 2004, to authorize the Town Manager to accept a conservation easement from the University of Connecticut Foundation, Inc. on property located at 97 Hunting Lodge Road, subject to the owner's installation of Town boundary markers on trees or cedar posts around the perimeter of the easement area.

Attachments

- 1) October 11, 2004 letter from Suzanne M. O'Connor of UConn Foundation with attached draft conservation easement document
- 2) Map depicting subject easement area and abutting lots
- 3) 11/16/2004 minutes from Open Space Preservation Committee meeting
- 4) 12/08/2004 letter from PZC Chairman, with 12/03/2004 memorandum from Town Planner



The University of Connecticut
FOUNDATION
I N C O R P O R A T E D

October 11, 2004

REC'D OCT 13 2004

Mr. Martin Berliner
Town Manager
Audrey P Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

Re: 97 Hunting Lodge Road, Mansfield, Connecticut

Dear Mr. Berliner:

I write on behalf of The University of Connecticut Foundation, Inc. with regard to property owned by the Foundation that is located at 97 Hunting Lodge Road, Mansfield, Connecticut.

As you are aware, the Foundation has been reviewing with Greg Paddick the possibility of granting a conservation easement on a portion of the above referenced property to the town. We have reviewed with Mr. Paddick the Foundation's proposed changes to the town's standard conservation easement document. Attached please find the document (the proposed changes are black-lined), together with a map of the conservation easement area. We understand that the next step is for the town's planning and zoning board to review the easement.

We look forward to your response. Please do not hesitate to contact me at (860) 486-4436 if you need additional information. Thank you for your consideration.

Sincerely,

Suzanne M. O'Connor

c: Gregory Padick, Town Planner
Kevin A. Edwards

CONSERVATION AGREEMENT

The purpose of a conservation easement is to retain land or water areas predominantly in their natural, scenic or open condition or in agriculture, farming, forest or open space use; to protect in perpetuity significant natural features and to minimize the environmental impact of activities associated with land development within the Town of Mansfield.

It is the responsibility of the property-owner to be fully aware of all of the conditions contained in the conservation easement agreement as expressed below. The Town of Mansfield retains the right to enforce the conditions established herein.

THIS INDENTURE made this _____ day of _____, 20____, by and between THE UNIVERSITY OF CONNECTICUT FOUNDATION, INC., of the Town of MansfieldStorrs, County of Tolland, State of Connecticut (hereinafter called "GRANTOR"), and the TOWN OF MANSFIELD, a municipal corporation incorporated under the laws of the State of Connecticut and the Charter of the Town of Mansfield (hereinafter called "GRANTEE"),

WITNESSETH:

WHEREAS the GRANTOR is the owner in fee simple of certain real property in the Town of Mansfield, County of Tolland and State of Connecticut, hereinafter called "The Conservation Easement Area" and described as follows: Approximately four (4) acres of land more particularly described in Schedule A attached hereto, which includes a naturally occurring pond and one existing structure (one shed).

Said Conservation Easement Area is delineated on the following map filed or about to be filed on the Land Records of the Town of Mansfield: See Attached Schedule A.

WHEREAS the Conservation Easement Area possesses ecological, scientific, educational, aesthetic, agricultural, historic and/or recreational values of importance to the Grantor, the people of Mansfield and the people of the State of Connecticut; and

WHEREAS the Grantee, acting through its Planning and Zoning Commission, has determined that it would be in the public interest to retain, maintain and conserve the Conservation Easement Area in its present state to protect its conservation values, and that the maintenance and conservation of said property of the Grantor can be accomplished by the securing of a Conservation Easement over, across, and upon said Conservation Easement Area;

WHEREAS the Planning and Zoning Commission, pursuant to applicable zoning and subdivision regulations and pursuant to actions by the Mansfield Town Council, is authorized to acquire easements in the name of the Grantee, the Town of Mansfield; and

WHEREAS the Grantor is willing, in consideration of one (1) dollar and other good and valuable considerations, receipt of which is hereby acknowledged, including a desire to conserve and protect the fauna, flora and hydrologic/geological features and the natural beauty of the property for posterity, to

grant to said Grantee the Easement and Covenants as hereinafter expressed concerning the Conservation Easement Area, thereby providing for its maintenance and conservation;

NOW, THEREFORE, the Grantor, for and in consideration of the facts above recited and of the mutual covenants, terms, conditions and restrictions herein contained, does hereby give, grant, bargain, sell and convey with quit claim covenants unto the Grantee, its successors and assigns forever, a Conservation Easement in perpetuity over the defined Conservation Easement Area, of the nature and character and to the extent hereinafter set forth. All terms, covenants and conditions contained herein are deemed to run with the land.

I Rights of the Grantee

To accomplish the purpose of this Easement, the following rights are conveyed to the Grantee by this easement:

- A. The right to preserve and protect the Conservation Easement Area;
- B. ~~The right to enter (following reasonable notice to -current Grantor or occupant) -the Conservation~~
~~_____Easement Area at- all reasonable times -and, if- reasonable and necessary, across other~~
~~lands of- the- Grantor,- for~~
~~_____ the purposes of:~~
 1. Inspecting the Conservation Easement Area to determine if the Grantor, his successors or assigns, is complying with the covenants and purposes of this Easement;
 2. Enforcing the terms of this Conservation Easement agreement;
 3. Taking any and all actions with respect to the Conservation Easement Area as may be necessary or appropriate, with or without order of the court, to remedy or abate violations hereof;
 4. Maintaining and/or replacing boundary markers of the Conservation Easement Area
- C. The right, but not the obligation, to monitor the condition of any rare or endangered plant and animal populations and plant communities in the Conservation Easement Area, and to manage them, if necessary, for their continued survival and quality in the Conservation Easement Area;
- D. The right to enforce the covenants contained herein pursuant to Section 8-12 CGS and/or other provisions of the Connecticut General Statutes. Nothing herein shall be construed to entitle the Grantee to institute any enforcement proceedings against the Grantor for any changes to the Conservation Easement Area due to causes beyond the Grantor's control, such as changes caused by fire, floods or storms. The Grantor hereby waives any defense of laches with respect to any delay by the Grantee, its successors or assigns, in acting to enforce any restriction or exercise any rights under this easement.

II Covenants

The Grantor makes the following covenants for so long as the Grantor is the owner of the Conservation Easement Area; it being understood that all subsequent and future owners of the Conservation Easement Area will be obligated for such covenants which are deemed to run with the land:

Without prior express written consent from the Grantee, the Grantor agrees to prohibit and refrain from the following activities under, over or upon the Conservation Easement Area:

- A. There shall be no construction or placing of buildings, sewage disposal systems, wells, drainage systems, underground tanks, underground utilities, roads, driveways, mobile homes, fences, signs, bill-boards or other advertising, or structures of any kind;
- B. There shall be no dumping, storing or placing of soil or other substances or materials and there shall be no storage or disposal of vehicles, vehicle parts or wastes of any kind;
- C. There shall be no topographic changes, no ditching, draining, diking, dredging, tilling, excavating, regrading, mining or drilling, and no removal or filling of topsoil, loam, peat, sand, gravel, rock, minerals or other substances;
- D. There shall be no removal or destruction of trees, shrubs, or other vegetation, no use of fertilizers, poisons, pesticides, herbicides or biocides, no hunting or trapping, no grazing of domestic animals, no introduction of non-native plants and animals and no disturbance or change in the natural habitat in any manner. There shall be no removal of dead trees and no pruning and thinning of live trees and brush unless necessary to maintain trails and accessways;
- E. There shall be no alteration of water courses, waterbodies or wetland areas, nor shall there be activities or uses conducted on the Conservation Easement Area which are or have the potential for being detrimental to drainage, flood control, surface or ground water quality, erosion control, soil conservation, wildlife or the land and water areas in their natural condition;
- F. There shall be no operation of snowmobiles, dune buggies, motorcycles, all-terrain vehicles or any other types of motorized vehicles;
- G. There shall be no removal or disturbance of the iron pins, boundary markers or any other field identifications of the Conservation Easement boundaries.

Any request for written approval for uses and activities noted above shall be submitted to the Mansfield Planning and Zoning Commission and be accompanied with a detailed statement of purpose and specific plans for the proposed use or activity. Grantee shall have the right to approve such changes in use provided the changes do not interfere with or have an adverse impact on the natural scenic, ecological and open space values being protected within the Conservation Easement Area.

III Reserved Rights

- A. The Grantor herein reserves the right to make use of the Conservation Easement Area for any and all purposes which are in keeping with the stated intent of this Conservation Easement Agreement and which shall in no way endanger the maintenance and conservation of the Conservation Easement Area in its natural state.
- B. The Grantor herein reserves the right to sell, give or otherwise convey the Conservation Easement Area or any portion or portions of the Conservation Easement Area, provided such conveyance is subject to the terms of this Easement and all applicable requirements of the Town of Mansfield and State of Connecticut.
- C. The Grantor retains the right to maintain, renovate, and replace the existing shed noted on Schedule A, in substantially the same location and size. The shed shall not be used for storage of hazardous materials or for any other purposes that are inconsistent with the goals and objectives of this Conservation Easement Agreement. Any expansion or replacement may not substantially alter the character or function of the structure and shall be consistent with the goals and objectives of this Conservation Easement Agreement. Prior to beginning renovation or replacement of the

existing structures, the Grantor will provide a written plan to the Grantee for the Grantee's review and approval. Such approval shall not be unreasonably withheld.

D. The Grantor retains the right for itself, its guests, employees and invitees, to use the Conservation Easement Area for primitive recreational purposes which may include, without limitation, hiking, skiing, snowshoeing, picnicking, bird watching, fishing, canoeing, or skating.

IV Public Access

Nothing contained in this Conservation Easement Agreement shall give or grant to the public a right to enter upon or use the Conservation Easement Area or any portion thereof where no such right existed for the public immediately prior to the execution of this Easement.

V Subsequent Transfers

- A. The Grantor further covenants and agrees to incorporate the terms of this easement in any deed or legal instrument by which any interest in all or a portion of the Conservation Easement Area is divested, including without limitation, a leasehold interest. Failure of said Grantor to provide such notice shall not impair the validity of this easement or limit its enforceability in any way.
- B. The Grantor further covenants and agrees to give written notice by certified mail to the Mansfield Town Clerk of the transfer of any interest in the Conservation Easement Area at least five (5) days prior to the date of such transfer. Failure of said Grantor to provide such notice shall not impair the validity of this easement or limit its enforceability in any way. A copy of this notice shall also be sent to the Chairman of the Mansfield Planning and Zoning Commission c/o the Mansfield Planning Office. .

VI Other Provisions

- A. The Grantor agrees to pay any real estate taxes or other assessments levied by competent authorities on the Conservation Easement Area.
- B. If any provision of this conservation easement agreement or the application thereof to any person or circumstances is found to be invalid, the remainder of the provisions of the easement and the application of such provisions to persons or circumstances other than those as to which it is found to be invalid shall not be affected thereby.
- C. The covenants agreed to and the terms, conditions, restrictions and purposes imposed with this grant shall not only be permanent and binding upon the Grantor, but also upon his lessees, agents, personal representatives, successors and assigns, and all other successors to him in interest, and shall continue as a servitude running in perpetuity with the Conservation Easement Area.
- D. The Grantee agrees to hold the Grantor harmless and without liability from and against any and all claims, causes of action, damages, losses, costs (including reasonable attorneys' fees) and liabilities of any nature which may at any time be asserted against the Grantor, directly or indirectly, arising out of or related to enforcement of this Easement by Grantee or its agents.

TO HAVE AND TO HOLD the said conservation agreement unto the said Grantee, it successors and assigns forever.

IN WITNESS WHEREOF, the Grantor has executed and sealed this document the day, month and year first above written.

Witness:

The University of Connecticut Foundation, Inc.
By John K. Martin, President

Witness:

The University of Connecticut Foundation, Inc.
By David R. Vance, V.P. for Finance and Controls

Grantee – Town of Mansfield

STATE OF

COUNTY OF

date _____

Personally appeared signer of the foregoing instrument, and acknowledged the same to be their free act and deed, before me.

Commissioner of the Superior Court/
Notary Public

My commission expires:



15.23.3

15.23.5

15.23.6

15.23.6

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P.89

15.31.2

TOWN OF MANSFIELD
OPEN SPACE PRESERVATION COMMITTEE
Minutes of the November 16, 2004 meeting

Members Present: Quentin Kessel, Steve Lowery, Jim Morrow (chair), Ken Feathers, and David Silsbee.

1. **The meeting was called to order at 7:38 P.M.**
2. The minutes of the October 19, 2004 meeting were approved unanimously.
3. The OSPC reviewed an October 20, 2004 letter and map from Prue and Associates representing Robert and Gladys Perfetto who might like to sell the development rights to a portion of their property on North Eagleville Road. The OSPC feels this property was not appropriate with respect to the Town's current open space goals.
4. The OSPC reviewed a referral from the Town Council concerning a proposed conservation easement behind a house at 97 Hunting Lodge Road. Lowery moved and Feathers seconded, that the OSPC recommend that the Town Council accept this easement on behalf of the Town of Mansfield. The motion passed unanimously.
5. The OSPC again reviewed the map titled "Planned Conservation Areas" dated 2004 and prepared for the Town of Mansfield by the Windham Region council of Governments in order to make recommendations to Town Planner Greg Padick for the Town's updating of its Plan of Conservation and Development. Concern was again expressed about the possible extension of certain aspects of one-acre zoning into areas of Mansfield that are currently zoned for two acres and whether this might encourage construction in watershed areas that might not take place under the current zoning regulations.

Two recommendations, with regard to the "Interior Forest Tract" designation were approved unanimously:

1. The map should be corrected to exclude subdivisions with house lots of less than two acres from the Interior Forest Tract designation.
2. The 500 foot setback from collector streets and lesser streets should be removed from the map. It was noted that the automatic application of this set back inappropriately removed a major portion of forestland in Schoolhouse Brook Park from the Interior Forest Tract designation. A justification for this recommendation to remove the setback is that many deep-forest wildlife species (for example fishers) are adapting the existence of nearby roads, traffic and traffic noises. While it is true that select species may be unable to live and reproduce within 500 feet of a highway, there are many more for which it is not such an issue.

The meeting adjourned at 8:40 P.M.

TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT



PLANNING AND ZONING COMMISSION

AUDREY P. BECK BUILDING
4 SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3330

Memo to: Mansfield Town Council
From: Rudy Favretti, Chairman 
Mansfield Planning and Zoning Commission
Date: December 8, 2004
RE: *Proposed Conservation Easement – 97 Hunting Lodge Road*

At a 12/6/04 meeting, the Planning and Zoning Commission voted to authorize this letter supporting the Town's acceptance of a proposed conservation easement on approximately four acres of land on property at 97 Hunting Lodge Road. The subject property is owned by the University of Connecticut Foundation, Inc., and a conservation easement will help retain undeveloped acreage in its existing natural state. The attached 12/3/04 memo from the Town Planner provides more information on the subject site and proposed easement.

In considering action on this proposed easement, it is recommended that the Town Council condition the Town's acceptance of the easement on the owners' installation of Town markers every 50 to 100 feet around the perimeter boundary of the easement area. The markers may be placed on existing trees or cedar posts. This is a standard requirement for conservation easements accepted through the Town's PZC and IWA approval process and in a recent communication to the Town Planner, the University of Connecticut Foundation has agreed to install Town conservation easement markers.

Please contact Gregory J. Padick, Mansfield Town Planner if you have any questions regarding this communication.

TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

GREGORY J. PADICK, TOWN PLANNER

Memo to: Planning & Zoning Commission
From: Gregory J. Padick, Town Planner
Date: Dec. 3, 2004



Re: Proposed conservation easement, 97 Hunting Lodge Rd.

Pursuant to the provisions of Section 8-24 of the State Statutes, the above referenced proposed conservation easement has been referred to the PZC for comment. The following information is provided for the PZC's consideration.

- The proposed easement is about 4 acres in size and includes a small pond. The subject lot, which includes an existing house along Hunting Lodge Rd., was deeded to the University of CT Foundation, Inc. with a donor request that rear acres be preserved in a natural state. The Foundation is planning to sell the parcel and has proposed that the rear acreage be protected by a conservation easement.
- The subject parcel abuts a number of existing residences along Hunting Lodge Rd., North Eagleville Rd. and Meadowwood Rd. (see attached map). The parcel does not abut any existing open space areas.
- Based on Town mapping, the proposed conservation easement area contains a small pond and wetland area that drains in a northwesterly direction, toward Cedar Swamp Brook. The site is relatively flat. Wetland portions of the property are within an Open Space Preservation classification on the Town's Overall Plan of Development map. The proposed easement area is within a Planned Conservation area on preliminary mapping for the Plan update.
- A draft conservation easement document based on the Town's model easement has been submitted with the subject request. This draft document, which was distributed previously, would authorize a continued use and right to maintain an existing shed structure within the easement area, subject to a restriction that the shed would not be used for storing hazardous materials or for any purpose "inconsistent with the goals and objectives of this conservation easement agreement." Any expansion or replacement of the shed would require prior approval by the Town. The easement area will not be open to the public.
- The subject easement was referred to the Open Space Preservation Committee, and at an 11/16/04 meeting, the OSPC recommended acceptance by the Town (Minutes attached).
- To help ensure appropriate delineation of the proposed easement boundary, the Town's conservation easement markers should be installed around the perimeter of the proposed easement area.

Summary/Recommendation

The proposed conservation easement area has natural resource attributes that support the acceptance of the conservation easement. Town acceptance of the proposed easement would promote a number of goals and objectives of Mansfield's Plan of Conservation and Development. It is recommended that the PZC authorize its Chairman to communicate support for the proposed easement to the Town Council.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager
CC: Martin Berliner, Town Manager; Joan Gerdson, Town Clerk
Date: December 13, 2004
Re: December 27, 2004 Regular Town Council Meeting

Subject Matter/Background

With the holiday season, the Town Council has customarily cancelled its second regular meeting in December. We do, however, have a special meeting scheduled for December 20, 2004.

Recommendation

If the Town Council wishes to cancel the December 27th meeting, the following motion is in order:

Move, effective December 13, 2004, to cancel the December 27, 2004 Regular Town Council Meeting.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager
CC: Martin Berliner, Town Manager
Date: December 13, 2004
Re: Sustainability

Subject Matter/Background

At our previous meeting, Council member Koehn requested that we add a discussion of sustainability to a future agenda. Staff has attached some information regarding this topic for your review. At this point, we recommend that the Council table its discussion of this item until after our meeting regarding strategic planning.

Attachments

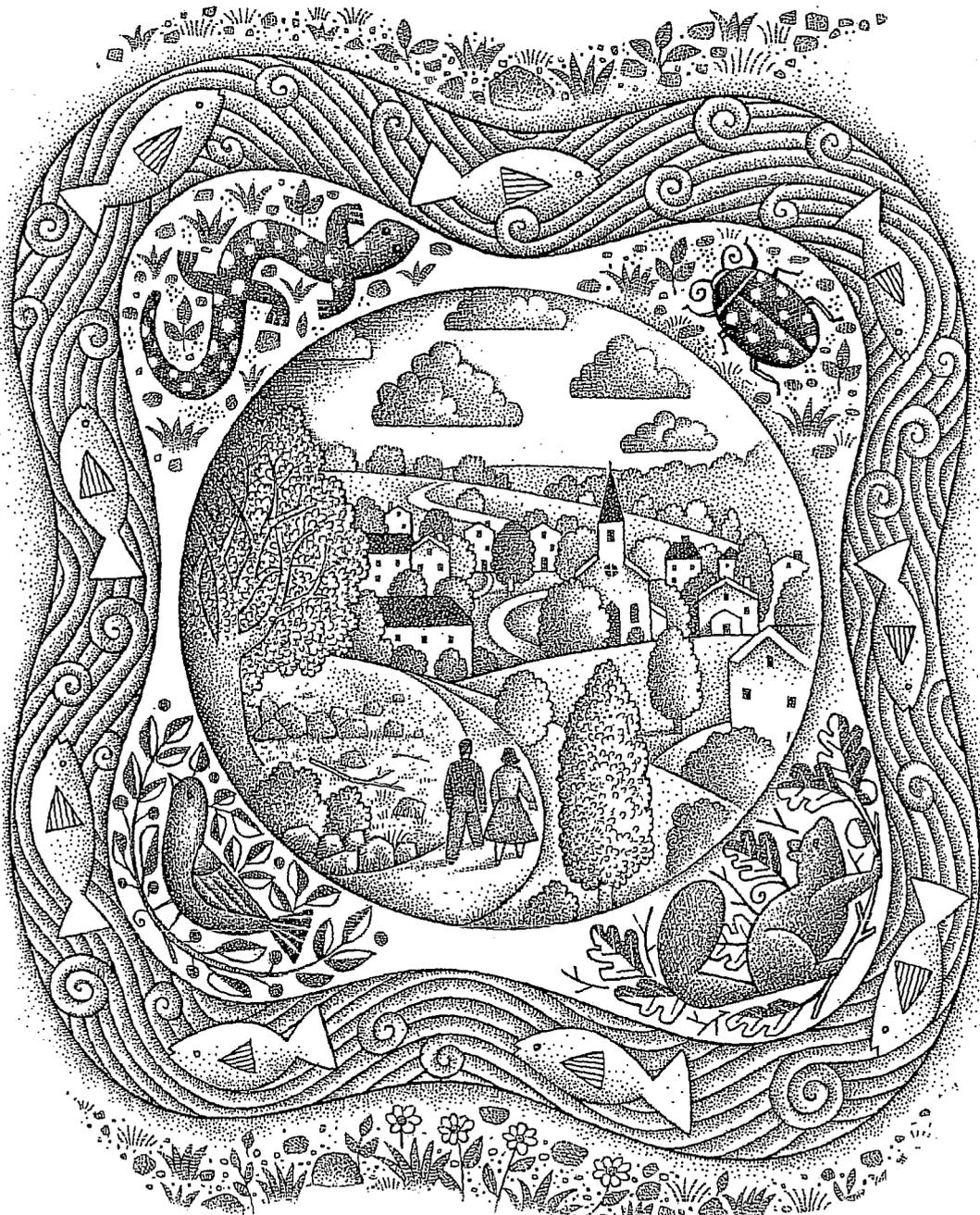
1) Planning Commissioner's Journal, Summer 2002

PLANNING
COMMISSIONERS

Journal

NEWS & INFORMATION FOR CITIZEN PLANNERS

Sustainability



Moving Towards Sustainability

How communities are implementing sustainable development principles.

Planning a legacy in Burlington, Vermont.

Planning ABCs

K is for Knowledge
L is for Land Subdivision
M is for Maps

Snapshots

Challenges facing towns, cities, and counties across the country. Snapshots from our readers.

Think Like a Reporter

Know what's news and what isn't.

Look in the Mirror

Inside, our feature article focuses on "sustainable development" – that is, development that is less damaging to our planet's finite natural resources. Most planning commissioners would probably agree that it is important for development to occur in a manner that is environmentally sound. Part of being environmentally sound means minimizing waste – whether it is waste of resources, waste of energy, or waste of land. That's a large part of what sustainable development is about.

But in addition to focusing on how we can promote more sustainable development in our communities, it's also important to reflect on how we live our own lives, and run our businesses. Let me relate a personal experience. Last year, I was invited to join a group of a dozen people for a series of meetings on "voluntary simplicity." During these meetings we examined what we could do to simplify the way we lived and worked. The idea was not to drop out or "get off the grid," but rather to consider what was truly important and essential to our lives. And much of what we spoke about involved sustainability.

During the course of these meetings, I came to realize that the direction we head as a society is largely dependent on the actions we take (or don't take) as individuals and businesses – and through our towns or cities. Our actions can provide models for others to follow, in terms of energy conservation, protection of threatened habitats, support of local agriculture, or a score of other ways.

Whether it's as an individual, a business, or a community, I urge you to take a look in the mirror. As the quote at the start



of Sarah James' feature article says, "the future belongs to those that give the next generation reason to hope."

Wayne M. Senville,
Editor

1 Moving Towards Sustainability in Planning and Zoning

by Sarah James

Trends in human activity, both at global and local levels, are still headed in directions that are largely unsustainable. Yet a growing number of cities and towns are incorporating sustainable development principles in their planning and zoning efforts. Sarah James, co-author of the American Planning Association's Policy Guide on *Planning for Sustainability*, takes a look at ways in which some communities are starting to implement sustainable development principles.

2 Burlington, Vermont Plans a Legacy

by Mayor Peter Clavelle

How one small city is taking steps towards sustainability.

3 Planning Snapshots

A series of short articles on planning challenges facing towns, cities, and counties across the country. In this issue: Amherst, Massachusetts; Cochise County, Arizona; Brunswick, Ohio; Long Lake, Minnesota; Bristol, Connecticut; New Smyrna Beach, Florida; Cedar Falls, Iowa; Concord, Massachusetts; Lynden, Washington; and Myrtle Beach, South Carolina.

4 Think Like a Reporter

by David Essex

Newspaper reporter and planning commissioner David Essex explains why it's important to know what's news and what isn't when dealing with the press.

DEPARTMENTS

5 Planning ABCs

Planning historian Larry Gerckens continues his alphabetic review of planning topics with: Knowledge, Land Subdivision, and Maps. Illustrations by Paul Hoffman

Journal

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Moving Towards Sustainability

IN PLANNING AND ZONING

by Sarah James

Planning and zoning officials have powerful influence over the future shape and land use of our communities. Making sure we leave our children and grandchildren livable communities and a livable environment is reason to consider planning and zoning approaches that move toward sustainability.

A sustainable society is one where human needs – ours and those of future generations – can be met within the capacity of the earth to support those needs. At present, trends of human activity – including development, consumption, population growth, and degradation of natural resources – both at global and local levels, are heading increasingly in directions that are unsustainable.²

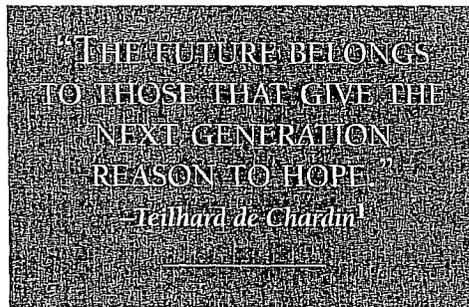
At the same time, more and more communities are redirecting planning and zoning to help shape development of land in more sustainable directions. We can learn from their examples.

Look at the Big Picture

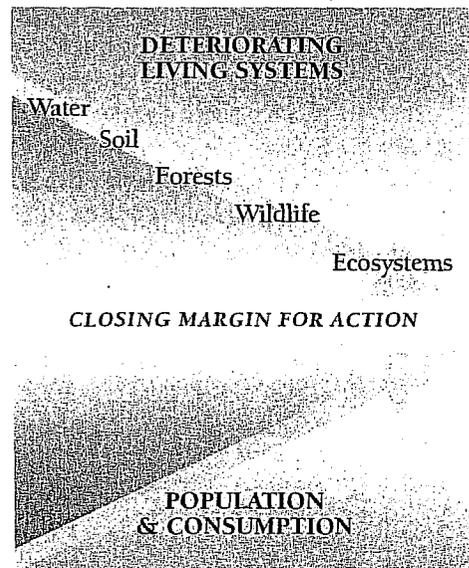
To better understand what sustainability means, it helps to step back and take a look at the big picture. Two broad trends can be seen. First, the natural systems around us are being depleted at a faster rate than they can be renewed. Second, population growth and consumption are continuing to rise. It should be as little surprise that Americans are the world in resource consumption and waste generation.  "U.S. Consumption Profile," p.10

¹ of this quotation inspired by the City of Scottsdale, Arizona.

² In 1987, the World Commission on Environment and Development released its landmark report, *Our Common Future*. Known as the "Brundtland Report," it defined sustainable development as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs." It was premised on the belief that people "build a future that is more prosperous, more secure and more secure." [ed.]



These two trends are like the sides of a funnel, converging upon one another. The time we have to stabilize these trends is diminishing. And we don't know at what point irreparable damage will occur.



Converging trends of deteriorating natural systems and rising consumption and population.

What we see happening around us in our communities are local manifestations of these global trends: diminishing open land and forests; threatened wildlife habitat; increased traffic congestion; poor air quality; contaminated water and earth; and many people without an affordable place to live.

However, a growing number of communities have taken actions that hold promise for slowing, if not reversing,

these trends – actions often grounded on one of the following perspectives:

- Dealing with Upstream Causes
- Taking a Systems Approach
- Thinking in Terms of Cycles

1. DEALING WITH UPSTREAM CAUSES

Two paired phrases often used in discussing sustainable development are: "upstream causes" and "downstream effects." Planning and zoning strategies that address the root causes of land use and environmental issues are said to deal with "upstream causes." In contrast, strategies that focus on remedying (or managing) existing problems deal with "downstream effects."

The connection is that by taking preventive measures – that is, by dealing with what creates environmental and land use problems in the first place (i.e., "upstream causes"), one can often avoid the more costly and intractable steps needed to remedy land use problems after they occur (i.e., "downstream effects").

Traditionally, most land use and environmental regulations have focused on managing downstream effects. For example, regulating hazardous, toxic substances usually takes the form of controlling their on-site storage and disposal. In contrast, an upstream approach might encourage alternatives to the use of toxic chemicals, thereby avoiding the need to deal with storage and disposal concerns. Likewise, efforts to deal with traffic congestion usually take the form of widening streets, adding lanes, lights, or other mitigation measures. An upstream approach might instead focus on developing strategies that work to reduce the volume of traffic, eliminating the need for dealing with congestion.

To use Benjamin Franklin's oft repeated expression: an ounce of prevention is worth a pound of cure.

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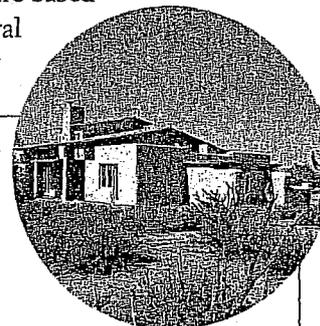
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One of the most notable recent efforts at developing a framework for sustainable development emphasizes the importance of focusing on upstream causes. In the early 1990s, experts in the Swedish scientific and medical communities, led by an

oncologist – Dr. Karl-Henrik Robèrt – examined how humans could meet their basic needs without ruining the earth in the process. What emerged was a conceptual framework now known as the “Natural Step” approach. It identified root causes of unsustainable trends and generated a set of principles that could be used

to guide and reorient actions in a sustainable direction.³

In April 2000, the American Planning Association adopted a policy guide, *Planning for Sustainability*, whose objectives (listed below) are based upon the Natural Step approach.⁴



These four guiding objectives can help planners and zoning specialists craft regulations that address upstream causes rather than simply managing downstream effects.

These are some examples of policies that are guiding development in the direction of these objectives in San Jose, California, and Scottsdale, Arizona:

Sustainability Objectives	Planning/Zoning Policy Examples	San Jose	Scottsdale
1. Reduce dependence upon fossil fuels, underground metals and minerals.	Use of public transit and alternatively-fueled vehicles; pedestrian and transit-oriented development; use of renewable energy in development; agriculture and development that minimize or eliminate extracted substances such as mercury, lead, and phosphorus.	<ul style="list-style-type: none"> • Goal to reduce energy consumption by 10 percent.⁵ • Achieve increasing energy efficiency above minimum standards. • Make sites convenient for bicycle users; take advantage of public transportation. • Use locally-manufactured building products that reduce need for long-distance transportation. 	<ul style="list-style-type: none"> • Take climate into account in design by incorporating passive/active solar design, natural ventilation, and evaporative cooling. • Use materials that have lower levels of “embodied energy” (i.e., whose production and transport requires less energy).
2. Reduce dependence upon chemicals and manufactured substances.	Development that encourages the reduction of chemicals and synthetics in construction, building materials, products, landscape design and maintenance, and agriculture.	<ul style="list-style-type: none"> • Eliminate use of chloro-fluorocarbon-based refrigerants, HCFCs, and halons. • Use building materials that reduce indoor air contaminants. 	<ul style="list-style-type: none"> • Avoid materials that are toxic to workers or which could introduce toxins into the environment.
3. Reduce encroachment upon nature.	Development that is compact, reducing the need to drive; re-use of existing sites and brownfields before building new on open land; land conservation, wetlands and wildlife habitat protection; development and agriculture that reduce and re-use water.	<ul style="list-style-type: none"> • Channel development to urban areas with existing infrastructure, protecting open spaces, natural resources, and habitat. • Minimize stormwater run-off and increase on-site infiltration. • Divert construction and demolition material from landfills and redirect recyclable materials into the manufacturing process. • Use landscape design and maintenance that reduces or eliminates use of potable water. 	<ul style="list-style-type: none"> • Recycle graywater (i.e., wastewater produced from baths and showers, clothes washers, and lavatories) for sub-surface irrigation when feasible. • Collect and use rainwater for irrigation.
4. Meet present and future human needs fairly and efficiently.	Reduction and re-use of by-products and waste as resources such as eco-industrial development; increased use of recycled materials; provision of affordable housing to meet needs of all residents.	<ul style="list-style-type: none"> • Create affordable housing opportunities by encouraging infill and higher density housing. • Reduce solid waste by 50 percent. • Increase city purchases of recycled materials. 	<ul style="list-style-type: none"> • Donate excess building materials to non-profit building organizations. • Keep house sizes as small as possible.  See Sidebar, “Our Homes,” p.10 • Use products (local where possible) made with recyclable materials.

A good starting point for implementing these sustainability objectives is by incorporating them into a zoning code's "purposes" section. Planning and zoning expert Philip Herr has pointed out that purpose statements link policies to laws, and can provide a strong basis for the provisions that will follow.⁶ Herr also

notes that while the purpose statements contained in state enabling laws typically are broad enough to encompass local sustainability efforts, and should be kept in mind in drafting local statements, such broad state-level expressions are no substitute for more specific locally adopted purpose statements.

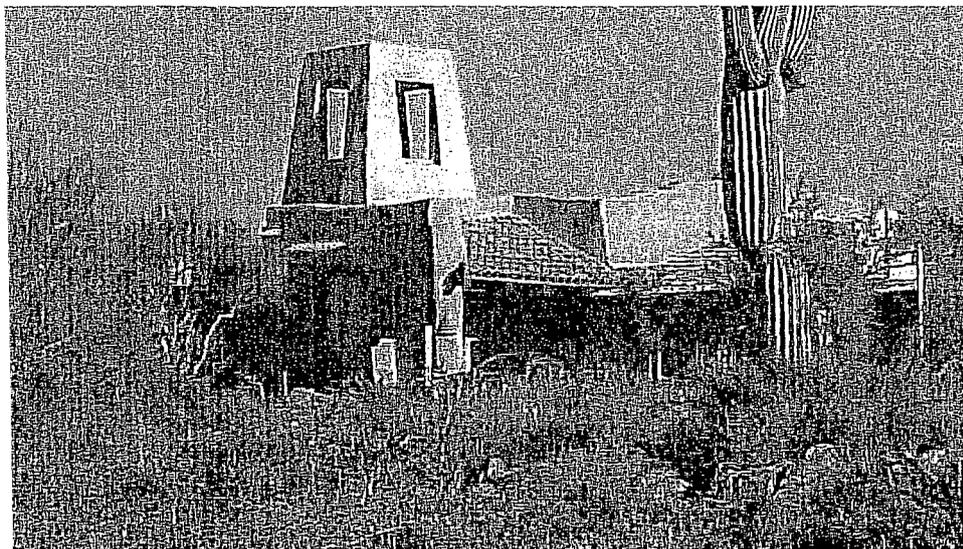
ensure the healthy development of our communities. Speaking in terms of a "systems" approach is another way of saying that we need to keep in mind the interrelationships of our land use policies and actions – and recognize that changing one policy can have effects (sometimes unanticipated) on other policies.

For example, to address the problem of rapid, sprawling development, some communities have instituted growth management controls and have succeeded in protecting considerable amounts of open space. However, solving the growth problem by limiting new development can contribute to a shortage of affordable housing for moderate-income residents.

Taking a systems approach can help avoid this kind of outcome. The Cape Cod town of Bourne, Massachusetts, faced with increased development pressure chose to do more than just implement growth control measures. Instead, the town took steps to manage its growth rate (by limiting the number of new building units that could be permitted in a given year) and also encourage the creation of affordable housing (by allowing multi-family housing in all districts, by providing density bonuses, and by exempting such housing from its annual building limits).

Bourne now has the second-highest percentage of affordable housing on Cape Cod, and a substantial supply of

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Key features of these Scottsdale homes (shown left, and above) include passive solar orientation, straw-bale walls, exposed stained concrete flooring, outdoor living areas, xeriscaping, and use of recycled materials.

The Natural Step framework can be found at: www.naturalstep.org. According to the Natural Step, an unsustainable society exists when: "Society uses and disperses materials at a faster rate than they are redeposited back into the Earth's crust (examples of these materials are oil, coal, and metals such as lead); Society produces substances faster than they can be broken down by natural processes, if they cannot be broken down at all (examples of such substances include dioxins, DDT, and PCBs); and Society extracts resources at a faster rate than they are replenished (for example, overharvesting trees or fish), or by other forms of ecosystem manipulation (for example, mining over fertile land or causing soil erosion)." [ed.]

The American Planning Association's *Planning for Sustainability Policy Guide* can be found at: www.americanplanning.org/policyguides/sustainability.htm.

San Jose's energy reduction policies are described on the City's web site: www.ci.san-jose.ca.us/esd/energy-resources.htm. They include a wide range of techniques. The City also participates in the national "Cool Communities Program," which is designed to mitigate "urban heat island" effects (when urban areas are warmer than the surrounding countryside due to the heat storing properties of paved surfaces). For more on this program, visit: www.eren.doe.gov/coolcommunities/counties/coolcit.html. [ed.]

Philip Herr, planning consultant and retired adjunct professor from MIT, recently reviewed state zoning laws from more than a half-dozen northeastern states and found that all would easily support locally adopted statements of sustainability principles in a zoning code's "purposes" section.

2. TAKING A SYSTEMS APPROACH

A community – like a human body – is a system. Changes that occur in one part of a community affect what happens in other parts. If one part is distressed, chances are symptoms will show up elsewhere. Just as medical practitioners are recognizing the benefits of taking a holistic approach to keeping our bodies healthy, planners are doing the same to



The Town of Bourne, Massachusetts has successfully coupled managing rapid growth with encouraging affordable housing projects such as this.

Moving Toward Sustainability...

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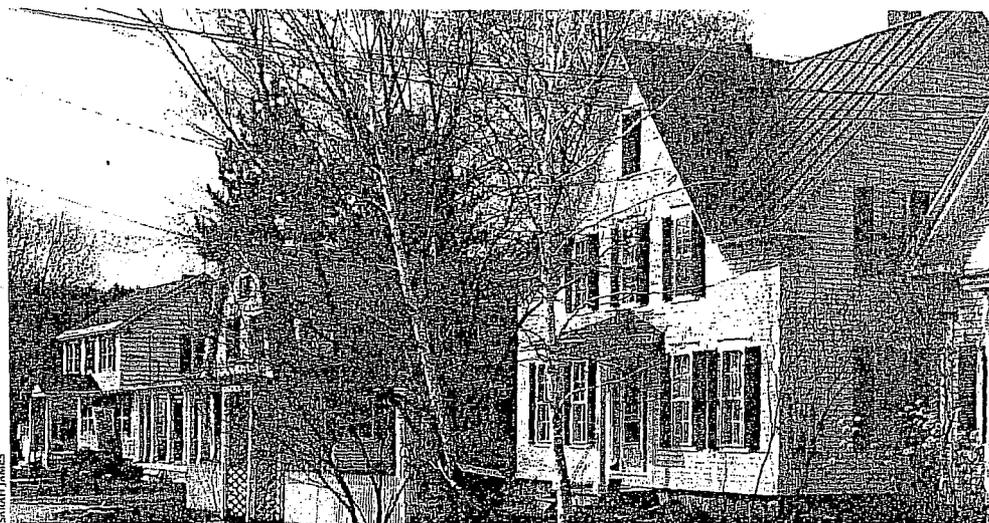
other moderately priced housing as a resource for its year-round residents. At the same time, Bourne has suffered less from the impacts of rapid growth than have many of its Cape community neighbors, benefiting from a zoning strategy that looked at the "big picture."

Another challenge many communities face results from the fact that, despite the best of intentions, zoning codes amass amendment piled upon amendment. While each amendment may make sense in itself, they can often end up working at cross-purposes. Zoning codes can also become so complex that the total picture – the overall type of community citizens wish to realize – is lost in a morass of detail and regulatory proliferation that creates confusion for permitting officials and applicants alike.

Towns, counties, and cities that decide to overhaul their entire code have the opportunity to craft a zoning system, all of whose components work in harmony with each other and with the interrelated nature of land use and development patterns. Such a major zoning update can provide an excellent opportunity to incorporate sustainable development principles.

During the 1980s, the planning board of the small town of Lyme, New Hampshire decided to develop a completely new set of zoning regulations that would help to guide future growth in the town's historical New England pattern. This pattern consists of tightly-knit village centers and hamlets, rural open countryside adjacent to the Connecticut River, and remote, sparsely-populated, forested mountains. While "preserving rural character" is often cited in the Purpose section of rural zoning codes, the reality of the dimensional tables of these codes – lot sizes, frontage, setback, and yard requirements – often generates a suburban development pattern.

Drawing on ideas from other communities and regions, the Lyme Planning Board created zoning districts coupled with dimensional requirements and a table of uses that preserve the traditional



The Town of Lyme's zoning will encourage development in keeping with the community's traditional settlement pattern of compact village centers and sparsely populated mountain areas

land use and settlement pattern. The minimum lot sizes ranged from one acre in the village and hamlets, to three to fifteen acres in the outlying, and historically sparsely developed areas of town. The ordinance also created a Mountain and Forest Conservation District that encompassed its mountainous, steep, and densely-wooded area located several miles from the village center and accessible only by narrow dirt roads. The minimum lot size for new development in this district was set at 50 acres – unheard of in New England, although found in other rural areas of the United States.⁷

A section of Lyme's zoning ordinance also contains provisions for maintaining a "balance of housing for people of all incomes." A density bonus and relaxed dimensional controls are permitted in some districts by special exception for affordable housing developed by non-profit organizations.

Rezoning efforts often focus on changing development patterns in one area of a community without taking into account the effect this will have on development patterns in other parts of the community. For example, decades ago, few people anticipated the effect creation of linear commercial strips would have



on the character and economic viability of village centers and downtowns. We are now also more aware of how linear commercial strips contribute to increased automotive fuel consumption, especially when the spacing and separation of uses along the strip requires drivers to make multiple stops.

In Ossipee, New Hampshire, the town's approach to rezoning its major highway corridor took into account the relationship between village development and highway development, as well as the differing characteristics of existing land uses along the corridor. Through a participatory process involving the range of interests in the community – including corridor property owners – the town adopted a new set of corridor regulations which encouraged new development to occur at the major road intersections. To preserve the sparsely developed rural sections between the intersections, the town enacted regulations for these areas regulating use by trip generation (a first in New Hampshire) coupled with larger lot sizes and dimensional requirements. Over time, this will lead to a more

⁷ Lyme's zoning ordinance and the 50-acre minimum lot size in particular survived a legal challenge that went to the New Hampshire Supreme Court, upholding the Town's right to preserve the historically sparsely-developed pattern of its mountain region and its predominant use for forestry. See *Caspersen v. Town of Lyme*, 139 N.H. 637 (1995).

cient pattern of development along the corridor. The town also took steps to promote development in its existing village centers (in New England, towns often include a number of villages) by modifying parking requirements and other regulations that had discouraged development.

5. THINKING IN TERMS OF CYCLES

Planning and zoning for sustainability challenges us to examine how we think about the relationship between development and the environment. All too often we have followed a “take > make > waste” approach. We take land, water, wood, minerals, metals, fossils, and other natural resources. We make buildings, businesses, and products. We waste much of the resources and energy we use. The end result: the wandering of finite resources, short-changing future generations.

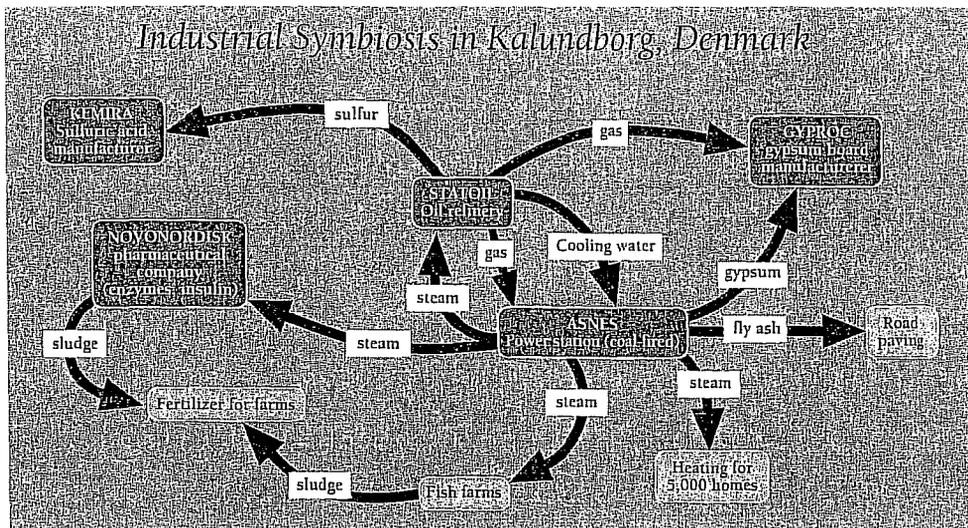
Nature operates in cycles. Photosynthesis, the nitrogen cycle, food webs – all these and more are cyclical processes. Plants create oxygen, water, sugars, and carbohydrates, which are in turn consumed by animals (including us), whose by-products and ultimately bodies are returned to soil by decomposers, bacteria, and fungi, which then nourishes the growth of plants – and on it goes. As most of us learned in school, in Nature’s cycles there is no such thing as waste. Each part of the cycle or its by-products comes the raw material for the next component.

Planners are realizing that by thinking in terms of cycles we can start to develop exciting new approaches to building and economic development.

Using waste as a resource

Using waste as a resource is a central strategy in the emerging approach to economic development called “industrial ecology” (or “industrial symbiosis”). Inspired by the workings of natural cycles, businesses and industries use each others’ by-products as raw materials in their own processes, as well as share power, heat, and water. This exchange also creates economic benefits for participating companies in the form of reduced costs for

Industrial Symbiosis in Kalundborg, Denmark



The exchange of by-products and energy in Kalundborg, Denmark resembles the flows in natural cycles. Diagram based on information from the Industrial Development Council of Kalundborg, Denmark.

waste disposal and for the purchase of raw materials and energy. Local governments benefit too, through reduced solid waste and hazardous materials disposal, and lower levels of pollutants.

The model for this “eco-industrial” approach has come from the Kalundborg region of Denmark. In this region, a coal-fired power plant, oil refinery, and several other nearby industries exchange by-products such as sulfur, gypsum, and fly ash, as well as steam heat and heated water that are used in each others’ operations.

“Eco-industrial” parks are being developed in the United States as well. One example is the redevelopment of the 4,400 acre former Devens, Massachusetts military base, 35 miles west of Boston.⁸

A twelve member Devens Enterprise Commission (composed of six commissioners appointed by the Governor, and six from the affected towns) is responsible for guiding redevelopment of the base in a sustainable direction. Since the base’s conversion, 76 companies employing 3,100 workers have located there. In addition, a regional wastewater treatment plant, a national wildlife sanctuary, and a sustainable public golf course⁹ have been constructed.

One key component of the Devens redevelopment is its “eco-industrial” strategy – encouraging and assisting businesses to use each others’ by-products as raw materials in their own processes.

According to the Commission’s March 2000 report, “an eco-industrial park at Devens should focus on water, energy and six material flows: cardboard, paper, plastic, metal, palettes, and machine oil. Using existing industry as a base, new companies can be recruited so that water, energy, and these materials will be generated, processed, used, recycled, reprocessed, and reused, to the extent possible. Flows can be made between and among closely located companies at Devens and within the four host towns. On-going connectivity and collaboration can be facilitated by a tight-knit network of plant managers both within and outside Devens.” Eventually, participating businesses will use “water cascading” – where companies re-use and recycle graywater and extracted heat among themselves. Beyond the environmental benefits, Devens’ eco-industrial

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⁸ Redevelopment efforts at Devens began in 1991 when then Governor Weld created the Fort Devens Redevelopment Board and asked it to survey residents about their feelings on base reuse. The Board reported that over 90 percent of respondents considered environmental protection and conservation to be high priorities. In 1993 a planning charrette and public workshops were held and the goal of sustainability continued to be emphasized by participants. As a result, the first goal of the Reuse Plan is that “development must be sustainable.” [ed.]

⁹ The recently opened Red Tail golf course was built over previously developed land on the former base. Red Tail is also part of the Audubon International Cooperative Sanctuary program for golf courses, which promotes environmental management and protection of existing wildlife habitats. See <www.audubonintl.org/programs/acss/golf.htm>. [ed.]

Burlington, Vermont Plans a Legacy

by Mayor Peter Clavelle

Burlington's activist municipal government – working in partnership with citizens, the private sector, and a network of municipally supported nonprofit organizations – has pursued a strategy for sustainable development since the 1980s. Six policy goals have guided our efforts.

First, we have committed to encouraging economic self-sufficiency through local ownership and the maximum use of local resources. Our recent decision to select our local food co-op as the operator of a new downtown grocery store – to be located on city-owned property – is one example of our commitment. Another is the McNeil Generating Plant (see photo below), which is owned by our municipal electric utility and produces electricity from wood chips, a regionally available and renewable resource.

Second, we have sought to equalize the benefits and burdens of growth. One example has been Burlington's adoption of an inclusionary zoning regulation, which requires the inclusion of affordable units in new housing developments, helping ensure that housing growth benefits lower-income citizens.

Leveraging and recycling scarce public funds is our third policy goal for sustainability. One example: small business incubators take underutilized spaces and, with relatively modest public funding, make them available for new small businesses.

We recognize the importance of protecting and preserving fragile environmental resources. This stands at the heart of sustainable development. Our long-term economic vitality is dependent upon environmental

health. Steps we've taken here include energy efficiency measures, an active recycling program, and a major upgrade to our wastewater treatment facilities.

In addition, we are committed to ensuring full participation by populations normally excluded from the political and economic mainstream. One of the ways we've put this commitment into action is Step-up for Women, a program that trains women in the construction trades.

And last, but of particular importance, we seek to nurture a robust "third sector" of private, nonprofit organizations capable of working in concert with government to deliver essential services. Collaboration with nonprofit organizations has been critical to our efforts.

Burlington's Legacy Project

While these sustainability policy goals have long guided our economic development efforts and city programs, we knew we needed to do more. In 1999, in partnership with the Vermont-based Institute for Sustainable Communities, we initiated the Burlington Legacy Project to encourage our whole community to think systematically about our future, and develop a vision for Burlington in the year 2030. Hundreds participated in the development of the Legacy Plan, which our City Council unanimously adopted in June 2001.

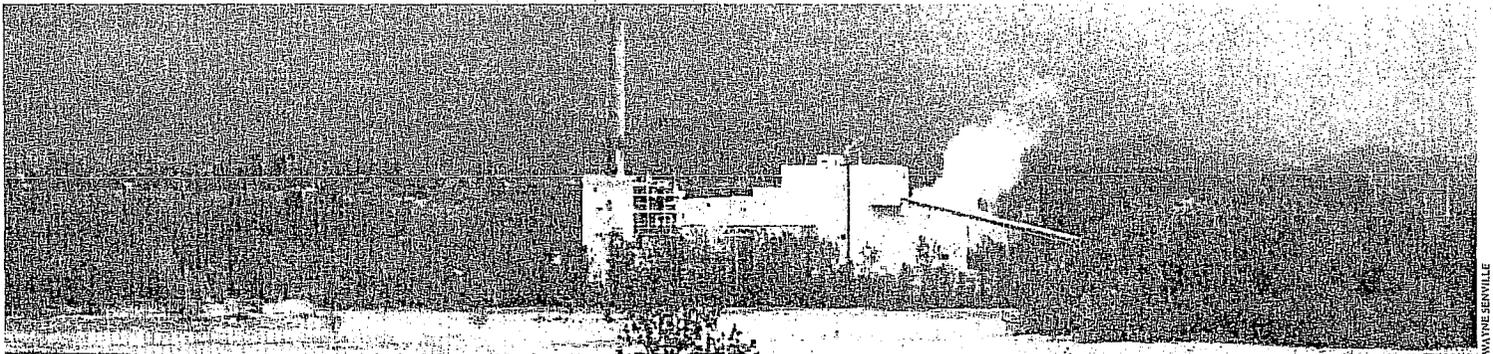
Among other things, the Legacy Plan calls for improving access to affordable housing, adoption of an open space protection plan, and reorganizing city government to increase accountability and citizen participation. A key aspect of the plan is investment in improving our air and water quality. In response, city government has redoubled its efforts to promote energy conservation and efficiency, and has launched a campaign to reduce local

greenhouse-gas emissions by ten percent. The City has also established a plan to increase the alternative-fueled vehicles in its fleet. Our municipal electric utility is participating in a public-private partnership to develop bio-mass-gas technology at the McNeil Plant, and the City has entered into discussions aimed at establishing a district energy project using the plant's thermal energy.

Citizen groups, businesses, the medical center, our colleges, nonprofits, and government have all made commitments toward implementing the Plan. The Legacy Plan has also been integrated with our more traditional comprehensive plan (the "Municipal Development Plan"). The vision, goals, and action steps set out in the Legacy Plan are being incorporated into official land use and development policy. At the same time, ongoing planning work in the form of design charettes, an ortho-photography project, and a build-out study, will provide further information for fine-tuning policies to realize the Legacy Plan's goals.

In Lewis Carroll's *Alice in Wonderland*, Alice asks the Cheshire Cat, "Would you tell me, please, which way I ought to go from here?" The Cat answers, "That depends a good deal on where you want to get to." The Cheshire Cat's answer pretty well defines the task facing every community: to determine where it wants to go and how to get there. For Burlington, the Legacy Project has focused us more clearly and cohesively on becoming a truly sustainable community.

Peter Clavelle is now serving his sixth two-year term as Mayor of Burlington, Vermont. For more information about the Legacy Project (and to download a copy of the Legacy Plan), visit: < www.cedo.ci.burlington.vt.us/legacy/ >. To learn about the Institute for Sustainable Communities, go to: < www.iscvt.org >.



Burlington's McNeil Generating Plant, at full load, consumes about 76 tons of wood per hour, primarily from low quality trees and residue (from chips and sawmills). On an annual basis, the wood used has displaced 360,000 barrels of imported oil. McNeil generates 50 megawatts of electricity, almost enough power to meet the needs of Burlington (population, 40,000). Using wood as a fuel source also helps support the state's forestry industry. For more information, go to: <www.burlingtonelectric.com> and select "Special Topics McNeil."

Moving Toward Sustainability...

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approach will mean cost savings for businesses locating in the park.

The Devens Enterprise Commission is working with a nearby university to encourage park companies to conduct life cycle analyses of their products and reduce use of toxic chemicals. The commission is also using permitting incentives to encourage sustainable

development in the former base. It has created a speeded-up, unified permitting system that combines site plan review and subdivision approval. The unified permit system also includes the granting of variances, building permit and inspection and related services, historic district control, public health powers, wetlands protection and water resources protection, and selected licensing authority.

Using life cycle analysis

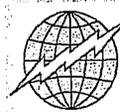
Life cycle analysis seeks to answer questions such as: What substances and energy sources are involved in the extraction, fabrication, and transport of building materials? Where do these materials and energy sources come from? What by-products are generated and can they be re-cycled and re-used? What will happen to these materials over time, and how will they be disposed when their useful life is completed?

By understanding the flows of material and energy used in the building process (sometimes referred to as "ecological accounting"), better, less

environmentally damaging types of development can be designed. In Scottsdale, Arizona, planners sought to determine where various components used in the building process came from. For example, they found that while use of earth materials such as clay, sand, and gravel came from local and regional sources, the majority of lumber came from the Pacific Northwest and Canada. The city then analyzed the embodied

energy of these materials – that is, the amount of energy required to process, fabricate, and transport the materials to the city. Part of the city's analysis also looked at the extent to which recycled materials could be substituted for virgin building materials.

Scottsdale's life cycle analysis also examined issues such as water use and solid waste generation – with the goal of developing strategies and standards to



Resources

For more information on the communities noted in this article:

- Bourne, Massachusetts: contact Philip Herr, pherr@alum.mit.edu
- Devens, Massachusetts: www.devensec.com
- Kalundborg, Denmark: www.symbiosis.dk/
- Lyme, New Hampshire: contact Sarah James
- Ossipee, New Hampshire: contact Sarah James, sjamesassoc@compuserve.com

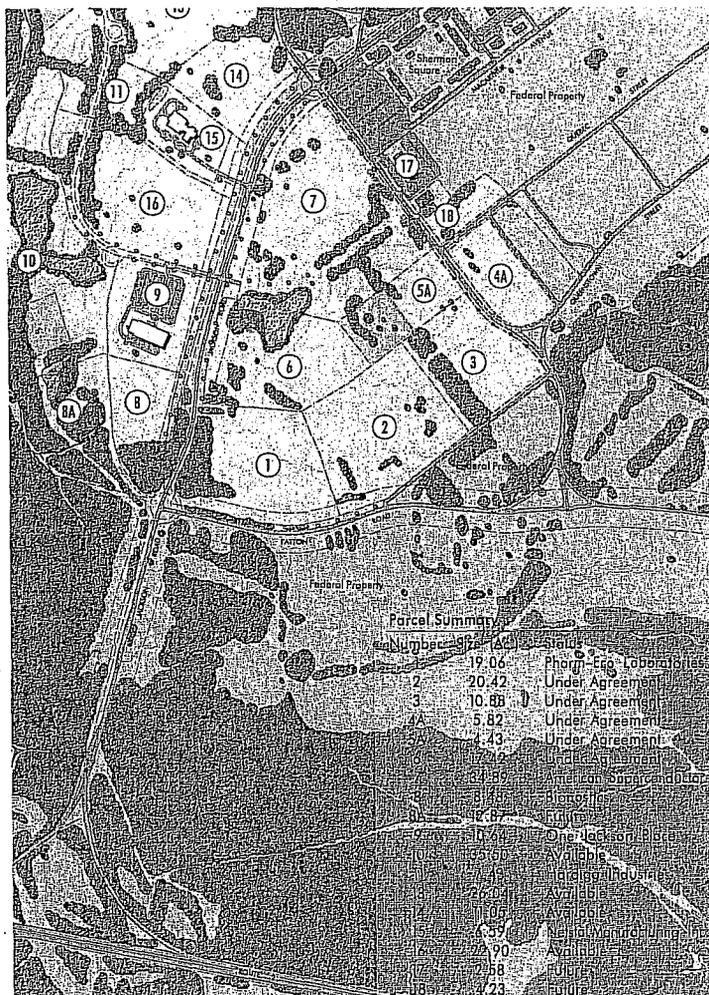
San Jose, California: www.ci.san-jose.ca.us/esd/energyresources.htm

- Scottsdale, Arizona:
 - Green Building program: www.ci.scottsdale.az.us/greenbuilding/
 - Environmental planning: www.ci.scottsdale.az.us/environmental/

For information on the American Planning Association's *Planning for Sustainability Policy Guide*: www.planning.org/policyguides/sustainability.htm

For information on green building programs nationwide, go to the Department of Energy's web site: www.sustainable.doe.gov/buildings/gbprogram.shtml

For information on the impacts of global warming and strategies to reduce energy consumption, go to the EPA's web site: www.epa.gov/globalwarming/





U.S. Consumption & Waste

- In 1960, 201 billion kilowatts of energy were used in American homes. By 1999, the number was 1,145 billion kilowatts.¹
- Between 1960 and 1990 U.S. population grew from 179 to 249 million (39 percent). During this same period, household vehicle growth increased from 55 to 152 million (179 percent), while the number of workers commuting by private vehicle rose from 43 to 101 million (135 percent).² U.S. gasoline consumption increased from 1,367 million barrels in 1960 to 3,043 million barrels in 1999.³
- In 1999, U.S. residents, businesses, and institutions produced more than 230 million tons of solid waste, approximately 4.6 pounds of waste per person per day, up from 2.7 pounds per person per day in 1960. 57 percent of solid waste is disposed of in landfills.⁴
- In Massachusetts alone, more than one million obsolete computers and televisions are being generated each year. The volume of discarded computers and televisions in Massachusetts is expected to approach 100,000 tons annually by 2005.⁵
- Between 1992 and 1997, more than 3.2 million acres of prime farmland in the U.S. were converted to developed land (a pace of development more than 1 1/2 times that of the previous ten year period).⁶
- The "ecological footprint" of the average U.S. citizen is about 24 acres, compared to 6 acres for the average world citizen. An "ecological footprint" is the amount of land estimated to support average patterns of resource consumption and waste generation of differing nations.⁷

1, 3 U.S. Dept. of Energy, State Energy Data Report, 1999.

2 Federal Highway Administration, Journey-To-Work Trends in the United States and its Major Metropolitan Areas 1960-1990.

4 U.S. EPA Office of Solid Waste.

5 Mass. Dept. of Environmental Protection.

6 U.S. Dept. of Agriculture, 1997 National Resources Inventory.

7 Redefining Progress, Footprint of Nations, 1998 <www.rprogress.org>



Our Homes

According to the National Association of Home Builders

(NAHB), the average new home built in 1950 was 983 square feet in size; one story high; and included two bedrooms and one bathroom. In 2000, the average new home had ballooned to 2,265 square feet; two stories; three or more bedrooms; 2 1/2 bathrooms; garage for two or more cars; central air conditioning; and one fireplace. *Housing Facts, Figures and Trends, 2001* (NAHB). Over the same period, the average household size decreased from about 5 to 2.6 people.



Green Power

A growing number of businesses are increasing their use of energy from renewable sources. Of note is the Green Power Market Development Group, a collaboration of 10 leading corporations and the World Resources Institute. Its goal is to develop corporate markets for 1,000 megawatts of new, cost-competitive green power by 2010.

Some examples of projects completed:

Johnson & Johnson has installed solar photovoltaic systems on the rooftops of three buildings, yielding 350 kilowatts.

IBM is purchasing over 5.4 million kw of wind-generated electricity for its facilities in Minnesota and Texas.

General Motors will obtain 8 million kw of electricity from landfill gas in Michigan.

Kinko's will purchase 4.2 million kw of green power (i.e., electricity from wind, small hydro, landfill, and geothermal sources) for 80 of its branches nationwide.

For more information, go to: <www.thegreenpowergroup.org/>

Note: 1 megawatt = 1,000 kilowatts.

PLANNING ABC'S ▶

by Laurence C. Gerckens, AICP,
with illustrations by Paul Hoffman

Larry Gerckens, AICP, is national historian for the American Institute of Certified Planners, founder of The Society for American City and Regional Planning History, and emeritus professor at The Ohio State University.



Paul Hoffman, from Greenfield, Massachusetts, has prepared all forty-seven cover drawings for the *Planning Commissioners Journal*.

Moving Toward Sustainability...

continued from page 9

its usable life, and to its recycling or disposal" (from the Scottsdale Green Building Program description).

SUMMING UP:

Communities of all sizes can take steps to promote development that is consistent with principles of sustainability. Perspectives such as dealing with upstream causes, taking a systems approach, and thinking in terms of cycles, can help orient our actions. Sustainability principles can be our compass in designing ways in which our land use regulations can yield a more sustainable pattern of development. ♦

Sarah James is a consulting city/town planner based in Cambridge, Massachusetts and Meredith, New Hampshire. She gives workshops and presentations in New England and nationally on the subject of planning and sustainability. James is a co-author of the American Planning Association's Policy Guide on Planning for Sustainability. She can be reached at 617-576-1745 or by e-mail at <sjames@compuserve.com>.



The author and editor wish to thank those individuals who submitted material for this article, and regret that space was not available to highlight them all.

KNOWLEDGE

The development of community and region-planning policy, when done well, is an exercise in the rational application of knowledge (information and relationships) to the determination of just, equitable, appropriate, economically efficient, and politically effective public actions.

Rational planning assumes the availability of data upon which to make decisions. But in the early 1900s, when the first large-scale modern city plans were created, such data simply did not exist. It was not until 1917 that the Russell Sage Foundation undertook the first statistical survey of an American city—Pittsburgh. National housing statistics were not available until the 1940 Census was reported, and reliable data on traffic generation by land use type did not appear until the 1950s.

Given this general lack of dependable information, most planning focused on gathering local population statistics; mapping land use data, and traffic patterns and volumes; and mathematically projecting this information into the future to arrive at bases for a physical plan to accommodate these projected future “needs.”

What might be termed the “classic” planning process, as developed in the early decades of the 20th century, followed three sequential steps: (1) data gathering; (2) plan making; and (3) plan implementation. The first step involved the gathering of all information about the community that might be needed later in the determination of plan policies. The second step was the preparation of a plan (policies and their expression on a physical map) based on this knowledge. The third step was the formulation of processes for putting the plan into effect.

This “classic” planning approach, however, was critically flawed in two ways. First, the data gathering preceded the consideration of plan policies, it was impossible to gather all of the information that might possibly be needed in the evaluation of an unknown number of policies, options, and

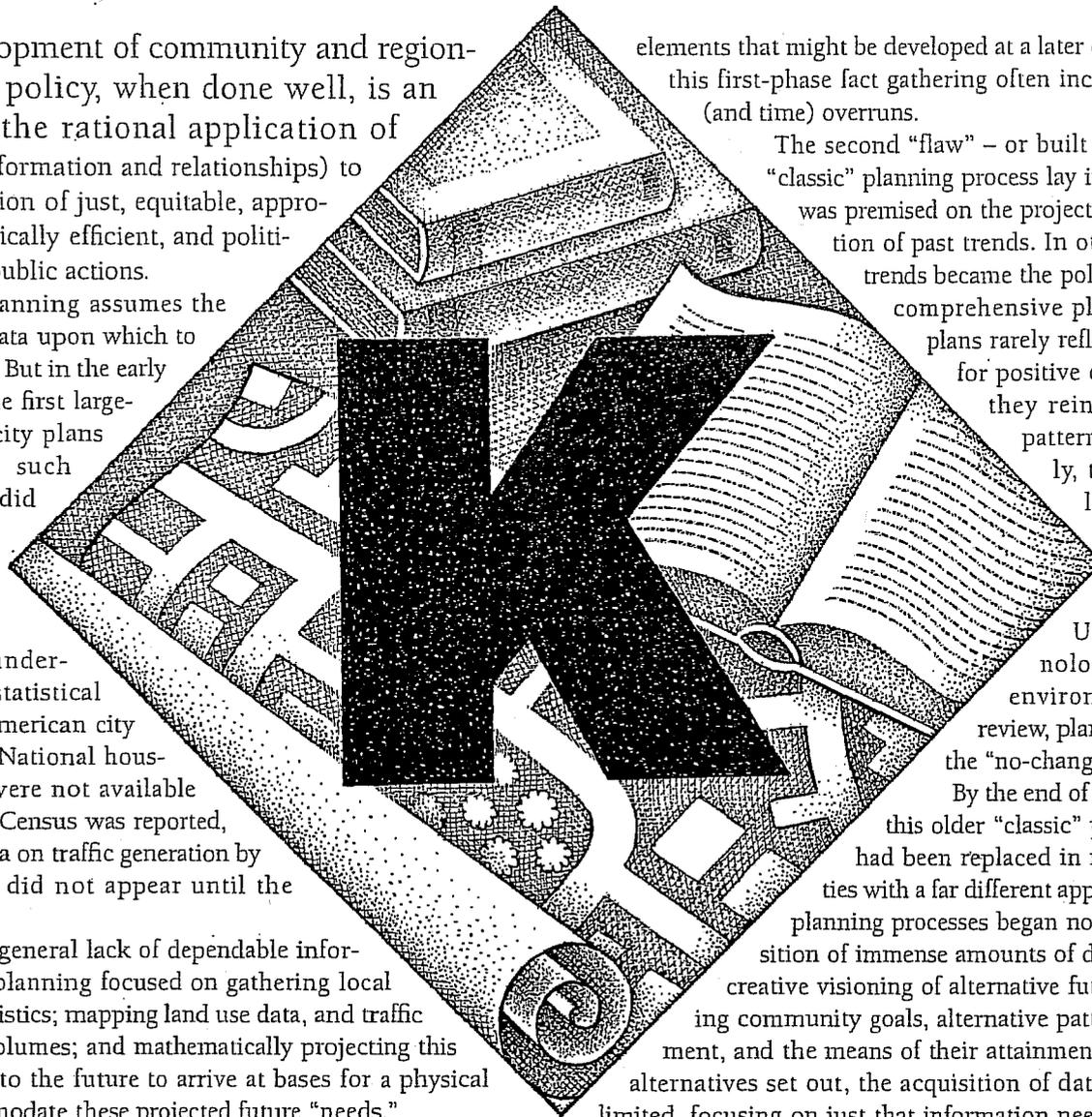
elements that might be developed at a later date. As a result, this first-phase fact gathering often incurred large cost (and time) overruns.

The second “flaw” – or built in bias – in the “classic” planning process lay in the fact that it was premised on the projection or continuation of past trends. In other words, past trends became the policy-bases for the comprehensive plan. As a result, plans rarely reflected any vision for positive change. Instead, they reinforced historic patterns. Unfortunately, this meant that local plans rarely addressed past inadequacies and injustices.

Using the terminology of modern environmental impact review, plans were based on the “no-change” scenario.

By the end of the 20th century, this older “classic” planning process had been replaced in many communities with a far different approach. “Modern” planning processes began not with the acquisition of immense amounts of data, but with the creative visioning of alternative futures – establishing community goals, alternative patterns of development, and the means of their attainment. With potential alternatives set out, the acquisition of data could be more limited, focusing on just that information needed to test these specific ideas. As a result, more time, money, and attention could be addressed to the goals of planning and plan implementation.

Knowledge of past development trends and current development statistics remains critically important. But most planners today complement this knowledge with an analysis of the cause-and-effect relationships between land qualities, population, land uses, and transportation. Most importantly, planners evaluate potential alternative future development patterns and their physical, social, economic, and environmental consequences. Responsible planning is a creative art using data from the past and knowledge of interrelationships to create new and better communities for the future.



A 1940 Census employee uses a punch machine to tally results by hand.

LAND SUBDIVISION

Land ownership and subdivision in America has long been subject to detailed legal requirements and procedures. That was certainly true during America's Colonial era, as each colony prescribed the steps needed to lawfully acquire and prove ownership of land. Procedures for "patenting" (i.e., lawfully acquiring by deed) land typically required that a warrant be obtained allowing the land to be surveyed, and that the resulting survey plat (including a description of the property's location, size, and ownership) be filed with the colony's land office. Procedures for transferring land parcels were also spelled out.

Through the nation's early decades, quite large and irregularly shaped parcels were common in the East, as ownership reflected large agricultural properties which were usually defined by natural features such as stream beds and ridges. However some urban areas (most notably New Haven and Philadelphia), as early as the 17th century, adopted rectangular grid street and property systems. The grid system would reach its zenith in New York City's Plan of 1811, which established a 25 by 100 foot land subdivision unit, resulting in city blocks 200 feet deep and 600 feet long — a pattern to be replicated in many newly developing cities.

As America expanded, Congress enacted the Land Ordinance of 1785, establishing the familiar Midwest pattern of one-mile square sections within thirty six square mile townships. Boundaries were aligned with the cardinal points of the compass. Within the grid, major streets were run along section lines and block lengths were commonly limited to 660 feet, one eighth of a section. The coming of the *Hundreds of towns in the Midwest were laid out in grids, as seen in this 1860 map of Urbana, Illinois.*

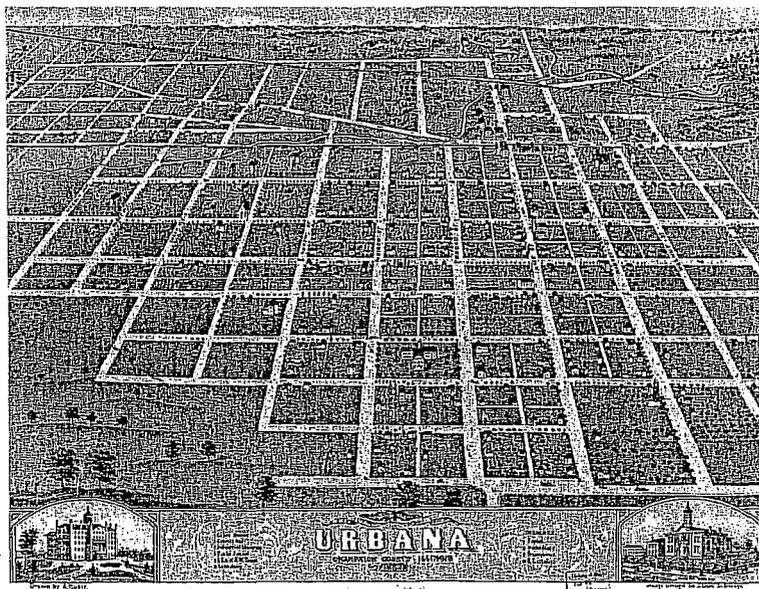
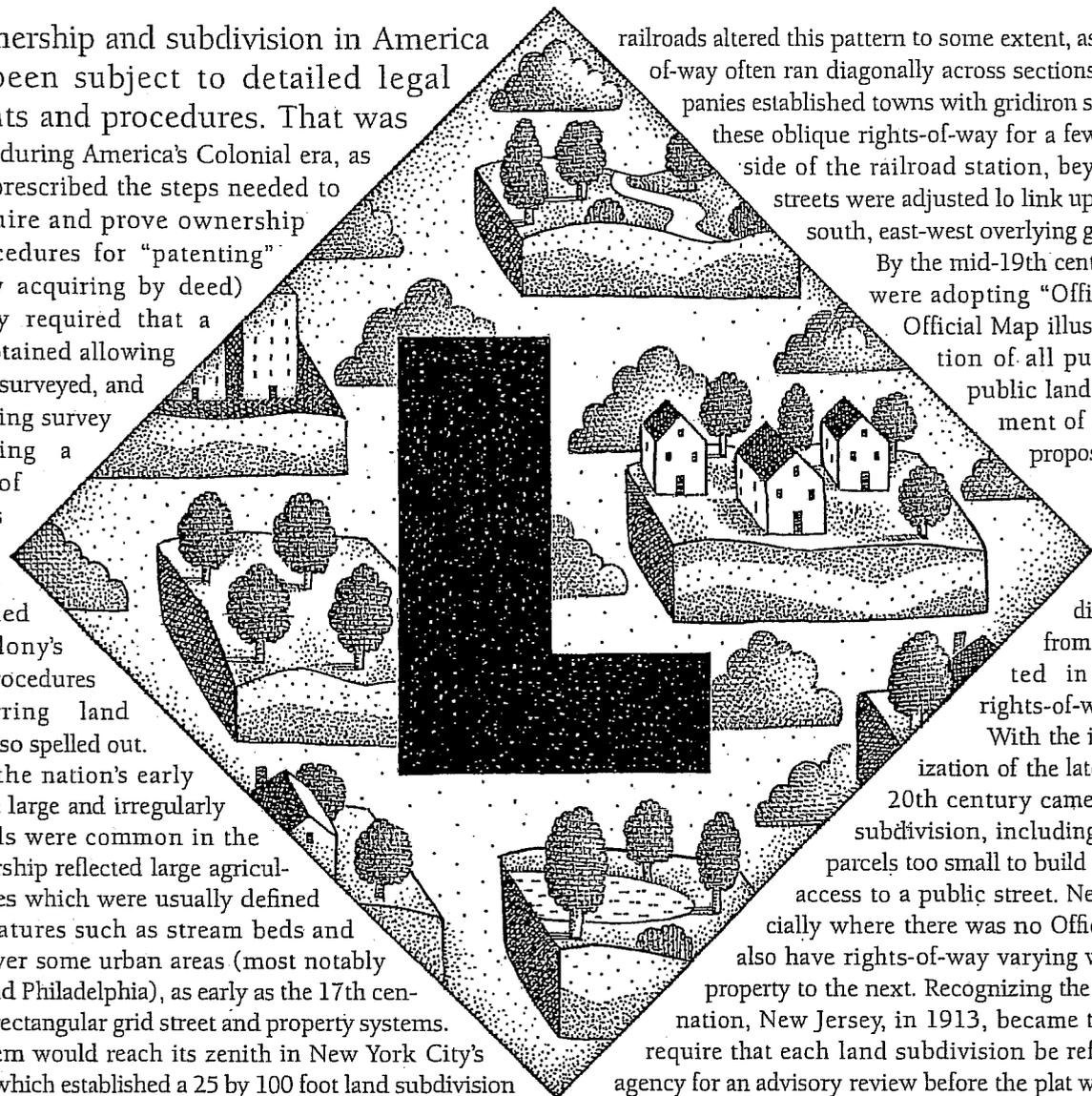
railroads altered this pattern to some extent, as railroad rights-of-way often ran diagonally across sections. Railroad companies established towns with gridiron streets parallel to these oblique rights-of-way for a few blocks at each side of the railroad station, beyond which the streets were adjusted to link up with the north-south, east-west overlying grid.

By the mid-19th century, many cities were adopting "Official Maps." An Official Map illustrated the location of all public buildings, public land, and the alignment of all current and proposed future major streets. After a city adopted an Official Map, permanent buildings were barred from being constructed in future street rights-of-way.

With the increased urbanization of the late 19th and early 20th century came abuses in land subdivision, including the platting of parcels too small to build upon or without access to a public street. New streets (especially where there was no Official Map) might also have rights-of-way varying widely from one property to the next. Recognizing the need for coordination, New Jersey, in 1913, became the first state to require that each land subdivision be referred to a local agency for an advisory review before the plat was filed.

The arrival of large scale suburban development in the 1920s led to the adoption by communities across the country of detailed subdivision controls.

These regulations specified minimum property width, depth, and area; minimum frontage on a public street; and minimum right-of-way, paving widths, and street curvature for new streets. They also required the "dedication" of the land in street rights-of-way to the public. It was not long before communities were expanding this dedication requirement to include the giving of land for public parks to accommodate the recreational needs of new residents.





Snapshots

Editor's Note: Thanks to our readers for being willing to discuss the issues facing their communities. Also my thanks to Bob Kiss for conducting all the phone interviews, except for Myrtle Beach, which was done by the PCJ Advisory Board member Wayne Lemmon.

Concord, Massachusetts

Population: 15,600

Land area: 26 square miles

Major issues: housing affordability, "mansionization"

Concord, Massachusetts, is a well-to-do community with a vibrant downtown. Active land acquisition to protect open space began in the 1960s through town initiatives and a specially created non-profit corporation. Approximately 35 percent of the land in Concord is now permanently protected. There is also a commitment to preserve the town's three river corridors and its historic past. As a very desirable place to live, however, land prices in Concord have literally "gone through the roof," observes Concord Planning and Land Management Director Marcia Rasmussen.

Recently, four 50,000 square foot lots sold for \$630,000 each. The homes built on these lots are all in excess of \$2 million. Concord is facing a phenomenon of smaller houses being torn down in order to build new, bigger, and more expensive, housing. Rasmussen identifies the process as "mansionization." She notes that, "people who bought in the 1970s and 80s have seen a tremendous gain in their property values." The town is losing its more affordable structures and current

residents who can no longer afford their homes must move out because there are no lower-priced homes available.

Concord does not require its public employees to live in the community. With moderate incomes, it is not a community where they can readily find housing that's affordable. Even children of current residents (or their elder parents) cannot anticipate moving in as the town loses its housing diversity. Of course, new people moving into Concord have the financial resources to do so; however, with no history in the community, they are often unaware or insensitive to local issues.

The town, for all its planning success, acknowledges a problem and has moved forward to promote more affordable housing. This has been done through denser housing developments in residentially zoned districts (by special permit), allowing multiple units within a structure, and requiring the clustering of structures within the site, while providing open space for residents. In West Concord, where there are older industrial-use buildings, there is zoning in place to encourage mixed residential, commercial, and industrial uses within buildings in order to increase housing diversity and affordability.



This small house (under 1,000 square feet) will be removed once the new house has been constructed. New houses being constructed in this part of Concord are averaging between 4,000 and 7,000 square feet in size.



The Dutch Village Mall, in Lynden, Washington, houses retail shops, a restaurant, and hotel. Some of the hotel rooms are in the windmill – which formerly served as a car dealership.

Lynden, Washington

Population: 9,524

Land area: 4.55 square miles

Major issue: dealing with growth in a small city

Lynden, Washington, is located close to the Canadian border, about a two hours' drive north of Seattle. For Lynden City Planner Amy Harksell, an important element of her work is an effort to understand what makes Lynden a safe and beautiful community, with great schools and a sense of commonality, and then to encourage residents, both new and old, to participate in planning for its future.

Historically, the majority of people who lived in Lynden were of Dutch descent. When work was done in the community, the contractors and builders lived in the community. They were local people. This has begun to change. With rapid population growth (a 61 percent increase in population over the past ten years) have come new people and new ideas. It has also become more important, Harksell notes, for the city's regulations to clearly say what they mean, and

mean what they say.

From a planning perspective, Harksell is striving to have the city's economic growth rate parallel its population growth. As a home for small business, Lynden has several employers that bring good jobs to the community. With about 80 employees each, Lynden Door (architectural doors) and Korvan Industries (automated berry pickers) are the kinds of businesses Lynden hopes will build its future.

As the lone city planner, Harksell staffs six different city boards. She believes that the demands of the job as city planner are growing. Lynden also belongs to a small cities caucus to lobby county government on issues important to the group. County government in Washington has approval power over issues like water and solid waste policy. Both city mayors and city planners attend small cities caucus meetings. Like many other lone planners, Amy Harksell looks to other planning colleagues in the county and region for discussion, dialogue, and help.

Long Lake, Minnesota

Population: 1,821
 Land area: 0.8 square miles
 (24 acres)
 Major issues: new bypass highway; master plan for downtown

Long Lake, Minnesota, with a population of just under 2,000, is a suburban community located about fourteen miles west of downtown Minneapolis. One of the principal issues facing Long Lake has been the Minnesota Department of Transportation's plans for a new two lane highway to replace old State Highway 12. The new highway (called "Super 12") will allow for bypassing downtown Long Lake. The old State Highway will continue to serve the downtown area.

Construction of the new highway will affect nearly 20 percent of the city's housing stock. The hundred or so affected homeowners and renters will receive compensation for their houses and a relocation settlement.

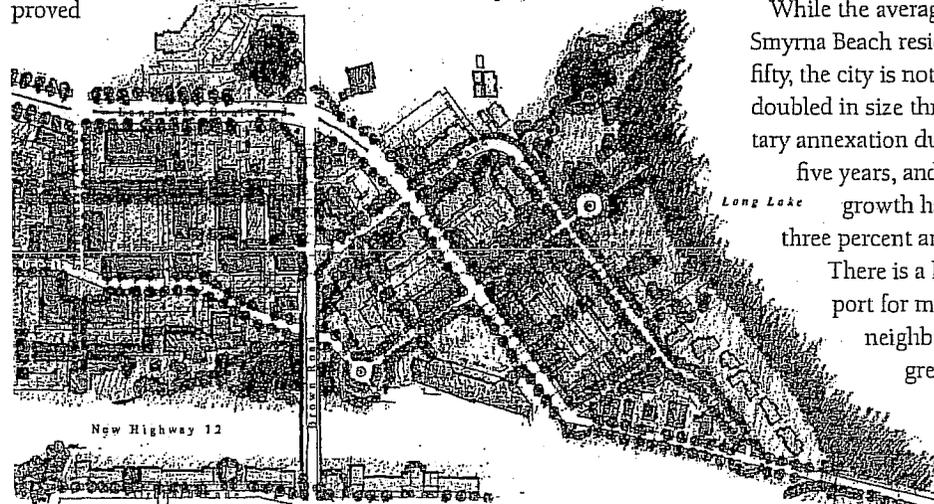
While many residents are satisfied with the settlement, the compensation will not be enough to enable many of those affected to purchase another house in Long Lake or the surrounding communities.

Despite displacement, Long Lake planner Matt Goldstein believes the re-routing of Highway 12 should benefit Long Lake, making downtown a more attractive area. The new route will incorporate a much improved

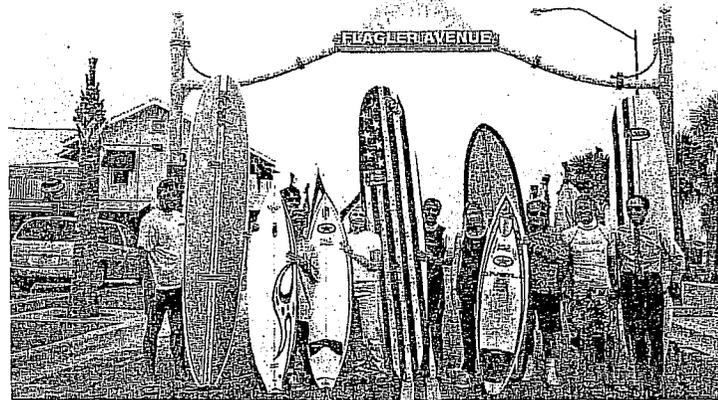
design, and will handle traffic flow more efficiently than the current highway, which goes through the downtown area. The city's recent planning efforts have been closely linked to the highway project. This has included preparation of a new Downtown Master Plan, along with plans for a new fire station, city hall, public works facility (all relocated because of the highway), as well as a "park and ride" lot.

Goldstein believes it is especially important in a small city such as Long Lake to develop public consensus for planning initiatives. This was reflected in the work of a 25-member citizen task force (quite large given the small size of the community) on the Downtown Master Plan, adopted by the city council in July 2001. The Plan provides an urban design framework to guide reinvestment and redevelopment in the downtown area. Among the goals is to have the downtown evolve into more of a "village" form, with more sidewalks, small-scale buildings, a unified architectural character, and enhanced green space.

This past March, the city council adopted new downtown zoning regulations designed to implement the Master Plan recommendations. The new zoning encourages compact, mixed use development, and incorporates concepts central to smart growth, new urbanism, and transit-oriented development.



From Long Lake's Downtown Master Plan.



Surfing is popular for New Smyrna Beach residents and visitors. Below, retail use of a house on Flagler Avenue.

New Smyrna Beach, Florida

Population: 20,000 – not counting snowbirds
 Land area: 19.5 square miles
 Major issue: accommodating new growth while preserving community assets

New Smyrna Beach, Florida, is a beach community of 20,000 fulltime residents. This number swells during the winter season, buoyed by the regular infusion of "snowbirds" from the north country and regional events like NASCAR speed weeks and "Biketoberfest" in nearby Daytona. Development Services Director Thomas Harowski compares New Smyrna Beach favorably to older New Jersey shore communities where weekly rental accommodations of small houses, apartments, and time-share condominiums prevail over transient hotel and motel visits.

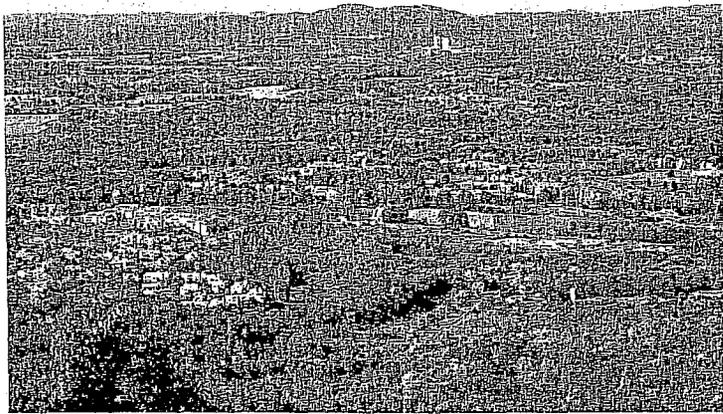
While the average age of New Smyrna Beach residents is over fifty, the city is not sleepy. It has doubled in size through voluntary annexation during the last five years, and population growth has been one to three percent annually.

There is a history of support for maintaining neighborhoods and greenbelts and for the acquisition of environmentally critical properties.



Harowski notes that the goal of planners is to "keep pace without being continuously overwhelmed by current planning demand." The key challenge is to accommodate the new development that is inevitable while, at the same time, protecting and preserving the community assets that have made New Smyrna Beach attractive. Indeed, the city recently adopted as its motto: "Keep the charm."

Another challenge Director Harowski points to is the increasingly "law-driven" nature of planning in Florida. The city's state-mandated comprehensive plan "has legal status" so "lawyers are working the document." Harowski also observes that planning has become much more process-oriented ("how did you do?") instead of results-oriented ("what did you accomplish?"). Harowski appreciates that you cannot require someone to do something that's not in the code, but also points out the impossibility of anticipating every circumstance. There is frustration when, on occasion, "you get junk that meets the code," just as some good projects cannot be approved because they don't meet code requirements.



Aerial photo of the Atkins Corner area of Amherst. A planned unit development is in the foreground, with the crossroads visible in the center of the photo (note: another view of the crossroads can be seen in the photo below on the wall of the charrette meeting room).

Amherst, Massachusetts

Town population: 37,500

Land area: 27.75 square miles

Major issue: creating urban downtown, while maintaining strong rural character

Whether things go right or wrong, the past can help to shape the future. In Amherst, Massachusetts, the real estate building boom of the 1980's generated proposals for more than 1,000 new homes. This burst of growth was a catalyst, according to Amherst Planning Director Bob Mitchell, "to beef up the planning staff and move into a more strategic planning process."



Amherst citizens participate in a charrette to plan for Atkins Corner.

Amherst has prepared for the next boom with village center zoning, a downtown plan, and design review standards, while protecting farmland through the purchase of development rights. These actions and a "long-term planning memory" have helped shape Amherst into an attractive

town that welcomes new residents and visitors.

In order to meet new planning challenges, Amherst has regularly chosen to create planning subcommittees so long-range issues are addressed along with more pressing needs. For commercial development, the town has focused on "little boxes" and fought hard for an original design plan in these cases. After fifteen years of design review history, this process has firm political support. The creative tension in the community is still between residents who see Amherst as a rural farm town and those who see it as a community with both a vital urban downtown and a strong rural character.

At Atkins Corner, a historic crossroads in town, the planning department has undertaken a comprehensive planning process funded by an EPA Livable Communities grant. A sustainable village center concept is being pursued in conjunction with Hampshire College and Atkins Farm Market, both major property owners in this village center. This proposal envisions the creation of a "cultural village center," including the already completed National Yiddish Book Center and the Eric Carle Museum of Picture Book Art, now under construction.

Cochise County, Arizona

County population: 117,800

Land area: 6,169 square miles

Major issue: balancing property rights and community interests

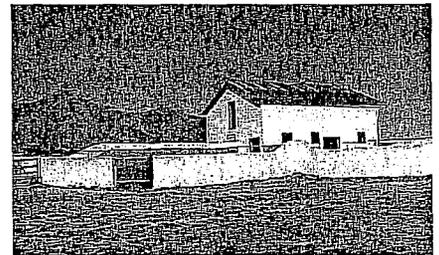
Arizona is a strong property-rights state. As a result, planners in Cochise County face some big challenges. For example, there is no statewide or countywide building code. However, all seven incorporated towns in the county have their own building code. In addition, as mandated by a 1998 state law, government initiated re-zonings require the consent of all affected property owners, even if the proposed zoning changes are in the public interest.

Arizona also allows the sale of 36-acre raw land plots without any approval process beyond a public report to the state. These sales are called "unregulated splits" and the purchaser of a 36-acre "split" may subdivide again to the minimum lot size allowed by zoning (usually 4-acre parcels in the largely rural county) without any substantive review process. A residential development occurring from the sale of an unregulated split is called a "wildcat subdivision." A recent statewide ballot initiative to stop the sale of unregulated splits lost by a wide margin. The outcome of this vote was consistent with a trend supporting

property rights in Arizona that has strengthened over the last four or five years.

According to Assistant Planning Director Judy Anderson, it is an interesting challenge to find a balance between property rights and shared community interests. Nevertheless, there is still momentum for planning. Cochise County recently enacted regulations governing desert golf course design to include water harvesting, re-charge requirements, and green space limits per hole. Another new permit process prevents land clearing, called "scraping" in desert terrain, on most parcels larger than an acre. In addition, the County Board of Supervisors has adopted three community land use plans. These plans have provided local citizens with a voice in how their area grows.

A county website offers easy access to information about Cochise County <www.cochise.az.us/>. Soon the site will offer practical planning tips for people living in rural counties with the addition of its version of The Code of the West, where the "Old West" and "New West" rub elbows.

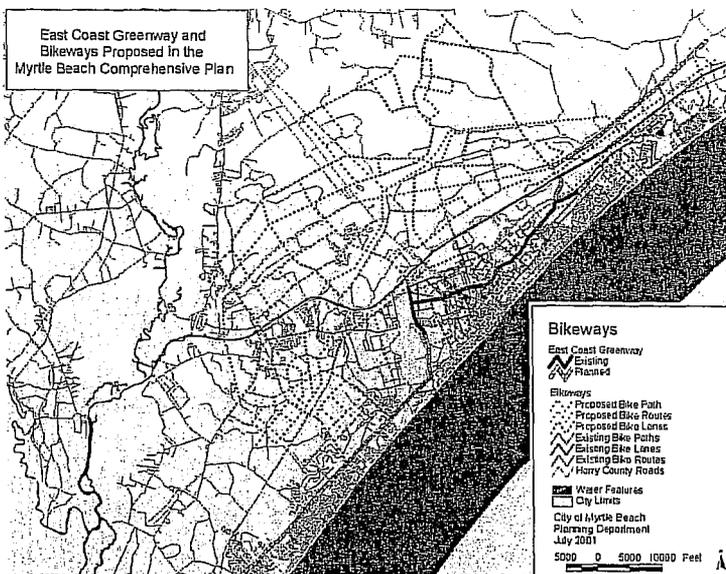


Cochise County is located in Arizona's high desert, in the southeast corner of the state.

Myrtle Beach, South Carolina

Population: 25,000 – during tourist season, up to 300,000
 Land area: 21.6 square miles
 Major issues: tourism; low-density development

Myrtle Beach is an Atlantic Coast resort town. It is part of the “Grand Strand,” comprised of seven communities in two counties. Myrtle Beach itself has year-round population of about 25,000. In the summer, the Grand Strand swells to 450,000. Even in winter, 60,000 to 70,000 tourists may be in residence, taking advantage of outlet shopping and winter golf.



A portion of the planned East Coast Greenway is shown in Myrtle Beach's Comprehensive Plan.

courses, perhaps the greatest concentration to be found in the nation. Indoor tourism has been anchored by outlet shopping and by an array of ten live music theaters. The orientation of the tourist population is decidedly towards the mature and senior age groups. For Myrtle Beach, retirement has emerged as a growth industry.

Of late, the focus has been on “eco-tourism.” The area already boasts 12,000 campsites. A regional wildlife preserve of between 40,000 and 60,000 acres is being defined. Area communities are also linking their green spaces, becoming part of the “East Coast Greenway” which may ultimately provide connected green space from Calais, Maine to Key West, Florida. According to Myrtle Beach Planning Director Jack Walker, “Public space and greenways are high priority. We will be re-writing land development regulations to mandate connectivity between open spaces.”

All the tourism development has led to concerns about sprawl, and the consumption of land for low-density development. The city is working to establish a model of a traditional urban village as part of redevelopment plans for the former Myrtle Beach Air Force Base. Walker notes that the city must invest

public dollars in streetscape improvements and landscaping in order to establish the model plan it hopes to see continued.

Bristol, Connecticut

Population: 62,000
 Land area: 26.5 square miles
 Major issue: downtown revitalization

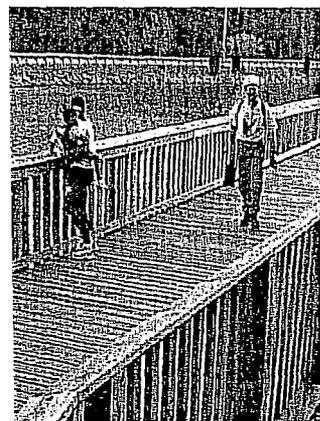
Over the last 40 years, Bristol, Connecticut, has lost much of its downtown to urban renewal and experienced a decline in its blue-collar manufacturing base due to changing economic times, as major employers such as General Motors and Bristol Brass closed shop. According to City Planner Alan Weiner, however, “the demographics and economics have changed again and

there's a sense that Bristol needs to revitalize its downtown and reposition itself in the regional and state economy.”

Bristol is still a manufacturing center, but more high technology and less single sector than in the past. Located 15 miles southwest of Hartford, the city is home to ESPN, the second largest cable television network in the U.S. ESPN employs 2,000 people in the Bristol area, and has just embarked on a major expansion.

Although there has been considerable commercial development in Bristol, primarily along Route 6 (the city's major east-west arterial), there is renewed interest in reviving “the appearance, design, and functionality of downtown.” This effort began with a city review process to update the master plan, followed by a joint city/state downtown rejuvenation study coordinated through the Greater Bristol Chamber of Commerce.

How Bristol will change is still an open question. Planner Weiner suggests that, among other things, an “expressway/boulevard-like” extension of the highway system “may be essential to get people in and out of downtown” (no major highway currently provides access to downtown). With the economy stabilized, and a more cosmopolitan population than in the past, there's every reason to believe that revitalization of downtown Bristol will take place.



Myrtle Beach evolved through several development stages. It is a young community, which only began to be developed in the 1900s and 1930s with individual beach cottages. In the late 1940s, families were attracted to the beaches, and small mom-and-pop hotels, two to three stories high, began to appear. The third wave of development, starting in the 1950s, saw new development of high-rise hotels and condominium-apartments. Hotels began to merge condominium units, and residential tourism became a substantial industry. In the mid-1980s, the first high-rise resorts appeared. Today, there are some 80 resort properties of more than ten stories, including a mixture of hotels and condominiums. The tourism industry has been consciously trying to diversify itself. The area has 105 golf



The upper end of North Main Street in downtown Bristol, Connecticut. South Mountain can be seen in the distance.

Cedar Falls, Iowa

Population: 36,000 – including about 14,000 students
Land area: 28.4 square miles
Major issues: homeowners v. renters; code enforcement; floodplain management

The University of Northern Iowa is in Cedar Falls. With a student population of 14,000 in a community of 36,000, it is not unusual for rental housing demands to be an important issue for city officials – and neighborhood residents.

In recent years many complaints have been received from residents regarding encroachment by student renters and single-family homes being converted into duplex rental units. According to Cedar Falls City Planner Marty Ryan, this reflects a conflict between resident homeowners and investors trying to meet rental housing demands. Parking problems are among the major by-products of this conflict.

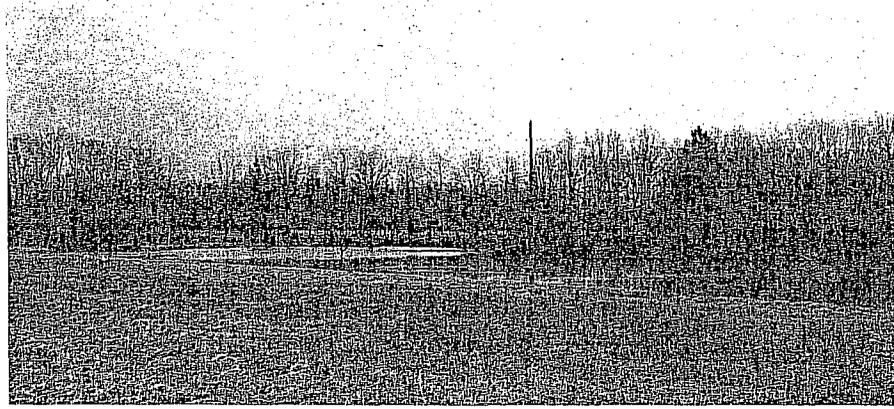
The city has taken steps to respond to some of these neighborhood concerns. A stiffer on-site parking requirement of one parking stall per bedroom for all newly established duplexes and multi-family residences was adopted (previously, all dwelling units, including apartments, were required to provide only two stalls per dwelling unit). Cedar Falls also actively enforces front yard parking violations and occupancy rules of no more than four unrelated persons in a dwelling unit.

In addition to these regulatory measures, Cedar Falls has taken a

more proactive position in encouraging additional multi-family apartment projects. Last year 300 new apartment units were approved. Ryan hopes that this added housing capacity will reduce the rental pressures on residential neighborhoods.

Cedar Falls has an active code enforcement program that focuses upon a variety of nuisances. In recent years the police department has dedicated a police officer part time to code enforcement. This work is coordinated with the planning office. Fines are high: for a first zoning or nuisance violation, \$150. Ryan notes that there is strong support in the community for an active code enforcement program – with the exception of those who are issued citations!

Floodplain management is another key area city planners focus on. Since the devastating 1993 floods, Cedar Falls has taken advantage of FEMA disaster assistance programs to purchase over 150 homes in the floodplain. One member of the planning staff works half-time managing what has become a 7.5 million-dollar buy-out program (FEMA reimburses a good portion of the administrative costs). The reduction of flood damage claims from properties in the floodplain saves tax dollars for everyone.



Brunswick's proposed town center will be centered on the 14 acre lake seen above, just off a major arterial now home to commercial strip developments such as a K-Mart Plaza (top above).

Brunswick, Ohio

Population: 34,000
Land area: 11.49 square miles
Major issue: developing a new town center in a suburban community

The City of Brunswick, Ohio is twenty-five miles southwest of Cleveland. Brunswick is a post World War II suburb. Its 34,000 residents face the challenge of dealing with sprawl and strip development along two state highways. As is the case with many other post-War suburbs, there is no downtown. In Brunswick, this is about to change.

According to Community Development Director Sid Welch, in 1998 the city purchased land to create a town center. The key parcel is 107 acres, and includes a 14-acre lake. A second adjoining parcel of 36 acres was purchased and reserved for real estate development in the master plan.

None of this happened by accident. In 1995 Brunswick adopted a master plan update in consultation with the Cincinnati planning

and engineering firm, PKG. *Planning Commissioners Journal* readers will appreciate that PCJ columnist Greg Dale was at that time the lead planner with PKG. Welch reports that “the seed of an idea” for the creation of a town center in Brunswick was planted in this master plan revision.

The idea of a town center coincided with an opportunity to purchase land for such a center. After the city purchased the needed parcel, it hired Hunter Interests and Sasaki Associates to complete a master plan for the town center development. The plan calls for a “neo-traditional” town center with a mix of residential and retail uses, along with an amphitheater and suitable public facilities.

The city is now negotiating with a developer on a detailed agreement which will include design guidelines for the project, and hopes to break ground in the near future. More details about the project can be found at: www.brunswick.oh.us/town_center.htm ♦



New apartments under construction in Cedar Falls.

Think Like a Reporter

by David Essex

To get good press – or any press at all – you need to think like a reporter. That's my conclusion as a citizen planner who came to that calling from the other side of the reporter's notebook.

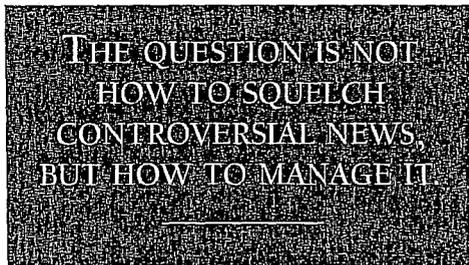
I've watched with frustration as boards have missed golden opportunities for favorable coverage, needlessly antagonized reporters, or forgotten to publicize public decisions. I've been misquoted, and once wrote a letter to the editor correcting an article that misled voters before a Town Meeting. I've also learned to admit, reluctantly, that a committee's interests don't always coincide with those of the press.

Having seen media-relations issues from both sides, I have some insight into why press coverage can go wrong. Most problems stem from a failure to understand what motivates reporters and how they do their jobs. The following advice can help you think like a reporter so you can tailor communications to appeal to your first audience: media reporters and the editors and producers they must satisfy before any story reaches your community.

How What's News and What Isn't

More importantly, know what's *really* news. The first instinct of many board members is to try harder to withhold information the bigger the news. You could suppress that urge and do the opposite. If you've just made significant news in your community – say, you've approved the Master Plan, or received an application for a major new development – shout it from the rooftops. Call local reporters within a day or two so they can get the story into an upcoming edition. Better yet, give advance warning if possible, explaining clearly why the story is newsworthy. Consider writing a press release for release on the hour of the event, and fax or e-mail it along with a heads-up call.  *Writing An Effective Press Release*, p. 20.

To do this well, you must understand how reporters and editors define news. It's an event, situation, or decision that's new, different, and important, and likely to impact many people in your community. For land-use boards, press-release-worthy news is usually some major turning point: a long-awaited ruling, the culmination of an administrative process, or the introduction of a new initiative. It's the half-dozen things you do each year that generate a buzz in the coffee shops, grocery stores, and post offices in your community.



Some boards lack such news sense, or try to promulgate “good” news after a spate of not-so-good publicity. The result can be bland press releases and useless tips that all but the most desperate, understaffed news organizations will throw in the trash. A change in the membership of your board is minor news that might merit a press release if you have the time. But a we're-still-alive release that drones on about ongoing work that isn't news-worthy anytime, or that breathlessly relates events that were news weeks ago, won't get published and will hurt your credibility as a news source.

Still, sometimes a constructive complaint is all that's needed to jump start news coverage. Journalists live in fear of missing important stories, so they're sensitive to accusations of inattentiveness. If you find local media seem to be ignoring your board, make a friendly call to say so diplomatically, or pull a reporter aside after a meeting. Explain why your board's activities are newsworthy and give exam-

ples. If possible, cite similar activities of other boards that were covered by the same media outlet or a competitor.

Use “Judo” to Turn Negative News to Advantage

Controversy is also news, and it's the primary source of public resentment of the media. Better to accept that the press loves controversy than to wish it weren't so. As a media consumer, you probably enjoy hearing about disputes, too – you just don't like being publicly embroiled in one.

The question, then, is not how to squelch controversial news, but how to manage it once it arises. You have no responsibility to volunteer information that's potentially damaging to your cause, unless it comes under standard disclosure or Right-to-Know requirements or is customarily included in the public record. But if you clam up or actively try to squash the news, you could find yourself on the losing end of a public-relations war, and you won't be at war with the media, you'll be fighting against your own positive public image. If you try too hard to control the nature and tenor of news reports, you'll only end up coming across to the press, and hence, the public, like a control freak who may have something to hide.

The best response is to make sure your side is included in the resulting press coverage. State your case matter-of-factly, sticking with facts and logic. Avoid tit-for-tat comebacks to rumors, innuendo, and personal attacks. Above all, frame your board's actions as motivated by the public good, and be sure to state why your position is the best one to further that greater end.

You may be able to turn a public-relations nightmare to your advantage the way a judo master uses an opponent's weight against him.

continued on page 20

Don't Antagonize or Annoy the Media

Inexperienced people often make two understandable but unforgivable mistakes: they needlessly antagonize reporters and editors or make such a nuisance of themselves that coverage, if any, is more likely to be negative.

If your mother or a former sales manager sagely told you that dogged determination is what closes the "sale," forget that advice. Local reporters do not take kindly to persistent unwanted communiques – and may not notice when a "real story" from that person or organization comes along. If you don't have a valid news tip or quotable quote, whatever it is you're selling won't sound better the tenth time around.

When you're *really* mad at reporters, you may be tempted to refuse to cooperate, cutting them off from communications or shutting them out of meetings. It's sometimes called blacklisting, and it's a very bad idea. When I was a reporter, a local defense-related manufacturer that was being courted by an overseas company tried this, instructing employees not to talk to me after I wrote articles examining the national-security implications. My response was to rely more on unnamed sources outside the company, one of whom had an axe to grind and reams of confidential documents. The next stories went to print without a single statement from company management.

Your attempts at blacklisting will probably bring a similar response from reporters, at least the competent ones. If they don't get part of their story from you, they'll get it from sources that don't know what they're talking about or have a different agenda from yours. Those aren't the people you want to see as the primary sources for a story.

Remember that behind every jilted reporter are several stressed out, perturbed editors who can't do their jobs because of you. Almost all the journalists I've known are decent, hardworking people who strive to be fair. But they're also human, and their objectivity can be sorely tested by petty actions that they view as threats to their livelihood. When you make things personal, you run the risk

the media will, too. Only, they have the last word.

Head Off Errors, Misquotes, and Distortions

An old saw says the three most important things in journalism are accuracy, accuracy, and accuracy. But chances are you know first-hand how frequently the press gets things wrong. Journalists believe errors are inexcusable, but they also know too well how they happen. News is history written on the fly, and most reporters don't have the time to verify every fact. Worse, in many ways, is their frequent inability to understand the policy or science that underlies a story, or to see the real up-shot of events. Distortions creep in when biased but press-savvy sources get their spins reported as unchallenged truth in coverage slanted their way by reporters who were never told there is another side to the story.

You can avoid such errors by taking time to explain technical concepts and complicated programs or policies. Write press releases, highlight sheets, and back-grounders (question-and-answer is especially effective) and make sure they're accurate. Include relevant graphics or photos. Put the most important information up front, and always include a contact name and phone number. Explain why the news is important. Try to make materials available several days before deadline, and distribute them simultaneously to media outlets with similar deadlines to avoid slighting anyone.

Media confusion often begins with a confusing message. Stick to a simple message, and only use terms and phrases that relate to it. Don't be sarcastic, ironic, secretive, subtle, coy, vague, funny, cute, or overly familiar.

Answer the question and stick to the facts, just like a reporter. ♦

David Essex of Antrim, New Hampshire, is a freelance writer and former newspaper reporter. He is currently one of the Town of Antrim's two representatives on the Southwest Region Planning Commission, and previously served for ten years as a member of the Antrim Planning Board.



Basic Tips for Good Press

- Inform the media of important news in a timely fashion.
- Learn to write press releases (or find someone who can), but don't waste them on non-news.
- Keep all meetings open to the press and public with rare exceptions.
- Give board members and other principals a heads-up before releasing a story.
- Don't try to put the genie of negative news back in the bottle. Instead, make sure your viewpoint is included.
- Take time to help reporters get their facts straight – and to understand the larger story.
- Don't try to punish reporters or play favorites in response to negative coverage. It can lead to worse publicity or none at all.



Writing an Effective Press Release

1. Craft an attention-grabbing opening paragraph that reads like the lead of a newspaper story, summarizing the most important information and why it matters to the community.
2. Next, directly quote one or two organization leaders who reinforce or explain the main points. Include exact titles.
3. Add one to three paragraphs that elaborate on the lead with more details, background on preceding events, and information on what comes next (this can help the reporter plan a follow-up story).
4. Include a paragraph or two explaining the history, public policy, or science behind the news.
5. Close with a boilerplate paragraph summarizing your organization's purpose, membership, relationships, and accomplishments.
6. Go back and add a newspaper-style headline in boldface or all caps, and an optional blurb or "deck" underneath.
7. Try to stay within two, double-spaced letter-size pages.

Must-haves include:

- Contact name and phone number.
- The organization's formal name, address, fax/phone numbers, e-mail address, and Web URL.
- Dateline (city, state, month, day, year) at beginning of lead.
- Date and time the information can be released (if different from dateline).
- "End" or "-30-" (newspaper lingo for end) at bottom.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Jeffrey Smith, Director of Finance
CC: Martin Berliner, Town Manager, Matt Hart, Assistant Town Manager
Date: December 13, 2004
Re: Financing Plan for Fire Trucks

Subject Matter/Background

As you know, the Town Council at their meeting on July 14, 2003, agreed to purchase a second fire truck (in addition to the one already approved for the Eagleville Fire Department) for the Mansfield Volunteer Fire Company. This action was taken in response to a communication from Dave Dagon and myself written on July 2, 2003, advocating this decision. In our communication we had estimated the total cost of both trucks would be \$720,000 (see attached financing plan).

Subsequent to the Council's action, a joint truck building committee was established with members from both departments. The committee, after several months of work made a number of suggestions, which increased the cost of the trucks to \$731,590. It is Mr. Dagon's opinion that these deliberations resulted in an apparatus design that enhanced operational effectiveness and firefighter safety and that the additional cost was justified. We also purchased a performance bond for \$3,640, and incurred some miscellaneous costs for advertising and consulting services for approximately \$2,000, which increased the overall estimated cost to \$737,230.

With the Council's decision to purchase a second new truck a second used truck also potentially became available for disposal. At that time however, we had not come to a firm decision on whether to dispose of one truck or both trucks. The decision has now been made to dispose of both. The vehicles in question are: Mansfield ET117 and Eagleville E107.

Our plan for financing the trucks included our original appropriation of \$350,000, a loan of \$325,000, a pre-payment credit of \$32,400, a reduction of 1% for ordering two trucks \$7,200, and other (sale of old truck(s)) for \$5,400.

The pre-payment credit was based on the number of days the manufacturer would hold our money at 4.5% per annum. The construction period was shorter and therefore the credit was less than anticipated. Also, through a misunderstanding on our part, the 1% reduction only applied to the cost of one truck. We currently estimate that the truck being replaced at Eagleville is worth about \$20,000, and the Mansfield truck about \$10,000.

Financial Impact

With this as background, we are asking the Council for approval/direction on several actions:

1. There are two used fire trucks potentially available for sale. However, the Eastern Connecticut Fire Training School has requested that we donate Mansfield Engine Tank No. 117 to their school for training purposes. As previously mentioned, we believe this truck is worth approximately \$10,000 and the school has agreed to offset some of the gift value with a free training credit of \$2,500 leaving a net gift value of approximately \$7,500. We believe it is in the Towns best interest to make this donation but need your approval to do so.
2. The fire departments have compiled a list of new and replacement equipment, which they feel should be purchased for the new trucks. Our Fire Service Administrator has reviewed the list and broken it down to those items that should be purchased now in order to put the trucks on the road and the second list of those items that could be purchased at a later date. The estimated cost of the equipment is \$26,000 of which \$20,000 would be purchased now. Of the \$20,000, we have identified other funding sources for \$5,000 leaving a balance of \$15,000 to finance.
3. If we add the \$15,000, and the value of ET117, we are looking at additional financing of \$25,000. In order to accomplish both objectives, we would purpose the following:

The Town has approved borrowing up to \$325,000. Because the cost of money is greater than interest earned on short-term balances, we have not entered into a loan agreement but rather have borrowed the money internally. The Five Year CNR Plan provides for a repayment of \$70,000 per year to retire principal and pay interest. Since we are not paying interest, that schedule, if adhered to, would equal \$350,000 at the end of five years. That covers the additional financing of \$25,000, and allows us to donate ET117 to the Eastern Connecticut Fire School.

Recommendation

In order to accomplish the above, the Council would need to take the following actions:

1. Approve the donation of Engine Tank No. 117 to the Eastern Connecticut Fire School; and
2. Amend the Capital Projects Budget as follows:

	<u>Approved</u>	<u>Proposed</u>
Total Expenditures:	<u>\$ 720,000</u>	<u>\$ 752,230</u>
Total Revenues:		
CNR Fund	\$ 350,000	\$ 350,000
Loan	325,000	350,000
Prepayment Credit	32,400	28,770
1 % Credit	7,200	3,660
Sale of Truck	5,400	19,800
	<u>720,000</u>	<u>752,230</u>

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

Move, effective December 13, 2004, to approve the donation of Engine Tank No. 117 to the Eastern Connecticut Fire School and to amend the Capital Projects Budget as recommended by the Director of Finance in his communication dated December 13, 2004.

Attachments

- 1) Financing Plan for SeaGrave Pumpers

Financing Plan
SeaGrave Pumpers

Estimated Cost	Original Budget	Current Estimate	Proposed Budget
Total Vehicle	\$ 720,000	\$ 731,590	\$ 731,590
Performance Bond	-	3,640	3,640
	<u>\$ 720,000</u>	<u>\$ 735,230</u>	<u>\$ 735,230</u>
Misc.(Adv., Legal, Consulting)	-	2,000	2,000
Equipment	-	-	15,000
Total Cost	<u><u>\$ 720,000</u></u>	<u><u>\$ 737,230</u></u>	<u><u>\$ 752,230</u></u>
Financing Plan			
1% Credit for 2 Trucks*	\$ 7,200	\$ 3,658	\$ 3,660
CNR Fund	350,000	350,000	350,000
Loan	325,000	325,000	350,000
Pre-payment Credit	32,400	28,771	28,770
Other **	5,400	30,000	19,800
	<u><u>\$ 720,000</u></u>	<u><u>\$ 737,429</u></u>	<u><u>\$ 752,230</u></u>
Over(Under)Budget		\$ (199)	\$ -

* 1% credit is calculated only on cost of 2nd identical truck

** Estimated proceeds from sale of Eagleville Engine Tank 107



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager; Lon Hultgren, Director of Public Works
Date: December 13, 2004
Re: An Ordinance Regulating Litter

Subject Matter/Background

As part of our efforts to address community quality of life issues, we have prepared a proposed ordinance to regulate litter. Litter is a significant problem in some areas of town, and the proliferation of litter threatens public health and public safety.

In general terms, the ordinance would prohibit littering in public places and on private property. Furthermore, in certain limited circumstances the ordinance would allow the town to enter private property to dispose of litter and to address blighted conditions.

Staff will be available at Monday's meeting to address any questions the Council may have regarding this proposal.

Financial Impact

At the moment, we believe the ordinance could be effectively enforced with existing personnel.

Legal Review

Staff prepared the proposed ordinance in consultation with the Town Attorney.

Recommendation

Staff believes that the ordinance would provide us with a valuable tool to address quality of life issues associated with litter. In accordance with our customary procedure, we recommend that the Council schedule a public hearing at its next regular meeting to solicit public comment regarding the proposal.

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

Move, effective December 13, 2004, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on January 10, 2005, to solicit public comment regarding the proposed "Ordinance Regulating Litter."

Attachments

1) Proposed Ordinance



**Town of Mansfield
Code of Ordinances
“An Ordinance Regulating Litter”**

December 13, 2004 Draft

Section 1. Title.

This Ordinance shall be known and may be cited as the “Ordinance Regulating Litter” or “Litter Ordinance.”

Section 2. Legislative Authority.

This ordinance is enacted pursuant to the provisions of *Connecticut General Statutes §7-148 et seq.*, as amended.

Section 3. Findings and Purpose.

The Town Council of the Town of Mansfield finds that the improper dispersion of litter and garbage within the community creates a public health hazard and blight, and is therefore detrimental to the general welfare, health and safety of all residents of Mansfield. Therefore, pursuant to the various police, health and public safety powers granted to municipalities under *Connecticut General Statutes § 7-148*, the Town of Mansfield seeks to protect, preserve and promote the health, safety, welfare and quality of life of all its residents by regulating the dispersion of litter and garbage.

Section 4. Definitions.

For the purpose of this Ordinance, the words and phrases used herein shall have the following meanings, unless otherwise clearly indicated by the context:

- A. “Blight” or “Blighted premises” shall mean any parcel of land where at least one of the following conditions exists:
- 1) It has been determined by an Enforcement Officer, acting within the scope of his/her authority, that a condition exists that poses a serious or immediate threat to the health, safety or general welfare of the community.

- 2) The property is in a physically deteriorating condition causing unsafe or unsanitary conditions or a nuisance to the general public, and evidenced by one or more of the following conditions:
 - a. Rodent harborage and/or infestation.
 - b. Persistent garbage or rubbish on the property.
 - 3) The overall condition of the property causes an unreasonable impact on the enjoyment of or value of neighboring properties as expressed by persistent complaints from adjoining property owners.
- B. "Enforcement Officer" shall mean one or more employees and/or agents of the town, designated by the Town Manager to enforce the provisions of this Ordinance.
- C. "Garbage" shall mean putrescible animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.
- D. "Litter" shall mean any discarded, used or consumed substance or waste material, whether made of aluminum, glass, plastic, rubber, paper or other material or synthetic material or combination thereof, which has not been deposited in a refuse receptacle.
- E. "Park" shall mean a park, reservation, playground, recreation center or any other public area in town, owned or used by the town and devoted to active or passive recreation.
- F. "Private premises" shall mean any dwelling, house, building, or other structure, designed or used, either wholly or in part, for private residential purposes, whether inhabited or temporarily or continuously uninhabited or vacant, and shall include any yard, grounds, walk, driveway, porch, steps, vestibule or mailbox belonging or appurtenant to such dwelling, house, building or other structure.
- G. "Public place" shall mean any area that is used or is held out for use by the public whether owned or operated by public or private interests.
- H. "Refuse" shall mean both garbage and rubbish.
- I. "Rubbish" shall mean non-putrescible solid wastes consisting of both combustible and noncombustible wastes, such as paper, wrappings, cigarettes, cardboard, tin cans, yard clippings, leaves, wood glass, bedding, crockery and similar materials.
- J. "Vehicle" is every device in, upon or by which any person or property is or may be transported or drawn upon a highway.

Section 5. Littering public places.

No person shall throw or deposit litter in or upon any street, sidewalk or other public place within the town except in public receptacles, in authorized private receptacles for collection, or in official town disposal areas.

Section 6. Placing of litter in receptacles to prevent scattering.

Persons placing litter in public receptacles or in private receptacles shall do so in such a manner as to prevent it from being carried or deposited by the elements upon any street, sidewalk or other public place or upon private property.

Section 7. Sweeping litter into public places; duty to keep sidewalks clean.

No person shall sweep into or deposit in any gutter, street or other public place within the town the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. Persons owning and/or occupying property shall keep the sidewalk in front of their premises free of litter.

Section 8. Merchants to keep sidewalks, public places free of litter.

No person owning and/or occupying a place of business shall sweep into or deposit in any gutter, street or other public place within the town the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. Persons owning or occupying places of business within the town shall keep the sidewalk and/or street in front of their business premises free of litter.

Section 9. Throwing litter from vehicles.

No person, while a driver or passenger in a vehicle, shall throw or deposit litter upon any street or other public place within the town, or upon private property.

Section 10. Vehicles causing litter.

No person shall drive or move any truck or other vehicle within the town unless such vehicle is so constructed or loaded as to prevent any load, contents or litter from being blown or deposited upon any street or other public place, or upon private property.

Section 11. Litter in parks.

No person shall throw or deposit litter in any park within the town except in public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the

elements upon any part of the park or upon any street or other public place or upon private property. Where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere as provided herein.

Section 12. Littering fountains or bodies of water.

No person shall throw or deposit or cause to be blown, scattered, spilled or otherwise dispose of any litter in any fountain, pond, lake, stream, or other body of water in a park or elsewhere within the town.

Section 13. Litter on private property.

No person shall throw or deposit litter on any private property within the town, whether owned by such person or not, except that the owner or person in control of occupied private property may maintain private receptacles for collection in such a manner that litter will be prevented from being carried or deposited by the elements upon any street, sidewalk or other public place or upon any private property.

Section 14. Duty to maintain premises free of litter or blight.

The owner or person in control of any private property shall at all times maintain the premises free of litter or blight; provided, however, that this section shall not prohibit the storage of litter in private receptacles for collection.

Section 15. Violations and Penalties.

Enforcement of this ordinance shall be as follows:

- A. The Town Manager shall designate one or more Enforcement Officers, who are empowered to take such enforcement actions as authorized in this Ordinance.
- B. The Enforcement Officer shall serve written notice of the violation(s) of this ordinance to the owner or the agent of such owner of any occupied or vacant property within the town. Such notice shall be hand delivered or mailed by certified mail, return receipt requested, addressed to said owner at the last known address.
- C. Such notice shall state the violation(s) as outlined hereinafter and demand its correction within ten (10) calendar days. If the person cited fails to correct the violation before the deadline, the Town may issue a citation. Said citation shall inform the owner or agent of the allegations against him or her, the amount of the fine due, and the date on which payment of the fine is due, which shall be no later than ten (10) days after the date of the citation.

- D. Citations shall be punishable with a fine of one hundred dollars (\$100) for each violation. Each separate day that a violation exists after the issuance of a citation shall be subject to a separate additional fine without the issuance of a separate citation.
- E. If any such fine is unpaid beyond the due date, the Town may initiate proceedings under the authority of *Connecticut General Statutes* §7-152c and the Town of Mansfield Hearing Procedure for Citations Ordinance to collect such fine.

Section 16. Removal by town.

- A. *Notice to remove.* The Enforcement Officer is hereby authorized and empowered to notify the owner, or the agent of such owner, of any occupied or vacant private property within the town to properly dispose of litter located on such owner's property that is violative of this ordinance. Such notice shall be by certified mail, addressed to said owner at his/her last known address.
- B. *Action upon noncompliance.* Upon the failure, neglect or refusal of any owner or agent so notified to properly dispose of litter or blight within ten (10) days after receipt of the written notice provided for in subsection A above, the Enforcement Officer is hereby authorized and empowered to pay for the disposing of such litter or to order its disposal by the Town.
- C. *Recorded statement constitutes lien.* Upon completion of such work, the Enforcement Officer shall determine the reasonable cost thereof and bill the owner or agent therefor. Upon failure of the owner or agent to remit to the town the amount of such charge within thirty (30) days from the date of such notice, the Enforcement Officer, within ninety (90) days from the date of such notice, shall record in the land records of the Town a sworn statement showing the cost and expense incurred for the work, the date the work was performed and the location of the property on which said work was performed. The recordation of such sworn statement shall constitute a lien and privilege on the property and shall remain in full force and effect for the amount due in principal and legal interest, plus costs in court, if any, for collection, until final payment has been made. Sworn statements recorded in accordance with the provisions hereof shall be prima facie evidence that all work has been completed properly and satisfactorily, and shall be full notice to every person concerned that the amount of the statement, plus interest, constitutes a charge against the property designated or described in the statement and the same is due and collectible as provided by law. Said lien shall have the same effect and may be foreclosed in the same manner as a tax lien.

Section 17. Appeals Procedure.

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

Section 18. Construction.

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

Section 19. Savings Clause.

Should any court of competent jurisdiction declare any section or clause or provision of this Ordinance to be unconstitutional or *ultra vires*, such decision shall affect only such section, clause or provision so declared unconstitutional and shall not affect any other section, clause or provision of this Ordinance.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager; David Dagon, Emergency Services Administrator
Date: December 13, 2004
Re: Collective Bargaining Agreement between the Town of Mansfield and Local 4120, International Association of Firefighters

Subject Matter/Background

After more than a year and a half of hard work, the Town and the Mansfield Firefighters, Local 4120, International Association of Firefighters, have reached a tentative agreement on their first contract. As you will recall, the former employees of the Mansfield Volunteer Fire Company and the Eagleville Fire Department became town employees in March 2003, and we have been working on a first contract since shortly following that time. Also, we did previously execute a two-year Stipulated Agreement concerning wages and insurance for full-time personnel. Through negotiation, we have been able to add an additional year.

The highlights of the proposed agreement are as follows:

- 1) Duration – three years (July 1, 2003 – June 30, 2006)
- 2) Recognition – the Agreement covers all uniformed firefighters working a minimum of 12 hours per week. Our fire service relies heavily upon part-time employees, and we thought it was important to ensure that they were members of the bargaining unit.
- 3) Health insurance – as previously agreed to, employees have the option to choose between two Anthem Blue Cross/Blue Shield products: the Bluecare POS and the Century Preferred PPO plan. Until the Stipulated Agreement, the employees had never had a health insurance cost share. For the Bluecare POS plan, the employees would pay 1%, 2% and 5% for years 1, 2, and 3 of the contract. For the Century Preferred PPO plan, the cost share would be 5%, 6% and 10%. Also, under the Century Preferred PPO plan, we did introduce the public sector formulary for prescription coverage. The formulary does increase the cost of the prescription co-pay. Furthermore, we added a Payment in Lieu of Health Insurance program for employees who are able to obtain health insurance elsewhere.
- 4) Life and Disability Insurance – the Agreement provides life and disability insurance coverage for employees. Because it provides coverage for a longer period of time and is less expensive for the employer, we think that disability insurance is

preferable to allowing employees to accumulate a large number of sick days. Consequently, sick leave accrual is capped at 288 hours.

- 5) Holidays and leave – the Agreement provides a standard holiday and leave package for all employees. Currently, the former employees of Mansfield and Eagleville have different holiday and leave benefits, which leads to some inequities.
- 6) Substance abuse and wellness programs – considered a progressive step for a firefighter contract, the Agreement contains mandatory programs to limit substance abuse and to promote employee wellness. Employees who satisfy the standards of the wellness program would be eligible to receive a discounted membership at the Community Center.
- 7) Wages – under the Stipulated Agreement executed earlier, existing full-time employees received a 3% increase for years 1 and 2 of the contract. Full-time former employees of the Mansfield Volunteer Fire Company also received the adjustments from the wage equalization plan approved by the Town Council in 2000. (The wage equalization plan ran from January 1, 2001 through July 1, 2004, and was designed to equalize the pay between the Mansfield and Eagleville departments over a five-year period.) For year 3 of the contract, we also tentatively agreed to a 3% general wage increase for full-time employees.

For existing part-time employees, we agreed to adhere to the wage equalization plan that we had established for part-time personnel. Under this plan, part-time employees receive a general 3% wage increase for each of the three years, and the former Mansfield employees receive an additional adjustment. The wage equalization plan expires on July 1, 2004, and we agreed to a general wage increase of 3% for year 3 of the contract.

We have also developed a pay plan for full and part-time employees hired after the execution of this Agreement.

- 8) Longevity pay – currently, one group of employees receives longevity pay and the other does not. The Agreement equalizes this benefit, and provides the following schedule for all employees:
 - \$425 for 6 years but less than 10 years service
 - \$500 for 10 years but less than 15 years service
 - \$600 for 15 years but less than 20 years service
 - \$800 for 20 years or more service
- 9) Retirement – currently, some full-time employees participate in a Kemper IRA plan or a similar vehicle, while others receive a cash payment in lieu of a retirement benefit. This Agreement would require all full-time employees to participate in the Municipal Employees Retirement System (MERS), which is a defined benefit retirement plan in which all other full-time employees of the town are members. Under MERS, employees contribute 2.25% of their gross pay and the employer contribution varies according to the needs of the fund. The MERS plan offers great stability compared to market-driven, defined contribution plans. Our Agreement also

provides a retirement provision for those current full-time employees who decide to retire before vesting in MERS.

For part-time personnel, the Agreement would require participation in the section 457 retirement savings plan that the town uses as a mandatory Social Security alternative for all part-time staff. Under the 457 plan, the employee contributes a minimum of 5.5% of his/her gross pay, and the employer contributes 2%.

Financial Impact

With the wage equalization plans in effect, the financial impact of the agreement would average about 6% per year for the first two years. The third year would run about 2.5% with savings realized by an increased employee cost share for health insurance. The average increase for each of the three years is approximately 4.8%.

Recommendation

Staff recommends that the Town Council authorize the Town Manager to execute the tentative agreement on behalf of the Town. We believe that the proposed contract was well negotiated by both parties, and is a progressive and responsible labor relations agreement. As you know, we are moving to establish a consolidated municipal fire and emergency services department, and it is essential that we establish standard working conditions and benefits for all employees within the bargaining unit. This Agreement would help us to accomplish that goal.

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

Move, effective December 13, 2004, to authorize the Town Manager to execute the tentative collective bargaining agreement between the Town of Mansfield and Local 4120, International Association of Firefighters, for the term beginning July 1, 2003 and expiring June 30, 2006.

Attachments

1) Tentative Agreement

COLLECTIVE BARGAINING AGREEMENT

between the

TOWN OF MANSFIELD

and

**MANSFIELD FIRE FIGHTERS, LOCAL 4120
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS**

July 1, 2003 – June 30, 2006

TENTATIVE AGREEMENT

12/02/04
369107 v.04

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**COLLECTIVE BARGAINING AGREEMENT BETWEEN
THE TOWN OF MANSFIELD
and
THE UNIFORMED PROFESSIONAL FIRE FIGHTERS OF CONNECTICUT**

**ARTICLE I
RECOGNITION**

- 1.1** The Town of Mansfield (the "Town") recognizes the Uniformed Professional Firefighters of Connecticut (the "Union") as the exclusive representative of all uniformed fire fighters employed by the Town, who are regularly scheduled to work at least twelve (12) hours weekly, with the exception of the Emergency Services Administrator and/or any chief or deputy chief who may be appointed by the Town in the future and meets the definitions of exclusion from the bargaining unit by the Connecticut State Board of Labor Relations.
- 1.2** For the purposes of this Agreement:
- a. A full-time employee is one who is regularly scheduled to work an average of forty-two (42) hours per week.
 - b. A part-time employee is one who is regularly scheduled to work fewer hours than an average of forty-two (42) hours per week.

**ARTICLE II
NON-DISCRIMINATION**

- 2.1** All provisions of this Agreement apply equally to all employees without discrimination on the basis of race, color, creed, religion, sex, age, national origin, marital status, sexual orientation or disability except in the case of a bona fide occupational qualification or business necessity.

**ARTICLE III
NO STRIKE--NO LOCKOUT**

- 3.1** The Union and the employees expressly agree that there will be no strikes, slowdowns, picketing during working hours, work stoppages, mass absenteeism, mass feigned illness or other similar forms of interference with the operation of the Town.
- 3.2** The Town agrees that it will not lock out the employees covered by this Agreement during its term.

- 3.3 Any or all employees participating in such strike or other prohibited activity described above in Section 1 shall be subject to disciplinary action by the Town up to and including discharge.

ARTICLE IV MANAGEMENT RIGHTS

- 4.1 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Town has and will continue to retain, whether exercised or not, all the rights, responsibility and prerogatives of management of the affairs of the Town and direction of the workforce, including, but not limited to, the following.
- a. To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the Town.
 - b. To establish or continue policies, practices and procedures for the conduct of Town business and, from time to time, to change or abolish such policies, practices or procedures.
 - c. To discontinue processes or operations or to discontinue their performance by employees.
 - d. To select and to determine the number and types of employees required to perform the Town's operations.
 - e. To employ, transfer, promote or demote employees, or to lay off, terminate for just cause or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Town. The Town may establish contracts or sub-contracts for operations provided that this right shall not be used for the purposes or intention of laying off bargaining unit employees, undermining the Union, discriminating against its members, or reducing the number of full-time Firefighter/EMTs.
 - f. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them and to the Union.
 - g. To create job specifications and revise existing job specifications as deemed necessary and to ensure that related duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees provided that, upon request, the Town agrees to negotiate with the Union regarding any significant impact which any

change in job specifications may have on employees' wages, hours or other terms of employment.

- h. To ensure that related duties connected with Town operations, whether enumerated in job descriptions or not, shall be performed by employees.

ARTICLE V UNION SECURITY

- 5.1** As a condition of employment, all regular employees in the bargaining unit shall become and remain members of the Union in good standing within thirty (30) days of hire, or, if the employee chooses not to become a member of the Union, then the employee shall pay an agency service fee. The agency service fee shall be that proportion of Union dues which is expended for the purposes of collective bargaining, contract administration and grievance processing.
- 5.2** The Town agrees to deduct Union dues and/or fees from the pay of those employees who voluntarily authorize such deductions in writing or agency service fees established by the Union for non-members. The Town shall submit same to the Secretary-Treasurer of the Union no later than the fifteenth of each month.
- 5.3** The deduction of Union dues and dues during any month shall be made during the applicable month and shall be remitted to the financial officer of the Union not later than the third Thursday of the following month. The monthly dues remittance to the Union shall be accompanied by a list of names of employees from whom wage dues deductions have been made.
- 5.4** The Union shall supply to the Town written notice at least thirty (30) days prior to the effective date of any change in the rates of fees and dues.
- 5.5** No dues or fees will be deducted when an employee has exhausted accumulated sick leave or is collecting workers' compensation or whose earnings are insufficient to cover dues after taking other legally required deductions.
- 5.6** The Union shall indemnify and hold the Town harmless from any and all demands, suits, complaints, claims, costs and liabilities including reasonable attorney's fees and the cost of hearings caused by or arising out of the administration or enforcement of this article.

**ARTICLE VI
GRIEVANCE PROCEDURE**

6.1 The following terms are agreed to mean as stated below.

- a. "Grievant" is defined as any member of the bargaining unit and may include a group of employees similarly affected by a grievance or the Union. "Town" shall mean the Town or an agent of the Town, at the Town's option. Nothing contained herein shall prevent an employee from presenting his/her own grievance and representing himself/herself. However, only the Union may proceed to arbitration.
- b. "Days" are defined as week days (Monday through Friday) and shall exclude Saturdays, Sundays and holidays.
- c. "Grievance" shall mean a claim that there has been a violation, misinterpretation or misapplication of a specific provision of this agreement.

6.2 The following time limits are established regarding grievances.

- a. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties.
- b. If an aggrieved person does not file a grievance in writing at Step 1 within ten (10) days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance, then the grievance shall be considered waived.
- c. Failure at any step of this procedure to communicate a decision within the specified time limits shall be deemed denial of the grievance and shall permit the aggrieved person to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be deemed to be acceptance of the last decision rendered.
- d. Any time limits specified within this article may be extended by written mutual agreement of the Union and the Town, provided that if the grievance is not submitted to a higher step in the above procedures, it shall be deemed settled on the basis of the Town's answer in the last step considered.

6.3 Step One – Emergency Services Administrator.

Either the Union or an aggrieved employee who wishes to pursue a grievance shall present the grievance in writing to the Emergency Services Administrator within

ten (10) days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance. The grievance shall set forth the underlying facts and references to the specific provisions of the contract which the Union or the employee claims have been violated. The Administrator shall, within seven (7) days after the receipt of the written grievance, arrange a meeting to discuss the grievance with the Union. Within seven (7) days following such meeting, the Administrator shall render his/her decision and the reasons therefore in writing to the grievant. A copy shall be sent to the Union representative designated on the grievance form.

6.4 Step Two - Town Manager.

If the grievant or the Union is not satisfied with the disposition of his/her grievance at Step One, the grievant or the Union may, within five (5) days of receipt of the decision at Step One, refer the grievance to the Town Manager. The Town Manager shall within seven (7) days after the receipt of the written grievance arrange a meeting to discuss the grievance with the Union. Within seven (7) days following such meeting, the Town Manager shall render his/her decision on the grievance in writing to the grievant with a copy to the Union.

6.5 Step Three - Arbitration.

Within fifteen (15) days after receipt of the Town Manager's decision, the Union may submit the grievance to arbitration by so notifying the Town Manager in writing. If the grievance involves a suspension or discharge of an employee, the Union shall file the grievance with the American Arbitration Association and Arbitration shall proceed in accordance with the rules of the American Arbitration Association. Any other type of grievance may be filed with the Connecticut State Board of Mediation and Arbitration. All arbitrations shall proceed in accordance with the following:

- a. The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall have no power in any matter to make an award that amends, adds to, subtracts from, or eliminates any provision of this Agreement. The arbitrator shall be bound by, and must comply with, all terms of this Agreement.
- b. The arbitrator shall, within thirty (30) days after the hearing, render his/her decision in writing to the parties in interest, setting forth his/her findings of fact, reasoning and conclusions. Such decisions shall be binding on all parties except as provided by law.
- c. The costs of the arbitrator's fee shall be borne equally by both parties. It is understood that each party is responsible for its own costs for legal counsel, expert witnesses and other expenses.

- d. No employee may proceed to arbitration on his/her own; only the Union may submit a grievance to arbitration.

ARTICLE VII PROBATIONARY PERIOD

- 7.1** Every person appointed to a regular position or a new classification shall be required to successfully complete a probationary period which shall be of sufficient length to enable the Town Manager to observe the employee's ability to perform the principal duties pertaining to the position. The probationary period shall begin immediately upon appointment or promotion and shall continue for not less than twelve (12) months as follows:
- a. For a full-time employee, for twelve (12) months following successful completion of training at the Fire Academy or equivalent training (equivalent to training for Firefighter I and II, Hazmat and Incident Command);
 - b. For a part-time employee, for eighteen (18) months following successful completion of training at the Fire Academy or equivalent training (equivalent to training for Firefighter I and II, Hazmat and Incident Command).

Any leave or period of worker's compensation in excess of six (6) working days shall be excluded from the time counted as probationary period.

- 7.2** At any time during the probationary period, for a new full-time or part-time employee the Town Manager, in his/her sole discretion, may terminate an employee. Such action shall be in writing to the employee. If an employee is discharged or disciplined during their initial probationary period, neither the employee nor the Union shall have any right to appeal such action through the grievance or arbitration procedure of this Agreement.
- 7.3** Nothing herein precludes the Town from extending an employee's probationary period by mutual agreement of the Town and the Union.

ARTICLE VIII DISCIPLINE

- 8.1** No employee who has successfully completed the probationary period shall be discharged or suspended except for just cause.
- 8.2** Other than in the case of probationary employees, any discipline or discharge may be appealed through the grievance procedure of this Agreement.

8.3 Former employees who have been dismissed (and not reinstated either as a result of the grievance process or with the Town's agreement) or who resigned while charges were pending will not be rehired by the Town.

**ARTICLE IX
INSURANCE PROGRAM**

9.1 Medical Insurance. For full-time employees and their dependents, the Town will maintain group membership in the Anthem Century Preferred and the Bluecare POS Option 1 Plans as set forth below.

- a. Medical Insurance. The medical plan for full-time employees shall be the Anthem Blue Cross Century Preferred PPO or Bluecare POS Option 1 plans, with a \$5.00 co-pay per visit for in network services and a 80/20 with deductible co-pay program for out of network services. Choice of either plan is at the employee's discretion.
- b. Vision Care. The Town shall provide the Blue Cross Vision Care Rider or its equivalent for full-time employees. The Town shall also provide vision care coverage as contained in the Anthem Blue Cross Century Preferred PPO and Bluecare POS Option 1 plans for full-time employees.
- c. Prescription Drug. Prescription Drugs: The Town shall provide prescription drug coverage available through Century Preferred PPO Plan or the Bluecare POS Option 1 Plan. For the Century Preferred Century Preferred PPO, there will be a \$3,000 annual maximum and a \$5 co-pay for generic drugs, a \$15 co-pay for brand name drugs and a \$25 co-pay for non-list drugs. For the Bluecare POS Option 1 plan, there will be an unlimited annual maximum and a \$2 co-pay for generic drugs, a \$7 co-pay for brand name drugs and a \$0 co-pay for drugs purchased through an offered mail order program for maintenance drugs.

9.2 The Town and full-time employees agree to share the cost of insurance premiums for the coverage outlined above. The employees are responsible on an annual basis for the percentage amounts listed below, with the payments to be made by payroll deduction from each check in substantially equal payments.

	<u>Effective</u> <u>October 1, 2003</u>	<u>Effective</u> <u>July 1, 2004</u>	<u>Effective</u> <u>July 1, 2005</u>
Bluecare POS Option 1	1%	2%	5%
Century Preferred PPO	5%	6%	10%

The Town shall continue to provide a program for payment of premium cost shares by pre-tax salary reduction, to the extent permitted by law.

- 9.3 Dental Insurance. Full-time employees and their dependents may enroll in the dental coverage offered through the Town. Employees will be responsible for the full cost of these benefits. Employees may elect to pay for this coverage through payroll deduction. Upon enrollment, employees and their dependents must remain on the plan for no less than two (2) years from the date of enrollment.
- 9.4 Life Insurance. The Town shall provide each full-time employee with group term life insurance, including accidental death and dismemberment benefits, in an amount equal to the employee's base salary as of July 1. The amount of insurance for each full-time employee shall be set each July 1 based on the employee's base salary at that date.
- 9.5 Change of Carriers. The Town may change the carriers or self-insure for any of the foregoing insurance provided that the benefits shall be the equivalent or better than those provided in the above referenced coverages. The Town is required to obtain agreement from the Union that the benefits are equivalent or better, and such agreement shall not be unreasonably withheld.
- 9.6 Payment in Lieu of Health Insurance. An employee who elects to waive participation in the health insurance plans identified in Section 9.1 above shall be eligible for a payment in lieu of insurance in accordance with the Town's standard plan for such payments, including but not limited to completion of the required waiver of insurance forms provided by the Town. The amount of the payments in lieu of insurance shall be based on the level of coverage for which the employee was previously enrolled, and shall be as follows:
- a. individual coverage -- \$1,000
 - b. individual plus one dependent - \$1,200
 - c. individual plus two or more dependents - \$1,400

ARTICLE X WORKERS' COMPENSATION

- 10.1 Injury Leave. A full-time employee who is disabled as the result of an on-the-job injury which is accepted as compensable under the Workers' Compensation Act shall be placed on injury leave. Employees on injury leave receive continuation of medical and life insurance benefits and continuation of seniority. When an employee is on injury leave, wages will be paid as follows:
- a. In the case of injuries causing temporary disability which necessitate absences of three (3) days or less, the Town shall pay the employee's full

gross base pay for that time, since payments are not made under workers' compensation insurance for such benefits.

- b. For periods in excess of three (3) days but not exceeding six (6) months, the Town shall supplement the payments of the insurance company so that the employee will receive full net pay during such absence, based on the employee's regular base pay.
- c. Such injury leave may be extended to a maximum of an additional six (6) months upon the receipt of the Town of the written opinion of the employee's physician, or one furnished by the Town, prior to the initial six (6) month period, that the employee will be capable of resuming his/her duties within such extended six (6) month period.

10.2 Light Duty. The Town shall offer "light duty" to a full-time employee who is temporarily unable to perform the full duties of a firefighter/EMT as a result of an injury that is compensable under the Workers' Compensation Act, subject to the following:

- a. The Town shall offer such light duty if work is available which the employee is able to perform, and only for so long as such work is available. Light duty assignments shall not be unreasonably withheld based on availability, and duration of work.
- b. The restrictions on the employee shall be as determined by a licensed medical practitioner.
- c. The nature and duration of the light duty shall be established by the Emergency Services Administrator.

An employee who is offered light duty and refuses the assignment shall forfeit any injury leave payment from the Town. The effect of such refusal on the employee's workers' compensation benefits shall be decided by the Workers' Compensation Commissioner.

The Town may offer "light duty" to full-time employees with other injuries at the discretion of and on approval of the Emergency Services Administrator.

ARTICLE XI COMPLETE AGREEMENT

11.1 It is understood and agreed that this agreement contains the complete agreement of the parties, and that it may be amended or altered only by mutual agreement in writing signed by the parties. The Town and the Union agree that each had a full opportunity to raise issues, and that all matters to be opportunity to raise issues, and

that all matters to be included in this agreement have been presented, discussed and incorporated herein or rejected. Accordingly, it is agreed that for the life of this agreement each party voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to in this agreement.

ARTICLE XII SEVERABILITY

- 12.1** In the event any sentence or provision of this Agreement is determined to be void and unenforceable by an authority of competent legal jurisdiction, that sentence or provision shall be severed from this Agreement, and the remainder of the Agreement shall continue in full force and effect.

ARTICLE XIII HOLIDAYS

- 13.1** The following shall be considered holidays for full-time bargaining unit employees:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day before Christmas
Independence Day	Christmas Day

- 13.2** In order to receive pay for an observed holiday, an employee must be in a work or paid leave status or other reason acceptable to the Town on the scheduled work days immediately preceding and following the holiday.

- 13.3** Holiday compensation will be in accordance with the following:

- a. Full-time employees shall receive one hundred twenty (120) hours of holiday pay per year. Holiday pay will be at straight time and shall be paid in two equal installments per fiscal year. Payment shall be prorated for new hires and for those who leave the Town prior to the end of the half-year for which payment has been made.
- b. Full-time employees who are scheduled to work on the day on which the holiday is observed may take the holiday off, with approved leave, if coverage can be provided.
- c. Full-time employees who work on the day on which the holiday is observed shall be granted one hour of compensatory time for each hour worked on

the holiday, in addition to the compensation received for holidays under a above. Such compensatory time off shall be taken at a future date that is mutually acceptable to the employee and the Emergency Services Administrator. Such holiday time shall be taken not more than one hundred twenty (120) days following the holiday. Holiday time shall be taken in increments of four (4) hours.

- d. Part-time employees who work on an observed holiday shall be compensated at time and one quarter (1.25) their base hourly rate, except that work on New Year's Day, Independence Day, Thanksgiving Day and Christmas shall be compensated at time and one-half (1.5).
- e. For the purposes of this Section, the word "observed" will mean the day of the actual holiday or the date designated as the holiday by Conn. Gen. Stat. §1-4, as amended. In other words, if a holiday falls on Saturday, the individual who works on Saturday will be paid at the rate of time and one-half in addition to holiday pay while the individual who works on Friday will not be credited with working on a holiday. The same principle is applicable to holidays that fall on a Sunday and would otherwise be celebrated on the following Monday.

ARTICLE XIV VACATION

14.1 All full-time employees covered by this Agreement who have completed the probationary period and have completed the following periods of continuous service with the Town will receive paid vacation as follows:

One to four years of service	84 hours
Five through nine years of service	126 hours
Ten through nineteen years of service	168 hours
Twenty or more years of service	192 hours

In addition, for full-time employees hired prior to March 1, 2004:

Twenty-five or more years of service	210 hours
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14.2 The employee's anniversary date of continuous full-time paid employment with either the Town or the Mansfield Volunteer Fire Company or the Eagleville Fire Department will be used to determine the amount of vacation time due.

14.3 Selection of Vacation. Employees will be entitled to select their vacation periods subject to the approval of the Emergency Services Administrator. Vacation must be requested at least one week in advance, with consideration given first to those employees who submitted the request first, and among those submitting at the same

time, to those with the longest seniority. Not more than one employee may be on vacation leave at any one time. The minimum amount of vacation that may be taken at any one time will be four (4) hours. In the sole discretion of the Emergency Services Administrator, vacation may be granted if requested with less than one week's notice and may be granted to more than one employee.

- 14.4** Maximum Accumulation of Vacation Leave. A full-time employee may carry over for a maximum of one (1) year a maximum of eighty-four (84) hours of vacation, which hours may be added to that employee's earned vacation as set forth in Section 14.1 above. On November first of each year, an employee may have on the books a total of eighty-four (84) hours of vacation in excess of his or her total annual accrual and any days in excess of that amount will be deleted from the employee's total vacation accrual.
- 14.5** Payment on Death or Separation. Upon death of an employee or separation from the Town, other than dismissal, an employee or the employee's estate shall be paid for accrued and unused vacation to a maximum of his/her current year's benefit plus eighty-four (84) hours carried over.

ARTICLE XV PERSONAL LEAVE

- 15.1** All full-time employees covered by this Agreement who have completed their probationary period may request and the Emergency Services Administrator may grant up to a maximum of twenty-four (24) hours personal leave per fiscal year with pay for the purpose of:
- a. Personal business which cannot be conducted outside normal working hours.
 - b. Other good and sufficient personal reasons.
- Except for emergencies, personal leave is not to be used as a substitute for vacation or other types of paid leave.
- 15.2** Except when leave is needed for emergency reasons, the employee must request personal leave in writing on such form as may be prescribed by the Town, stating reasons, at least forty-eight (48) hours in advance.
- 15.3** Personal leave will not be carried over from fiscal year to fiscal year.

**ARTICLE XVI
SICK LEAVE**

- 16.1** Full-time employees will earn and accrue twelve (12) hours of sick leave per month up to a maximum of two hundred eighty-eight (288) hours for use for sick leave not covered by STD/LTD and for supplementing STD, and 245 hours to supplement LTD only. There shall be no payment of accrued sick leave on termination of employment.
- 16.2** Sick leave may be used in increments of four (4) hours. Sick leave may be used for the following purposes:
- a. Personal illness, physical incapacity, bodily injury or disease, which is not covered by workers' compensation from either the Town's or another employer.
 - b. Enforced quarantine in accordance with public health regulations.
 - c. To meet medical and dental appointments when the employee has made reasonable effort to secure appointments outside his working hours, provided the Emergency Services Administrator is notified at least one (1) week in advance of the day on which the absence occurs.
 - d. Illness or physical incapacity in the employee's immediate family requiring the employee's personal attention and resulting from causes beyond his or her control, up to a maximum of twenty-four (24) hours per year.
- 16.3** Proof of Illness. The Emergency Services Administrator may require proof of the need for sick leave. Proof of the need for sick leave may include a certificate from a licensed health care provider. Proof of the need for sick leave will not normally be needed for absences of less than two (2) shifts. For absences of two (2) shifts or more, proof of the need for sick leave will normally be required. Except as covered by the employee's health insurance plan, the cost to obtain medical certification to show proof of the need for sick leave will not be borne by the Town. The Town may investigate any absence for which sick leave is requested, including requiring an employee to submit to a medical examination.
- 16.4** Report of Illness: On the first shift of absence from work due to illness, the employee will report the illness to his or her supervisor at least one (1) hour before the beginning of the scheduled shift. Nothing in this section will preclude the payment of sick leave to an employee who cannot comply with provisions of this section due to extenuating circumstances.
- 16.5** In addition to sick leave as provided above, each full-time employee shall be covered by the Town's short-term and long-term disability benefit programs. The key features of these programs are as follows:

Short-term Disability:

- Coverage for non-occupational illness or injury
- Elimination period – 13th day of accident or illness
- Benefit following the elimination period – 66 2/3 percent of weekly base pay to a maximum of \$1,500 per week
- Short-term absences covered for up to 11 weeks prior to commencement of long-term benefits
- Multiple periods of disability during any eleven-week period covered only if the separate occurrences are at least 14 days apart

Long-term Disability:

- Coverage for non-occupational illness or injury of the employee, other than child care, with a pre-existing condition exclusion for conditions incurred within three months of the plan's inception, with the three-month pre-existing condition exclusion waived after the employee has been insured for at least 12 months
- Elimination period – 90th day of accident or illness
- Benefit following the elimination period – 66 2/3 percent of weekly base pay to a maximum of \$7,500 per month
- Long-term absences covered for up to two years if the employee is unable to perform the essential functions of his/her own occupation; thereafter if the employee cannot engage in any meaningful occupation. Mental disabilities covered for a maximum of 24 months
- Multiple periods of disability covered only if the separate occurrences are at least six months apart
- Benefits are offset by Social Security benefits

16.6 For full-time employees previously employed by the Mansfield Volunteer Fire Company or the Eagleville Fire Department:

- a. The employee shall retain in his/her leave bank the leave time accrued from March 10, 2003 to June 30, 2004, to a maximum of 144 hours.

- b. For time in excess of 144 hours which was “on the books” prior to Town employment, the Town shall make a one-time payment into a Retirement Health Savings Account (“RHS”). Payment to an individual’s RHS shall be at fifty percent (50%) of the employee’s base hourly rate for hours in excess of 144 as of March 9, 2003, provided, however, that the total amount of the RHS payments, in the aggregate for all full-time employees shall not exceed \$20,000.

ARTICLE XVII BEREAVEMENT LEAVE

- 17.1** In the event of a death in the immediate family, full-time bargaining unit employees will be entitled to up to three (3) consecutive work shifts of paid leave. All bereavement leave must be taken within one calendar week of the funeral or other service or the date of death, whichever is later. For the purpose of this Article, “immediate family” is defined as: spouse, children, step-children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, great grandparents, grandchildren and any relation domiciled in the employee’s household. If the funeral of a member of the immediate family takes place further than one-hundred (100) miles from the employee’s residence, an extra consecutive work shift off with pay will be granted.

ARTICLE XVIII OTHER LEAVE PROVISIONS

- 18.1** Family and Medical Leave. An employee who has completed at least one year’s service and has worked at least 1250 hours during that year will be eligible for leave in accordance with the provisions of the federal Family and Medical Leave Act of 1993 (“FMLA”). An employee will be required to use all paid leave prior to unpaid leave. For the first three months after returning from an unpaid leave, the employee may use vacation leave with the permission of the Emergency Services Administrator, who will not unreasonably deny such a request. Requests for and inquiries concerning FMLA leave will be submitted to the Town Manager’s office.
- 18.2** Leave Without Pay. The Town Manager may grant a full-time employee leave of absence without pay and without benefits or accrual of seniority for good cause, other than pursuit of alternative employment, for a period not to exceed six (6) months. Such leave shall be granted only after consideration of the service record of the employee and when it will not result in undue harm to the Town’s interests. No leave without pay shall be granted except upon written request of the employee and a signed statement by the employee promising to serve the Town for a minimum of one (1) year after return from such leave.

18.3 Court Appearance or Administrative Hearing. A full-time employee subpoenaed or directed by proper authority to appear as a witness for a federal, state, county or municipal government, in a matter related to official duty, shall be granted leave with full pay for the period he/she is to appear. Regular part-time employees whose normal work week is 20 hours or more shall receive pay pursuant to this section in proportion to their normal work week.

An employee who is a principal in, or is subpoenaed in connection with private litigation whether or not subpoenaed, must use vacation, personal leave or leave without pay in order to appear in court or in any other proceeding.

18.4 Military Leave. Military leave shall be granted in accordance with State and Federal laws governing such leave.

18.5 Union Business Leave.

- a. The Union President and one (1) other Union official designated by the Union shall be granted leave from duty, with full pay, for all meetings between the Town and the Union for the purpose of negotiating the terms of a contract, when such meetings take place at a time during which such members are scheduled to be on duty.
- b. One Union official designated by the Union shall be granted leave from duty, with full pay, for all meetings between the Town and the Union for the purpose of processing grievances and prohibited practice complaints when such meetings take place at a time during which the Union official is scheduled to be on duty.

18.6 Special Leave.

Each full-time employee shall be granted special leave, with pay, for any shift or half-shift on which he/she is able to secure another full-time employee to work in his/her place provided:

1. Such substitution does not impose any additional costs on the Town;
2. Such substitution does not cause the Department to be without a qualified employee to fill each of its positions. Such substitution shall be within classification only, and the substitute must be qualified to perform all the duties of the position involved;
3. Neither the Department nor the Town is held responsible for enforcing any agreements made between employees;
4. Such substitution is not used in a manner that consistently alters or modifies an employee's basic work schedule;

5. Such substitution does not result in an employee working more than three consecutive shifts in order to work for an employee on special leave;
6. The Emergency Services Administrator shall be notified in writing on an approved form at least seventy-two (72) hours in advance. The Administrator may, in his discretion, permit notice of less than seventy-two (72) hours, in the case of a personal emergency;
7. In each calendar month, no employee shall exchange more than two (2) shifts or half shifts of special leave. If one or more additional exchanges are requested, they may be granted only with approval of the Emergency Services Administrator. Except for attendance at approved fire or EMS related training/education, substitutions shall not exceed twenty-four (24) per calendar year. Additional exchanges shall be at the discretion of the Emergency Services Administrator;
8. The substitution shall not interfere with the operation of the Department. Special leave shall not be permitted if such special leave is in conflict with the needs of the Department;
9. An employee may not make a monetary payment to another employee instead of working a shift or half-shift of special leave.

Provision 7 above shall be implemented at the same time as the new work schedule set forth in Article XIX.

ARTICLE XIX HOURS OF WORK, WORK SCHEDULES AND OVERTIME

- 19.1 The provisions of this Article shall take effect on such date as the Emergency Services Administrator deems it feasible to modify the current work scheduling practices. It is estimated that the effective date shall not earlier than July 1, 2004.
- 19.2 The work schedule for full-time fire fighters shall be as follows:
 - a. Each work shift shall be twelve (12) hours.
 - b. There shall be two shifts per day, one commencing at 6:30 a.m. and one commencing at 6:30 p.m.
 - c. Each full-time fire fighter's schedule shall provide:
 - Three days or nights on
 - Three days or nights off

- d. Full-time fire fighters shall rotate between day and night shifts.
 - e. The average work week for full-time fire fighters shall be forty-two (42) hours per week.
- 19.3** Part-time fire fighters may be scheduled to work four-hour, six-hour, eight-hour or a twelve-hour shifts or any combination thereof, in the discretion of the Emergency Services Administrator or designee.
- 19.4** A full-time employee shall be paid time and one-half for any and all hours worked in addition to hours of his/her regular full-time schedule with the exception of hours taken as sick leave. Pay for time not worked on sick leave shall not be counted for purposes of overtime. A part-time employee shall be paid at time and one-half his or her regular, straight time hourly rate for all hours actually worked in excess of the FLSA limit.
- 19.5** A full-time employee who is called back to work after completing his or her regular shift and leaving the premises shall be paid a minimum of two (2) hours at time and one-half.

**ARTICLE XX
SUBSTANCE ABUSE**

- 20.1** An employee shall not use or be under the influence of alcohol or illegal drugs, or abuse any legally prescribed drugs during the employee's working hours.
- 20.2** Employees shall be subject to testing for alcohol and drugs through a substance abuse program which shall be implemented on or about six (6) months after the signing of this agreement as follows:
- a. on a random basis;
 - b. based on reasonable suspicion that the employee is using or under the influence of alcohol or illegal drugs or has abused legally prescribed drugs during the employee's working hours;
 - c. following any injury or accident during working hours or in traveling directly to or from work.
- 20.3** The procedures for drug and alcohol testing shall be as set forth in Appendix A.

**ARTICLE XXI
EMPLOYEE WELLNESS PROGRAM**

- 21.1** Each employee shall participate in a wellness program, as further set forth in this Article.
- 21.2** Each employee shall be required to undergo such physical examinations as are or may be required by Federal and/or State laws and regulations.
- a. The Town shall provide for each employee a complete physical examination, not less often than once in each twelve (12) month period. An employee shall be required to pass the physical examination and be certified as fit to perform the duties of his/her position as a condition of continued employment. An employee who fails to pass the physical examination for reasons other than height to weight ratio shall be placed on a leave of absence and given a reasonable period of time within which to become fit for duty. During the first thirty (30) calendar days of such leave, an employee may use accumulated sick leave. After thirty (30) calendar days or exhaustion of accumulated sick leave, whichever comes first, such leave shall be without pay.
 - b. The annual physical examination shall be performed by a physician selected by the Town. The Town shall identify the criteria to be applied by the physician in conducting the examination and developing health related goals and objectives for the employee. An individual employee's medical information conveyed to the Town by said physician shall be limited to that which is relevant to the employee's participation in the wellness program and shall otherwise remain confidential.
 - c. All employees shall make reasonable effort to comply with the guidelines of the height/weight chart of Appendix B. The Town shall assist fire fighters who fall outside of these guidelines with advice regarding physical fitness programs and/or dietary programs to aid in their efforts to comply with these guidelines consistent with sound medical advice and the employee's individual physical characteristics. Participation in a regular program of physical exercise as recommended and approved by the physician conducting the annual physical examination is required.
 - d. If, at the time of the annual physical, the employee has failed to make reasonable progress toward the goals established the previous year, he/she shall no longer be considered a participant unless he/she makes such reasonable progress within ninety (90) days thereafter, as certified by the physician.
- 21.3** All employees who currently do not smoke or are hired after January 1, 2004 shall be and remain non-smokers as a condition of continued employment. Any

employee who wishes to quit smoking shall be referred to a smoking cessation program through the Employee Assistance Program. Employees shall have two opportunities to quit smoking through participation in a smoking cessation program. If the participant then continues to smoke or resumes smoking, he/she will no longer be considered a participant in the wellness program.

- 21.4** Employees who satisfy the requirements of this Article are eligible to receive the resident rate and a \$75 per year discount for annual memberships at the Mansfield Community Center.

ARTICLE XXII WAGES

- 22.1** The wage rates for employees shall be as set forth in Appendix C.
- 22.2** The wage rates for full-time employees which are included in Appendix C reflect the following:
- a) Effective July 1, 2003, a three percent (3%) general wage increase and the previously established adjustments for phasing in equalization of hourly rates; and
 - b) Effective July 1, 2004, a three percent (3%) general wage increase and the previously established adjustments for phasing in equalization of hourly rates.
 - c) Effective July 1, 2005, a three percent (3%) general wage increase.
- 22.3** Part-time employees previously employed by the Mansfield Volunteer Fire Company shall be paid as follows:

\$14.34/hour effective 07/01/03
\$15.55/hour effective 07/01/04

Part-time employees previously employed by the Eagleville Fire Department shall be paid as follows:

\$15.08/hour effective 07/01/03
\$15.55/hour effective 07/01/04

Effective July 1, 2005, the top step for all part-time employees shall be \$16.02 per hour.

22.4 Step System. All newly hired employees shall be paid as follows:

0 – 1 year of service (including service time as paid member of Mansfield Volunteer Fire Company or Eagleville Fire Departments)	eight percent(8%) less than top step Fire Fighter/EMT (full-time or part-time as applicable)
1 – 2 years of service (including service time as paid member of Mansfield Volunteer Fire Company or Eagleville Fire Departments)	five percent(5%) less than top step Fire Fighter/EMT (full-time or part-time as applicable)
2 – 3 years of service (including service time as paid member of Mansfield Volunteer Fire Company or Eagleville Fire Departments)	three percent(3%) less than top step Fire Fighter/EMT (full-time or part-time as applicable)

22.5 Effective July 1, 2005 full-time employees shall be eligible for longevity in accordance with the following schedule:

6-9 years of service	\$425
10-14 years of service	\$500
15-19 years of service	\$600
20 or more years of service	\$800

**ARTICLE XXIII
RETIREMENT**

23.1 Full-time Employees.

Effective July 1, 2005, all full-time employees shall be enrolled in the Municipal Employees Retirement System (“MERS”) pension plan, with credit only for service on and after July 1, 2005. Contributions to the plan by the Town and employees shall be as required by MERS.

Except as provided in the parties’ Memorandum of Understanding in Appendix D, the implementation of MERS shall replace the pension equalization program previously approved by the Town Council.

23.2 Part Time Employees. The Town shall establish a Section 457 retirement savings plan (the “Plan”) for retirement savings for part-time bargaining unit employees. Said plan shall also serve as a Social security alternative for part-time bargaining unit employees.

- a. All part-time employees shall be required to contribute 5.5 percent of all earnings to employee accounts in the Plan.
- b. The Town shall contribute two percent (2%) to each part-time employee's Plan account.

23.3 Deferred Compensation Plan. The Town shall continue to provide employees with the option of enrolling in a tax deferred savings plan(s), funded solely by employee contributions, to the extent permitted by law.

23.4 Life Insurance at Retirement. The Town shall permit a full-time employee who retires with at least twenty-five (25) years of continuous service to purchase up to \$10,000 of term life insurance under the Town's group policy, up to the age limit and any other restrictions set by the insurer. For the purpose of this provision, "service" shall include employment by the Mansfield Volunteer Fire Company and/or the Eagleville Fire Department, as well as employment by the Town Fire Department.

ARTICLE XXIV OTHER PROVISIONS

24.1 Residence. All employees must reside in a location that permits them to arrive for duty within 30 minutes of the time they are called to report for duty. Any employee who, at the time this Agreement is implemented, lives a greater distance than allowed by this Section, shall not be required to relocate, but may not move to a residence that is at any greater distance than his/her current residence is from the Town line.

24.2 Outside Employment. An employee may engage in additional employment unless the additional employment could interfere with the proper and effective performance of the duties of his/her position, result in a conflict of interest, or if it is reasonable to anticipate that such employment may subject the Town to public criticism or embarrassment in the opinion of the Town Manager. Such outside employment shall be terminated if it is disadvantageous to the Town.

- a. The Town shall not be liable nor grant sick leave in case of an injury to an employee while s/he is engaged in outside employment or any occupational illness attributed thereto.
- b. Any full-time employee who engages in employment outside of his/her regular working hours shall be subject to perform his/her assigned Town duties first.

Any part time employment held at the signing of this contract which remains continuous shall be deemed in compliance with this Article.

In order to monitor compliance with this Section, an employee shall report his/her outside employment to the Emergency Services Administrator on such form as he shall prescribe.

24.3 Bulletin Boards. The Town shall provide a bulletin board or a designated section of a bulletin board in each building where employees are stationed, for the purpose of posting Union material. No material shall be posted except notices of meetings and elections, results of elections, changes in Union by-laws, notices of employee social occasions and similar notices, letters and memoranda. An officer of the Union shall sign all material.

24.4 Union Meetings and Business. The Union may use Town owned buildings for conducting Union meetings, provided such activity shall in no way interfere with the operations of the Town. A Union meeting schedule, subject to the approval of the Emergency Services Administrator, which shall not be unreasonably withheld, shall be provided by the Union no later than December 1 for the following calendar year. Special meetings may be added with the Administrator's approval, which shall not be unreasonably withheld.

If a Union meeting is held at the Town Hall, and apparatus are brought to the Town Hall, parking shall be in an area designated by the Town Manager.

24.5 Personal Property. The Town shall reimburse an employee for the documented cost of repair or replacement of eyeglasses or a watch, not to exceed \$100 or the actual cash value of such items, whichever is less, when such item is damaged or destroyed in the line of duty and not through the negligence of the employee.

24.6 Copies of Agreement. The Town shall provide each present employee and each new employee with a copy of this Agreement. The Town shall also provide five (5) copies to the Union as well as an electronic copy (on disk or by e-mail as agreed).

24.7 Personnel Files. An employee or his/her designated representative may examine his/her personnel file by making an appointment with the Town Manager or designee. Such appointment shall be scheduled during normal business hours of the Town Manager or designee, and a representative of the Town shall be present during the employee's review of the file.

24.8 Copies of Policies and Administrative Directives. The Town will provide copies of policies and administrative directives affecting the working conditions of the members of the bargaining unit to the Union.

**ARTICLE XXV
SENIORITY, LAYOFF AND RECALL**

- 25.1** Seniority shall be earned only by full-time employees. Seniority shall consist of an employee's length of full-time continuous service from the date of hire by the Town. Full-time employees who were employed full-time by the Mansfield Volunteer Fire Company or the Eagleville Fire Department prior to and contiguous with their full-time employment by the Town shall have their years of full-time employment with those departments added to their Town seniority. The Seniority list for the Town of Mansfield Career Fire Fighters is set forth in Appendix E.
- 25.2** Accrued Seniority shall not be reduced by any paid leave granted pursuant to this Agreement. For leave of absence without pay granted pursuant to this Agreement, seniority shall be bridged.
- 25.3** In the event that the Town deems layoffs to be necessary, the following procedures shall apply:
- a. Temporary and probationary employees shall be relieved of duty prior to the layoff of any regular employee.
 - b. If the Town decides to eliminate part-time hours or positions, the Town shall have the discretion to determine which hours or positions shall be eliminated.
 - c. If the Town decides to eliminate a full-time position, the Town shall lay off the least senior full-time employee. Further, the Town shall offer a part-time bargaining unit position to the laid off full-time employee, even if such requires the layoff of another part-time bargaining unit employee. The laid off full-time employee must be available to work the part-time hours and, if he is not, the employee shall be laid off.
- 25.4** A laid off full-time employee shall be placed on a reemployment and preferential hiring list for a period of eighteen (18) months from the date on which his/her layoff occurred. In the event of a full-time opening, reemployment shall be offered to the most senior person on the reemployment list. In the event of a part-time bargaining unit opening, such shall also be offered first to the most senior person on the list. An offer of reemployment shall be sent by certified mail to the last known address of the employee. Refusal to respond to an offer of reemployment within five (5) calendar days shall result in removal of the name of such employee from the reemployment list. Refusal to accept and to report to work within thirty (30) calendar days from receipt of a written offer of full-time reemployment, shall result in removal of the name of such employee from the reemployment list.

**ARTICLE XXVI
HEALTH, SAFETY AND TRAINING**

26.1 The Town shall include a bargaining unit firefighter on the Town-wide safety committee as appointed by the Union President.

26.2 In addition, representatives of the Union and the Emergency Services Administrator shall meet quarterly, or more often if needed, to discuss matters of concern relating to health and safety in the Fire Department.

26.3 Training. Training shall be coordinated or approved by the Emergency Services Administrator and may include the following:

a. On Duty Training

The Emergency Services Administrator shall schedule all on duty training. During On Duty training, members shall remain available for emergency response.

b. Off Duty Training

When an employee is required by the Emergency Services administrator to attend off duty training, the employee shall be compensated at straight time up to the FLSA limit. If the employee is required to return for training after leaving work, the employee shall be paid a minimum of two hours at straight time.

c. Mandatory Training

Mandatory training shall be scheduled and documented by the Emergency Services Administrator. Mandatory training shall include but not necessarily be limited to:

- Emergency Medical Technician re-certification training with such endorsements as are required for the level of response provided by the Fire Department.
- Hazardous materials training to the level provided by the Department as required by OSHA.
- Other courses in Fire Fighting, Rescue and Emergency Medical Services, which are applicable to the work performed by Fire Fighter EMT's employee's, at the discretion of the Emergency Services Administrator.

d. Elective Training

- Subject to prior approval by the Emergency Services Administrator, the Town shall pay the cost of training and provide coverage f on duty for members of the Fire Department who participate in and successfully complete certification courses, seminars, or conferences in Fire, EMS, ad/or other related subjects, which courses or subjects are designed to increase the employee's proficiency in his/her present or future assignment within the Fire Department.

26.4 Tuition Reimbursement. The Town shall contribute up to \$675 per employee per calendar year toward tuition for members of the Fire Department who participate in and receive a grade of C or better in courses in Fire Technology, Fire Administration, EMS and other related subjects at an accredited school or college, which courses or subjects are designed to increase the employee's proficiency in his/her present or future assignment within the Fire Department, subject to prior approval by the Emergency Services Administrator.

ARTICLE XXVII UNIFORMS AND EQUIPMENT

27.1 Dress Uniforms.

- a. All current employees shall continue to use the dress uniforms they presently have. In the event that the Emergency Services Administrators changes the dress uniform designated for the Department, the Town and the employee shall equally share the cost of the changed item(s).
- b. Upon completion of the probationary period, a new employee shall secure a dress uniform which conforms to the dress uniform designated for the Department by the Emergency Services Administrator. The Town shall pay one-half of the cost of such dress uniform and the employee shall pay one-half of the cost.

27.2 Station Uniforms. The Emergency Services Administrator shall issue a Departmental standard for station uniforms, including any seasonal modifications permitted for such. All Station Uniforms shall comply with OSHA or NFPA standards. The Town shall provide the initial issue of station uniforms for new employees and shall provide initial issue required for any change in the uniform standard. After initial issue of station uniforms or uniform components issued for a change in the uniform standard employees are responsible for maintaining and ordering replacements as to insure they have an adequate number of Station Uniforms meeting the uniform standard in a condition as to portray a professional image.

- 27.3 Equipment. The Town shall continue to provide each employee with his/her own protective equipment which meets or exceeds OSHA or NFPA standards. This equipment shall include such fire suppression gear as designated by the Emergency Services Administrator, and subject to modification as standards and departmental needs change. The Town shall also maintain a reasonable number of sets of spare fire suppression gear to be used in cases where an employee's personal protective equipment has been damaged or contaminated, or is temporarily out of service for repair or maintenance. The Town shall bear the cost for all issued protective equipment including cleaning, repair, and replacement as needed.
- 27.4 Uniform Replacement Procedure. Following the initial issue of station uniforms, replacement shall be through a provider selected by the Town, with each full-time employee having an annual limit of four hundred dollars (\$400.00) and each part-time employee having an annual limit of two hundred dollars (\$200.00) for replacement of Station uniform items initially issued or issued due to a change in the uniform standard.
- 27.5 Maintenance of Station Uniforms. Effective July 1, 2004, the Town shall arrange for cleaning services for station uniforms, either through a cleaning service or a local cleaning establishment. Effective July 1, 2004, each full-time employee shall have an allowance or credit for cleaning of up to two hundred dollars (\$200.00) per fiscal year and each part-time employee shall have an allowance or credit for cleaning of up to one hundred dollars (\$100) per fiscal year. The allowance or credit shall be prorated for newly hired employees based on date of hire.

ARTICLE XXVIII MISCELLANEOUS

- 28.1 Apportionment of Work. The Town affirms its intent to work toward more equitable distribution of workload among employees in the Fire Department. The Union acknowledges that the Town must allocate work to those qualified to perform that work, and that special expertise in certain areas may be recognized in making assignments outside of the routine activities of fire suppression, rescue and EMS.
- 28.2 Mutual Aid Response. The Town and the Union both acknowledge the value of mutual aid and the need for it in responding to many types of incidents. Therefore, nothing in this Agreement shall be deemed to limit the Fire Department's participation in mutual aid – either coming into the Town's service area or going out for assistance to other jurisdictions. However, the Town does not intend to use mutual aid in lieu of Fire Department services or as a means of diminishing work opportunities for employees. Whenever there is a mutual aid response either into or out of the jurisdiction of the Fire Department, the Emergency Services

administrator or his/her designee shall assess the incident and available resources, and call in personnel if deemed necessary to ensure proper coverage.

**ARTICLE XXIX
DURATION**

- 29.1** This Agreement shall be effective on signing, except where a particular provision specifies a different effective date, and shall remain in full force and effect through June 30, 2006.

APPENDIX A

DRUG AND ALCOHOL TESTING PROCEDURES

SCREENING

The administration of screening tests to detect the presence of drugs or alcohol in members of the Fire Department will be on a random basis, following any injury or accident during work hours or in traveling directly to or from work, or upon reasonable suspicion that a member is using or is under the influence of illegal drugs on duty, is abusing legal drugs or alcohol in a way that affects his/her performance, or is reporting for duty under the influence of drugs or alcohol.

TESTING BASED UPON REASONABLE SUSPICION

A member of the Department may be required to undergo testing based on "reasonable suspicion" when objective facts and observations are brought to the attention of the Administrator or an officer and, based upon the reliability and weight of such information, the Administrator or officer can reasonably infer or suspect that the member is using illegal drugs, is abusing legal drugs or alcohol, or is reporting for duty under the influence of drugs or alcohol. Reasonable suspicion must be supported by specific articulable facts which may include, but are not limited to: reports and observations of the member's drug related activities, such as purchase, sale or possession of drugs, associations with known drug dealers or users, observations of the member at known drug or drug related locations; an otherwise unexplained change in the member's behavior or work performance; an observed impairment of the member's ability to perform his/her or her duties.

A member of the department shall report the basis for his/her reasonable suspicion to the Administrator or his/her designee. The Administrator or his/her designee shall decide whether to direct the member to submit to testing. Prior to so deciding, the Administrator, or his/her designee, may meet with the member. If such a meeting is held, the member may request Union representation. However, the meeting shall not be delayed for the purpose of having a representative of the member's choice.

If the employee is ordered to submit to a drug and/or alcohol test, the employee shall be given a brief verbal statement of the basis for reasonable suspicion. A verbal directive to submit to a drug and/or alcohol test shall be confirmed in writing, but the testing shall not be delayed pending issuance of such written directive.

REFUSAL TO SUBMIT

The refusal by a member of the Department to submit to a drug or alcohol screening test, shall result in the member's immediate suspension without pay and subsequent disciplinary action which may include dismissal from the Department.

TESTING PROCEDURES

1. The member shall provide a urine sample for purposes of testing for drugs or controlled substances other than alcohol. The employee shall provide a sufficient amount of the sample to allow for initial screening, a confirmatory test, and for later testing if requested by the employee.

If the employee is ordered to submit to testing for alcohol, the employee shall submit to a Breathalyzer test to be administered by an agent designated by the Administrator. If the Breathalyzer tests positive for the presence of alcohol, the employee shall provide a blood sample for the confirmatory test.

2. Initial drug screening will be conducted using Enzyme Immunoassay testing. No sample will be further tested upon a negative screening for controlled substances, including marijuana. After the negative screening, the second sample will be destroyed.
3. Each member of the Department being tested on the basis of reasonable suspicion may consult with and be accompanied by a representative of the Union. The Union representative may confer with and advise the member before and after the testing process, but shall not participate in the process in any way, except as an observer. The testing process will not be delayed because the Union representative is unable to be present.
4. During the testing process, the member shall cooperate with requests for information concerning use of medications, and with other requirements of the testing process such as acknowledgment of giving of a urine or blood specimen.
5. The integrity of the testing process will be maintained with the utmost consideration for the privacy of the person being tested. Only one person, of the same sex as the person being tested, may be present during the collection of a urine specimen. If the necessary precautions to ensure legitimacy of the sample can be arranged without undue cost, an observer will not be required.
6. Prior to testing for drugs, two separate containers, supplied by the laboratory conducting the testing, shall be prepared for each member being tested. Each container shall have affixed a code number and the date of collection. The code numbers shall be recorded, together with the member's name and signature. Two

- (2) specimens will be taken at the time of collection and shall be sealed in the presence of the member being tested.
7. The officer or laboratory supervising the test shall ensure that the appropriate chain of custody is maintained in order to verify the identity of each sample being tested.
 8. Each and every positive Enzyme Immunoassay test will be confirmed using Gas Chromatography - Mass Spectrometry. Only if confirmed will a test result in a positive report.
 9. Drug testing or blood alcohol testing will be performed by a laboratory licensed or certified by the Connecticut Department of Health Services.
 10. Any member whose drug or alcohol test results in a positive report may, within ten (10) days of receiving notification of such result, request in writing to the Administrator that the second sample be made available for retesting at a licensed or certified laboratory of the member's choosing. The Department will deliver the sample to such laboratory to assure the chain of custody. This second testing shall be at the expense of the member.

RESULTS OF DRUG SCREENING TESTS

Members of the Department will be notified of the results of all screening tests at the earliest appropriate time (to be determined by particular facts and circumstances). Those test results which do not indicate the presence of a drug or alcohol will be sealed and there will be no indication of testing in the member's personnel file.

POSITIVE TEST RESULTS

Any test resulting in a positive report will be referred to the Administrator for a complete investigation. Upon completion of such investigation, if it is found that a member has used any drug which has not been legally prescribed and/or dispensed, or has abused a legally prescribed drug or has reported for duty under the influence of drugs or alcohol, a report of such shall be prepared. Upon service, the member against whom such report has been made shall receive a copy of the laboratory test results, and will be immediately suspended from duty without pay, and shall be subject to disciplinary action which may include discharge.

OPPORTUNITY FOR REHABILITATION

The opportunity for rehabilitation (rather than discipline) shall be granted once for any employee who is not involved in any drug/alcohol related criminal activity and voluntarily admits to alcohol or drug abuse prior to testing.

Any member who voluntarily admits to the Administrator his/her use of or dependence upon illegal drugs or alcohol shall be afforded the opportunity to participate in a mutually acceptable rehabilitation program. The first time a member tests positive for drugs or alcohol in the course of random testing, he/she shall have the same opportunity for rehabilitation as does a member who voluntarily seeks rehabilitation. The opportunity for rehabilitation will only be provided prior to any allegation of impropriety by the public or another member or prior to initiation of an investigation of the member's use or sale of a controlled substance by any competent state or federal authority.

The member shall use accumulated sick or vacation leave for the period of absence for the purpose of obtaining treatment. All treatment will be at the sole expense of the member, to the extent not covered by the member's health benefits plan.

As part of any rehabilitation program, the member may be required to undergo periodic screening for drugs or alcohol. If, after screening the member has tested positive, he will be immediately suspended and will be subject to discharge.

ADMINISTRATIVE PROVISIONS

1. Time spent by an employee undergoing tests, as provided in section 2 and 3 herein, shall be compensated pursuant to the terms of the collective bargaining agreement.
2. Any alteration, switching, substituting or tampering with a sample or test given under this agreement by any employee shall be grounds for immediate suspension without pay and subsequent disciplinary action which may include dismissal from the Department.
3. Any violation of the confidentiality provisions of this agreement, if committed by an employee of the Town, shall be grounds for disciplinary action against the employee. The Town will also take appropriate action against a person and/or organization not employed by the Town for violation of the confidentiality requirements.
4. Notwithstanding anything to the contrary above, this agreement shall not abrogate nor in any way interfere with the Town's right to hire employees, promote employees, lay off employees, appoint and evaluate employees, to select probationary employees for permanent appointment or to act pursuant to law. Furthermore, this agreement and procedure shall not in any way affect, interfere with or have any bearing on matters within the jurisdiction of the Fire Department.
5. The Town and the Union agree that the provisions of this agreement and its application may be considered by the parties' representatives who may recommend, if appropriate, amendments to this Appendix.

6. Separability - If any clause or provision of this Appendix or any addition thereto is decided by a court or administrative agency of competent jurisdiction to be in violation of any federal, state or local law, the remaining clauses and provisions of this Appendix shall remain in full force and effect.
7. Disputes concerning the interpretation or application of this Appendix shall be subject to the contractual grievance procedure, except for disciplinary matters.

APPENDIX B

HEIGHT, WEIGHT AND BODY BUILD

Male Firefighters

HEIGHT (Inches)*	WEIGHT (Pounds)**	
	MINIMUM	MAXIMUM
60	106	141
61	109	145
62	112	148
63	115	151
64	118	155
65	121	160
66	124	164
67	128	169
68	132	178
69	136	182
70	140	187
71	144	193
72	148	199
73	152	205
74	156	214
75	160	220
76	164	228
77	168	235
78	172	243

79

176

251

80

180

258

* Individual No Shoes
** Weight Without Clothes

NOTE: A body fat measurement of 20% or less will pass a candidate even if he exceeds the maximum weight.

HEIGHT, WEIGHT AND BODY BUILD

Female Fire Fighters

HEIGHT (Inches)*	WEIGHT (Pounds)**	
	MINIMUM	MAXIMUM
58	92	125
59	94	126
60	96	132
61	99	135
62	102	138
63	105	141
64	108	145
65	111	149
66	114	153
67	118	158
68	122	162
69	126	166
70	130	171
71	134	176
72	138	182

* Individual No Shoes
** Weight Without Clothes

NOTE: A body fat measurement of 25% or less will pass a candidate even if she exceeds maximum weight.

APPENDIX C

WAGES

HOURLY WAGE RATES FOR FULL-TIME EMPLOYEES EMPLOYED PRIOR TO DECEMBER 1, 2004

Effective Date	Rate	
7/1/03	\$20.45 - \$22.02 (Per prior wage equalization)	(For those previously employed by the Mansfield Volunteer Fire Company)
7/1/03	\$22.43	(For those previously employed by the Eagleville Fire Department)
7/1/04	\$23.11	
7/1/05	\$23.80	

HOURLY WAGE RATES FOR NEWLY HIRED FULL-TIME EMPLOYEES

Effective Date	0 – 1 Year of Service*	1 – 2 Years of Service*	2 – 3 Years of Service*	More than 3 Years of Service*
7/1/04	\$21.26	\$21.95	\$22.42	\$23.11
7/1/05	\$21.90	\$22.61	\$23.09	\$23.80

* For the purpose of wage rates, "service" shall include prior service as a paid member of the Mansfield Volunteer Fire Company and/or the Eagleville Fire Department.

HOURLY WAGE RATES FOR PART-TIME EMPLOYEES EMPLOYED PRIOR TO DECEMBER 1, 2004

Effective Date	Rate	
7/1/03	\$14.34	(For those previously employed by the Mansfield Volunteer Fire Company)
	\$15.08	(For those previously employed by the Eagleville Fire Department)
7/1/04	\$15.55	
7/1/05	\$16.02	

HOURLY WAGE RATES FOR NEWLY HIRED PART-TIME EMPLOYEES

Effective Date	0 – 1 Year of Service*	1 – 2 Years of Service*	2 – 3 Years of Service*	More than 3 Years of Service*
7/1/04	\$14.31	\$14.77	\$15.08	\$15.55
7/1/05	\$14.74	\$15.22	\$15.54	\$16.02

* For the purpose of wage rates, “service” shall include prior service as a paid member of the Mansfield Volunteer Fire Company and/or the Eagleville Fire Department.

APPENDIX D

MEMORANDA OF UNDERSTANDING

Re: Promotions and Acting Officers. The Town and the Union agree to discuss a rank structure and promotable positions for career fire fighters, without prejudice to either party's position concerning these issues and without in any way impairing the Town's ability to contend that a particular topic or proposal is not mandatory subject of bargaining. Such discussions shall commence not later than 10/15/04, or 120 days following execution of this Agreement whichever is later.

Re: Physical Fitness and Exercise While on Duty. Employees may participate in physical fitness, exercise and/or weight training activities while on duty, subject to the following:

- a. The type of activities must be approved in advance by the Emergency Services Administrator.
- b. The employee must always be ready to promptly respond to a call for service or emergency.

Re: Section 25.3. The Town shall not layoff full-time employees for the purpose of undermining the Union.

Moreover, it is not the Town's intent to use this provision to convert the department from one with a combination of full-time and part-time employees to a department made up of part-time employees.

Re: Retirement. Any full-time employee who leaves employment with the Town prior to the implementation of the MERS pension plan on July 1, 2005, shall be paid a lump sum at the time of separation equivalent to the net amount for all five payments that the employee would have received if the pension equalization program had been implemented.

The parties recognize that there are three full-time employees with long service in the Eagleville Fire Department who may wish to remain employed on and after implementation of the MERS pension plan on July 1, 2005, but then leave employment without the five years required for vesting in MERS. These employees are R. Chandler, C. Cosgrove and/or R. Schafer. If one of these employees remains employed on and after July 1, 2005 but leaves prior to vesting in MERS, that employee shall be paid a lump sum at the time of separation equivalent to the net amount the employee would have received for the three 2001 and 2002 pension equalization payments if that program had been implemented.

The parties further recognize that under the MERS pension plan the mandatory retirement age for police and fire employees is age 65, and that G. Schaffer will reach the age of 65 prior to vesting under the plan. The parties therefore agree that if G. Schaffer continues to satisfactorily perform the duties of a firefighter/EMT for the Town of Mansfield until such time as he vests under the MERS pension plan, the Town shall postpone G. Schaffer's mandatory retirement date as permitted under Connecticut General Statutes §7-430 and the MERS guidelines until such time as he vests. Upon vesting in the MERS pension plan, G. Schaffer shall be required to retire and shall not receive an additional extension of time.

This provision notwithstanding, the parties recognize that at all times G. Schaffer retains the option of retiring prior to the date on which he would vest in the MERS pension plan. The parties agree that this situation is unique, and that the mandatory retirement age for all full-time employees shall remain age 65 as prescribed by MERS. The parties agree that this exception for G. Schaeffer is settled without prejudice and shall not set a precedent for future claims and/or grievances for members of the bargaining unit.

Re: Leave. The Union agrees that the calculation of current leave totals will be prepared using the format developed by the Town. All calculations of leave will be in hours and based on contract leave provisions and the seniority list of Appendix E.

Leave totals will be calculated based on a start date of July 1, 2004 and adjusted so that all future leave, after the signing of the contract, made available to the employee will be based on his/her anniversary date.

Using a tentative effective date of April 1, 2005 for implementation of the new work schedule, all available leave that employees have "on the books" as of March 31, 2005 will be identified and assigned as per the following Contract Articles:

Article XIII – Holidays
Article XIV – Vacation
Article XV – Personal Leave
Article XVI – Sick Leave.

APPENDIX E

SENIORITY

<u>Seniority</u>	<u>Last Name</u>	<u>First Name/MI</u>	<u>Employment Date</u>
1	Cosgrove	Charles G.	03/01/1970
2	Schaffer	Gerald V.	11/01/1970
3	Chandler	Richard L., Sr.	03/10/1972
4	Drake	Richard K.	11/01/1974
5	Lofman	Steve J.	02/01/1980
6	Davis	Daniel R.	12/08/1986
7	Franklin	Andrew W.	03/01/1987
8	York	James R.	06/01/1988
9	Balogh	Richard M.	02/01/1989
10	Hawthorne	Ryan W.	07/01/1992
11	Lavitt	Uri S.	07/01/1993
12	Hawthorne	Brandon S.	07/01/1995

NOTE: In accordance with Section 25.1 of this Agreement, full-time employees who were employed full-time by the Mansfield Volunteer Fire Company or the Eagleville Fire Department prior to and contiguous with their full-time employment by the Town shall have their years of full-time employment with those departments added to their Town seniority. The "employment date" forth above reflects that Agreement and not their actual dates of employment by the Town.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager
Date: December 13, 2004
Re: Classification and Pay Plan

Subject Matter/Background

I have enclosed the proposed Classification and Pay Plan prepared for the Town of Mansfield by the consulting firm of Springsted Incorporated. We financed the preparation of the plan through the Capital Projects Fund. As a management practice, we prepare a classification and pay plan every ten years or so, to make certain that our positions are classified according to a unified system, and that employees are fairly compensated when compared to the market. We conducted our most recent comprehensive study in 1989.

We would like the council to review the study, and to develop any questions that you may have for staff. In January 2005, we will present you with a proposal to implement the plan.

Enclosure

1) Classification and Pay Plan

Classification and Pay Plan
Town of Mansfield, Connecticut

October 2004



Submitted by:

Springsted Incorporated
1206 Laskin Road, Suite 210
Virginia Beach, VA 23451-5263

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Corporate Headquarters

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202.261.3508 Fax

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262.241.4994 Fax

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This summary has been prepared to assist in reviewing the Classification and Pay Plan and recommendations, to provide supporting data for the findings and conclusions and to detail the methods used and results presented.

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SPRINGSTED
Advisors to the Public Sector



LETTER OF TRANSMITTAL

October 13, 2004

Mr. Martin H. Berliner
Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268-2574

Dear Mr. Berliner:

The Town of Mansfield commissioned Springsted Incorporated to conduct a comprehensive Classification and Pay Study for all employees and classes in the Town's workforce. The results of the Classification and Pay Study are presented herewith. Every employee and supervisor in the Town's workforce has had direct and personal input into the study.

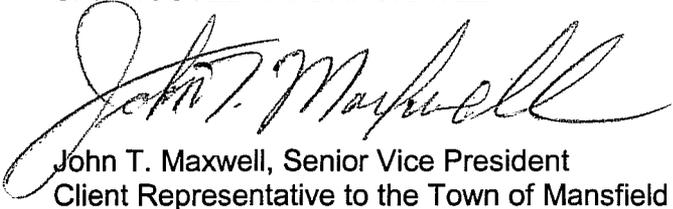
The summary, containing schematic list of classes assigned to salary grades and job descriptions, are presented for your review and recommended to the Town Council for adoption.

The information contained in the report is the product of the joint efforts of Springsted Incorporated, yourself, the Assistant Town Manager and your staff. The findings are the result of Springsted's independent analysis of the data obtained from the staff and the survey information. The recommendations represent our best professional judgment as to the most appropriate course of action for the Town of Mansfield at this time.

The adoption of these recommendations will result in a competitive, up-to-date and workable classification and pay system for the Town of Mansfield and help ensure the appropriate internal relationship among all job classes.

Respectfully submitted on behalf of the team,

SPRINGSTED INCORPORATED



John T. Maxwell, Senior Vice President
Client Representative to the Town of Mansfield

Springsted Incorporated used the following methodology in developing the Mansfield classification system and pay plan.

1. The consultants met with the Town Manager and Assistant Town Manager to establish working relationships, review current approaches and policies, collect all available data indicating programs and materials currently in use and to identify the strengths and weaknesses in the existing systems.
2. A group meeting was held with almost all department heads to explain the purpose of the study, the steps Springsted would follow in conducting the study, the time schedule and types of assistance that would be required. In addition, individual meetings were conducted with each department head to collect data concerning organizational arrangements, operations, programs and staffing. Specific departmental needs and concerns were also identified in the meetings.
3. A series of employee orientation sessions were conducted by the consultant to explain the study process and answer questions for employees.
4. Position Analysis Questionnaires and instruction sheets (provided by Springsted) were distributed to all employees. They were asked to describe their job duties and responsibilities in detail. The descriptions were reviewed by each employee's supervisor and department head for verification of completeness, accuracy and any supervisory comment necessary or desirable.
5. Upon receipt of the completed job descriptions, each was individually reviewed and preliminary classification decisions were made. At this preliminary stage, any apparent discrepancies, conflicts or omissions were noted and the consultant returned to Mansfield and conducted individual employee interviews to expand or clarify available information.
6. Following information gathering, analysis, verification and discussion, new Class Descriptions were developed and each employee was assigned to a proposed class. The Class Descriptions and class assignments were submitted to the Town for review and comment by employees, department heads and supervisors.
7. Simultaneously, the consultant solicited salary information from local public agencies in the area that affect the recruitment and retention of employees.

Salary data were solicited from the following agencies:

Avon, Bloomfield, Chesire, Coventry, East Hampton, Farmington, Glastonbury, Manchester, New London, Newington, Plainville, Ridgefield, Rocky Hill, South Windsor, Tolland, Vernon, Wethersfield and Windsor.

Salary data were solicited for selected benchmark positions including clerical, technical, public safety, professional and managerial positions.

8. Utilizing the salary data supplied by the competing agencies, the new class descriptions, departmental organization charts and Springsted's job evaluation system, each class was assigned to the appropriate salary grade in the Town's Salary Schedules and a Schematic List of Classes Assigned to Salary Grades was developed.

A Classification and Pay Plan is made up of three major components; a series of class descriptions, a salary schedule and the assignment of classes to pay grades.

A. CLASS DESCRIPTIONS

An individual position analysis questionnaire was completed by all employees and reviewed by each employee's supervisor. Supervisors also provided certain data about work factors as they related to each job. Based on this data, new class descriptions were developed and each employee was assigned to one of the classes. The class descriptions and class assignments were reviewed by the staff for accuracy and completeness and adjustments were made, as appropriate, based on staff comments.

As part of the evaluation of the Town's classification system, the consulting team renewed the status of each job class for compliance with the requirements of the Fair Labor Standards Act. The consulting team made a recommendation for each job class.

IT IS RECOMMENDED that these Class Descriptions be adopted as the Town's official Classification System.

B. CLASSES ASSIGNED TO SALARY GRADES

A salary survey was conducted soliciting data from eighteen (18) public agencies in the region. The survey included forty-eight (48) benchmark positions that cover a full range of job classes from basic clerical positions to department heads. The salary survey results were adjusted for standard workweek and weighted by number of employees reported. A summary of survey results, including current salary, survey average and proposed salary by position is included.

Utilizing Springsted Incorporated's copyrighted job evaluation system, each position in the workforce was evaluated, rated and ranked to establish preliminary class assignments. Then, based on comparative salary data received through surveys and a careful analysis of job responsibilities and internal relationships, each class was assigned to the appropriate salary grade in the Town's salary schedules and a Schematic List of Classes and Assignment to Salary Grade was developed.

IT IS RECOMMENDED that the Schematic List of Classes and Assignment to Salary Grade be adopted as the Town's official Pay Plan.

Schematic List of Classes/Salary Grade Assignments

**TOWN OF MANSFIELD, CONNECTICUT
SCHEMATIC LIST OF CLASSES
NON-UNION GROUP**

<u>Position Title</u>	<u>Code</u>	<u>Grade</u>	<u>FLSA Status</u>
Public Works Superintendent*	2370	31	E
Director of Building Maintenance*	2450	30	E
Director of Finance	1390	29	E
Director of Public Works/Town Engineer	2390	29	E
Director of Parks and Recreation	3490	26	E
Director of Planning	1890	26	E
Assistant Town Manager	1180	25	E
Director of Social Services	5290	25	E
Library Director	4190	25	E
Controller/Treasurer	1370	24	E
Building Official	1790	22	E
Emergency Services Administrator	6350	22	E
Fire Marshal/Emergency Management Director	6150	22	E
Town Clerk	1691	22	E
Assistant Director of Parks and Recreation	3450	21	E
Information Technology Manager	1290	21	E
Network Administrator	1251	18	N
Asst. Fire Marshal and Asst. Emergency Management Director	6131	16	N
Assistant Building Official	4150	17	N
Librarian	1741	18	E
Accountant	1351	15	N
Capital Projects Asst/Personnel Assistant	1151	15	N
Information Specialist	1231	15	N
Management Assistant	1171	13	N
Maintainer*	2411	12	N

*Employee on 40 hour workweek

**TOWN OF MANSFIELD, CONNECTICUT
SALARY SURVEY RESULTS
NON-UNION GROUP**

<u>Position Title</u>	<u>Existing Salary**</u>	<u>Survey Average</u>		<u>Proposed Grade/Range</u>
Public Works Superintendent*	53804-70006	***	31	53804-70006
Director of Building Maintenance*	62314-81031	53825-66752	30	62314-81031
Director of Finance	70004-98009	67564-91136	29	70004-98009
Director of Public Works/Town Engineer	70004-98009	67820-82762	29	70004-98009
Director of Parks and Recreation	54525-70902	***	26	60540-84694
Director of Planning	60540-84694	60819-77278	26	60540-84694
Assistant Town Manager	54525-70902	69159-81729	25	57624-80659
Director of Social Services	57624-80659	55919-69525	25	57624-80659
Library Director	57624-80659	54746-70862	25	57624-80659
Controller/Treasurer	51939-67510	49295-66869	24	54855-76771
Building Official	51938-67510	53785-68744	22	51939-67510
Emergency Services Administrator	51939-67510	***	22	51939-67510
Fire Marshal/Emergency Management Director	49481-64318	53537-63914	22	51939-67510
Town Clerk	51939-67510	49917-60538	22	51939-67510
Assistant Director of Parks and Recreation	49481-64318	***	21	49481-64318
Information Technology Manager	49481-64318	***	21	49481-64318
Network Administrator	38752-50398	44513-55880	18	42696-55515
Asst. Fire Marshal and Asst. Emergency Management Director	20.13-26.14	45339-50810	16	38752-50398
Assistant Building Official	40696-52893	40824-53849	17	40696-52893
Librarian	40696-52893	41315-52600	18	42696-55515
Accountant	36918-47941	37487-47697	15	36918-47941
Capital Projects Asst/Personnel Assistant	36918-47941	37490-49496	15	36918-47941
Information Specialist	36918-47941	38355-49185	15	36918-47941
Management Assistant	34186-42714	***	13	34186-42714
Maintainer*	31335-37539	***	12	32645-40715

*Employee on 40 hour workweek

**As of June 30, 2004

***Position not comparable in scope and responsibility with survey agencies.

**TOWN OF MANSFIELD, CONNECTICUT
SALARY SURVEY RESULTS
SORTED BY PROPOSED GRADE
NON-UNION GROUP**

<u>Position Title</u>	<u>Existing Salary**</u>	<u>Survey Average</u>	<u>Proposed Grade/Range</u>	
Maintainer*	31335-37539	***	12	32645-40715
Management Assistant	34186-42714	***	13	34186-42714
Accountant	36918-47941	37487-47697	15	36918-47941
Capital Projects Asst/Personnel Assistant	36918-47941	37490-49496	15	36918-47941
Information Specialist	36918-47941	38355-49185	15	36918-47941
Asst. Fire Marshal and Asst. Emergency Management Director	20.13-26.14	45339-50810	16	38752-50398
Assistant Building Official	40696-52893	40824-53849	17	40696-52893
Librarian	40696-52893	41315-52600	18	42696-55515
Network Administrator	38752-50398	44513-55880	18	42696-55515
Assistant Director of Parks and Recreation	49481-64318	***	21	49481-64318
Information Technology Manager	49481-64318	***	21	49481-64318
Building Official	51938-67510	53785-68744	22	51939-67510
Emergency Services Administrator	51939-67510	***	22	51939-67510
Fire Marshal/Emergency Management Director	49481-64318	53537-63914	22	51939-67510
Town Clerk	51939-67510	49917-60538	22	51939-67510
Controller/Treasurer	51939-67510	49295-66869	24	54855-76771
Assistant Town Manager	54525-70902	69159-81729	25	57624-80659
Director of Social Services	57624-80659	55919-69525	25	57624-80659
Library Director	57624-80659	54746-70862	25	57624-80659
Director of Parks and Recreation	54525-70902	***	26	60540-84694
Director of Planning	60540-84694	60819-77278	26	60540-84694
Director of Finance	70004-98009	67564-91136	29	70004-98009
Director of Public Works/Town Engineer	70004-98009	67820-82762	29	70004-98009
Director of Building Maintenance*	62314-81031	53825-66752	30	62314-81031
Public Works Superintendent*	53804-70006	***	31	53804-70006

*Employee on 40 hour workweek

**As of June 30, 2004

***Position not comparable in scope and responsibility with survey agencies.

**TOWN OF MANSFIELD, CONNECTICUT
SALARY SURVEY RESULTS
PROFESSIONAL/TECHNICAL UNION JOB CLASSES**

<u>Position Title</u>	<u>Code</u>	<u>Grade</u>	<u>FLSA</u>
Animal Control Officer*	6011	33	N
Town Assessor	1490	27	E
Assistant Town Engineer	1990	26	E
Youth Services Coordinator	5230	25	E
Senior Services Coordinator	5150	25	E
Collector of Revenue	1590	24	E
Project Engineer	1951	23	E
Zoning Enforcement Officer	1831	22	N
Aquatic Director	3250	20	E
Health and Fitness Director	3150	20	E
Recreation Supervisor	3350	20	E
Senior Services Social Worker	5130	20	E
Social Worker	5110	20	E
Youth Counselor	5210	20	E
Engineering Technician	1931	19	N
Property Appraiser	1431	19	N
Recreation Coordinator	3331	19	E
Head Lifeguard	3231	18	N
Health and Fitness Specialist	3111	18	N
Administrative Office Supervisor	1091	17	N
Recycling/Refuse Coordinator	2051	17	N
Payroll Administrator	1331	17	N
Assistant to Collector of Revenue	1531	15	N
Assistant Town Clerk	1631	15	N
Assistant to the Assessor	1451	14	N
Finance Clerk	1311	14	N
Library Associate	4121	13	N
Secretary	1051	13	N
Receptionist	1011	11	N
Library Assistant	4111	11	N
Police Officer (Police Contract)	6211	N/A	N

*Employee on 40 Hour Workweek

**TOWN OF MANSFIELD, CONNECTICUT
SALARY SURVEY RESULTS
PROFESSIONAL/TECHNICAL UNION JOB CLASSES**

<u>Position Title</u>	<u>Existing Salary**</u>	<u>Survey Average</u>		<u>Proposed Grade/Range</u>
Animal Control Officer*	35590-45064	35510-41142	33	35590-45064
Town Assessor	54415-68830	58060-72785	27	57056-72095
Assistant Town Engineer	54415-68830	***	26	54415-68830
Youth Services Coordinator	51976-65676	46432-53676	25	51976-65676
Senior Services Coordinator	49536-62723	***	25	51976-65676
Collector of Revenue	49536-62723	48904-60316	24	49536-62723
Project Engineer	47207-59825	***	23	47204-59825
Zoning Enforcement Officer	45061-57056	46098-52064	22	45061-57056
Aquatic Director	41045-51976	33754-45784	20	41045-51976
Health and Fitness Director	41045-51976	***	20	41045-51976
Recreation Supervisor	41045-51976	39712-56753	20	41045-51976
Senior Services Social Worker	41045-51976	34531-46522	20	41045-51976
Social Worker	41045-51976	***	20	41045-51976
Youth Counselor	41045-51976	39549-50566	20	41045-51976
Engineering Technician	38991-49536	39352-49156	19	38991-49536
Property Appraiser	37414-47207	40072-49945	19	38991-49536
Recreation Coordinator	38991-49536	37956-47478	19	38991-49536
Head Lifeguard	37414-47207	29302-40112	18	37414-47207
Health and Fitness Specialist	35616-45061	***	18	37414-47207
Administrative Office Supervisor	32535-41045	***	17	35616-45061
Recycling/Refuse Coordinator	32535-41045	***	17	35616-45061
Payroll Administrator	30976-38991	***	17	35616-45061
Assistant to Collector of Revenue	32535-41045	28665-34496	15	32535-41045
Assistant Town Clerk	32535-41045	32990-39326	15	32535-41045
Assistant to the Assessor	30976-38991	***	14	30976-38991
Finance Clerk	30976-38991	30037-36238	14	30976-38991
Library Associate	29601-37414	27885-34823	13	29601-37414
Secretary	29601-37414	28771-35909	13	29601-37414
Receptionist	26996-33947	***	11	26996-33947
Library Assistant	25713-32535	21953-30965	11	26996-33947
Police Officer (Police Contract)	41333-49696	42917-54461		43000-55000

*Employee on 40 Hour Workweek

**As of June 30, 2004

***Position not comparable in scope and responsibility with survey agencies.

**TOWN OF MANSFIELD, CONNECTICUT
SALARY SURVEY RESULTS
SORTED BY PROPOSED GRADE
PROFESSIONAL/TECHNICAL UNION JOB CLASSES**

<u>Position Title</u>	<u>Existing Salary**</u>	<u>Survey Average</u>	<u>Proposed Grade/Range</u>
Library Assistant	25713-32535	21953-30965	11 26996-33947
Receptionist	26996-33947	***	11 26996-33947
Library Associate	29601-37414	27885-34823	13 29601-37414
Secretary	29601-37414	28771-35909	13 29601-37414
Assistant to the Assessor	30976-38991	***	14 30976-38991
Finance Clerk	30976-38991	30037-36238	14 30976-38991
Assistant to Collector of Revenue	32535-41045	28665-34496	15 32535-41045
Assistant Town Clerk	32535-41045	32990-39326	15 32535-41045
Administrative Office Supervisor	32535-41045	***	17 35616-45061
Payroll Administrator	30976-38991	***	17 35616-45061
Recycling/Refuse Coordinator	32535-41045	***	17 35616-45061
Head Lifeguard	37414-47207	29302-40112	18 37414-47207
Health and Fitness Specialist	35616-45061	***	18 37414-47207
Engineering Technician	38991-49536	39352-49156	19 38991-49536
Property Appraiser	37414-47207	40072-49945	19 38991-49536
Recreation Coordinator	38991-49536	37956-47478	19 38991-49536
Aquatic Director	41045-51976	33754-45784	20 41045-51976
Health and Fitness Director	41045-51976	***	20 41045-51976
Recreation Supervisor	41045-51976	39712-56753	20 41045-51976
Senior Services Social Worker	41045-51976	34531-46522	20 41045-51976
Social Worker	41045-51976	***	20 41045-51976
Youth Counselor	41045-51976	39549-50566	20 41045-51976
Zoning Enforcement Officer	45061-57056	46098-52064	22 45061-57056
Project Engineer	47207-59825	***	23 47204-59825
Collector of Revenue	49536-62723	48904-60316	24 49536-62723
Senior Services Coordinator	49536-62723	***	25 51976-65676
Youth Services Coordinator	51976-65676	46432-53676	25 51976-65676
Assistant Town Engineer	54415-68830	***	26 54415-68830
Town Assessor	54415-68830	58060-72785	27 57056-72095
Animal Control Officer*	35590-45064	35510-41142	33 35590-45064
Police Officer (Police Contract)	41333-49696	42917-54461	43000-55000

*Employee on 40 Hour Workweek

**As of June 30, 2004

***Position not comparable in scope and responsibility with survey agencies.

**TOWN OF MANSFIELD, CONNECTICUT
SCHEMATIC LIST OF CLASSES
PUBLIC WORKS UNION JOB CLASSES**

<u>Position Title</u>	<u>Code</u>	<u>Grade</u>	<u>FLSA Status</u>
Road Crew Leader	2351	17	N
Lead Mechanic	2151	16	N
Grounds Crew Leader	2231	15	N
Mechanic	2131	13	N
Landfill Supervisor	2071	12	N
Equipment Operator	2341	10	N
Groundskeeper	2211	9	N
Truck Driver	2331	5	N
Laborer	2311	2	N
Transfer Station Attendant	2011	1	N

**TOWN OF MANSFIELD, CONNECTICUT
SALARY SURVEY RESULTS
PUBLIC WORKS UNION JOB CLASSES**

<u>Position Title</u>	<u>Existing Salary**</u>	<u>Survey Average</u>		<u>Proposed Grade/Range</u>
Road Crew Leader	48292	46996-55594	17	48292
Lead Mechanic	48292	45189-51448	16	48292
Grounds Crew Leader	43471-46741	43221-50261	15	43471-46741
Mechanic	42151-45274	42080-46875	13	42151-45274
Landfill Supervisor	43660-46699	41121-49141	12	43660-46699
Equipment Operator	42151-45274	39273-44802	10	42151-45274
Groundskeeper	40537-43869	*	9	40537-43869
Truck Driver	39614-42926	38728-43902	5	39614-42926
Laborer	34731-41438	36097-42108	2	34731-41438
Transfer Station Attendant	34312-36827	28042-33389	1	34312-36827

*Data incomplete

**As of June 30, 2004

Fringe Benefits Comparison

**TOWN OF MANSFIELD, CONNECTICUT
COMPARISON OF MAJOR FRINGE BENEFITS**

<u>Fringe Benefit</u>	<u>Mansfield</u>	<u>Avon</u>	<u>Cheshire</u>	<u>Coventry</u>	<u>E. Hampton</u>	<u>Glastonbury</u>	<u>Manchester</u>	<u>New London</u>	<u>Newington</u>	<u>Plainville</u>	<u>Ridgefield</u>	<u>Tolland</u>	<u>Vernon</u>
HOLIDAYS (Days/Year)	13	12	13	12	12	12	13	12	12	13	14	13	13
ANNUAL LEAVE (Days/Year)													
0 to 1 Years Service	5	5	5	5	10	5	15	5	14	10	5	10	Varies
1 to 5 Years Service	10	10	10	10	10	10	15	10	14	15	10	10	By
5 to 10 Years Service	15	15	15	15	15	17	17	17	15	20	15	15	Contract
10 to 15 Years Service	20	20	20	20	20	20	20	20	15	20	17	20	
15 to 20 Years Service	20	20	20	22	25	23	20	23	18	20	20	20	
20+ Years Service	25 (25 yrs)	25	25	25	25	25	25	25	20	25	25	20	
Max Accumulation		35	35		25	unltd.	40	65		0	5	25	50
SICK LEAVE (Days/Year)	15	15	15	15	15	15	12	15	15	18	10	15	18
Max. Accumulation	20	150	150	unltd.	120	unltd.	unltd.	unltd.	135	150	0	180	180
Use for Medical Appoint.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Use for Dental Appoint.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Use for Family Illness	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Sick Leave Bank	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes	Yes	No	No
Paid at Termination/Retirement	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes
MEDICAL INSURANCE													
EMPLOYEE ONLY	\$329.23	\$310.00	\$450.00	\$366.91	\$518.00	\$325.00	\$311.58	N/R	N/R	\$373.00	\$457.91	\$357.44	
Employer Paid	\$306.18	\$263.50	\$414.00	\$330.22	\$486.92	\$289.00	\$298.02			\$354.35	\$422.64	\$303.82	
Employee Paid	\$23.05	\$46.50	\$36.00	\$36.69	\$31.08	\$36.00	\$13.56			\$18.65	\$35.27	\$53.62	
EMPLOYEE/DEPENDENT	\$702.37	\$666.00	\$1,000.00	\$773.94	\$1,081.95	\$710.00	\$684.47	N/R	N/R	\$824.00	\$853.57	\$714.40	
Employer Paid	\$653.20	\$566.10	\$920.00	\$696.55	\$1,017.03	\$632.00	\$628.06			\$782.80	\$787.92	\$607.24	
Employee Paid	\$49.17	\$99.90	\$80.00	\$77.39	\$64.92	\$78.00	\$56.91			\$41.20	\$65.65	\$107.16	
EMPLOYEE/FAMILY	\$885.16	\$869.00	\$1,200.00	\$1,011.49	\$1,382.06	\$880.00	\$853.62	N/R	N/R	\$1,043.00	\$1,225.28	\$908.59	
Employer Paid	\$823.20	\$738.65	\$960.00	\$910.34	\$1,299.14	\$783.00	\$805.56			\$990.85	\$1,115.00	\$772.30	
Employee Paid	\$61.96	\$130.35	\$240.00	\$101.15	\$82.92	\$97.00	\$48.06			\$52.15	\$110.28	\$136.29	
RETIREES	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DENTAL INSURANCE	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
VISION INSURANCE	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	No	Yes	No	No
Life Insurance	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
AD&D	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Short Term Disability	Yes	No	No	No	No	No	No	Yes	No	No	Yes	No	No
Long Term Disability	Yes	Yes	No	No	No	No	No	No	Yes	No	Yes	Yes	Yes

<u>Fringe Benefit</u>	<u>Mansfield</u>	<u>Avon</u>	<u>Cheshire</u>	<u>Coventry</u>	<u>E. Hampton</u>	<u>Glastonbury</u>	<u>Manchester</u>	<u>New London</u>	<u>Newington</u>	<u>Plainville</u>	<u>Ridgefield</u>	<u>Tolland</u>	<u>Vernon</u>
DEFERRED COMPENSATION	Yes	Yes 457	Yes 457	Yes 457	Yes 457	Yes 457	Yes 457	Yes 457	Yes 457	Yes	Yes 457	Yes 457	Yes 457
PENSION AND RETIREMENT													
Other Than Social Security	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Employer Paid	Yes	Varies		4.5%	9.0%	Varies	Varies	Varies	Varies	3.0%		8.0%	6.0%-8.0%
Employee Paid	2.25%	7.0%		6.0%	5.5%	3.75-5.0%	6.4-7.0%			7.0%		2.5%	Varies

N/R - No Response

Class Descriptions

RECEPTIONIST - 1011

GENERAL DEFINITION OF WORK:

Performs intermediate clerical work providing assistance to the public and receiving and routing calls to proper person or agency; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serving as receptionist; receiving and greeting visitors; preparing, maintaining and receiving records and files; typing, word and data processing duties; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers incoming telephone calls and refers calls to appropriate staff members; provides routine information to caller; refers complex questions to proper person or agency.
- Types general correspondence, memoranda, reports, schedules, grants, official notices and other materials from rough draft, copy, marginal notes or verbal instruction; enters a variety of data into computer.
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures.
- Creates and maintains file systems and purges files consistent with policy requirements.
- Maintains and updates various records, logs and manuals.
- Maintains required inventories.
- Answers routine questions concerning activities, programs, policies, procedures and rules governing department or activity.
- Registers members and non-members for programs, including using cash register for cash and checks and processing credit card payments. Closes out at the end of each shift and reconciles cash register at the end of the day, if applicable.
- Directs visitors throughout facility; monitors activities; reserves facilities; provides tours.
- Receives and processes incoming and outgoing mail.
- Operates standard office, data entry and word processing equipment.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of standard office practices, procedures, equipment and office assistance techniques; some knowledge of business English, spelling and arithmetic; some knowledge of department programs and policies; ability to type accurately at a reasonable rate of speed; ability to operate standard office, word processing and data entry equipment; ability to follow oral and written instructions; ability to communicate effectively in oral form; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience involving customer service.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SECRETARY - 1051

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work involving a variety of secretarial and clerical tasks in an office environment; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing clerical support to agency staff; receiving and processing incoming calls and visitors; preparing and maintaining manual and computerized records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Types general correspondence, memoranda, reports, schedules, grants, official notices and other material from rough draft, copy, marginal notes or verbal instruction.
- Answers telephone and directs callers; takes messages or answers procedural questions based on knowledge of rules and regulations; screens, greets, directs and announces visitors.
- Coordinates departmental purchasing functions; types and records purchase orders, payment vouchers and receiving reports; maintains records of transactions from ordering to delivery and payment; follows up with vendors on partial or delayed orders; inventories office supplies and initiates re-orders.
- Receives, receipts and accounts for various fees and payments; reviews applications for accuracy; issues permits; issues certificates of occupancy; schedules inspections; manages pistol permit applications process and issues permits.
- Enters a variety of information into computer and generates related reports.
- Maintains files and filing systems; keeps ledgers and balances accounts; assists with audit procedures.
- Maintains office supply inventory and orders required items; prepares purchase orders; maintains budget information and assists in preparing department budget.
- Assists with maintaining department payroll information.
- Receives and processes incoming and outgoing mail; maintains complex records.
- Oversees office equipment maintenance; ensures equipment is functioning properly.
- Attends meetings of various boards and commissions; takes and transcribes minutes; assists with the preparation and dissemination of agenda.
- Maintains calendars; schedules meetings and travel.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of departmental programs and policies; ability to type and transcribe dictation accurately and at a reasonable rate of speed; good composition skills; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to follow oral and written instructions; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable clerical and secretarial experience including public contact work.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

May require Notary Public certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ADMINISTRATIVE OFFICE SUPERVISOR - 1091

GENERAL DEFINITION OF WORK:

Performs intermediate technical and administrative work overseeing and managing reception and office assistance functions and providing administrative support; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate clerical staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and providing clerical assistance tasks; preparing and maintaining complex office files; training staff; maintaining records and files; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, trains, manages and evaluates subordinate clerical staff; schedules staff to ensure all shifts are covered.
- Maintains, manages and oversees Vermont Systems RecTrac software; ensures information is input in a timely manner.
- Handles auto debit accounts for memberships; contacts delinquent accounts.
- Oversees accounting of revenues and facility usage; monitors, maintains and implements billing account information.
- Responds to patron questions, complaints and issues; acts as troubleshooter for registration, membership and office problems; prepares refunds when appropriate.
- Prepares and reconciles all daily cash/check/debit card transmittal forms and communicates any discrepancies; prepares deposits; maintains and manages fee waiver applicants including the handling of related confidential materials.
- Reviews and processes purchasing requests from supervisors/coordinators and confers with director to determine that such requests are within budget limitations.
- Processes employee payroll information; verifies time sheets.
- Coordinates front desk functions with assigned facility supervisor.
- Provides patrons/residents with information concerning programs, cancellations and facility operations.
- Assists with preparation of various reports.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of office terminology, procedures and equipment and of business English, spelling and arithmetic; comprehensive knowledge of the operations of local government as related to assigned department; ability to type at a reasonable rate of speed; ability to follow complex oral and written directions; skill in the operation of standard office, data entry and word processing equipment; ability to maintain complex records and prepare reports from such records; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with associates, program participants and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in secretarial science, accounting or related field and considerable progressively responsible executive assistance experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs intermediate paraprofessional work preparing and maintaining personnel, payroll and related records and files and assisting with capital projects procurement and management; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing bid specifications and requests for proposals; overseeing insurance and payroll programs; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Researches qualifications, fees and products of vendors and consultants for equipment purchases and services and makes recommendations to supervisors.
- Develops request for proposals and bid specifications.
- Assists in preparation of contracts and/or agreements, including purchasing agreements; ensures that all necessary paperwork is submitted and meets standards set forth in request for proposals and bid specifications.
- Coordinates bid openings; schedules meetings with prospective vendors/contractors and prepares recommendations for supervisors; schedules initial project meetings between contractor/vendor and assigned town staff.
- Receives and reviews invoices for assigned projects for compliance with contract requirements.
- Processes payment according to payment schedule or as directed by project supervisors.
- Attends job meetings and visits job sites on a regular basis to follow the progress of assigned capital projects; provides regular updates concerning current capital projects to supervisors.
- Assists in the preparation and administration of capital projects budget.
- Assists Town agent with the administration of the CDBG program including the preparation of quarterly reports; assists with the preparation of grant applications.
- Maintains employee flexible spending accounts and payment in lieu of health insurance program.
- Enters payroll changes in computer; maintains ICMA system through EZ Link; oversees performance evaluation system and notifies department heads of required evaluations.
- Reviews monthly life insurance bills for accuracy and processes payment in a timely manner; maintains a current census of members and makes changes as needed; processes life insurance claims as necessary.
- Reviews monthly health insurance reports and bills for accuracy and processes payment; maintains a current census of members and makes changes as needed; prepares monthly claims report.
- Prepares monthly billing worksheets for retirees and other external members of Town's health insurance pool; maintains a current census of members and makes changes as needed; submits worksheet for monthly billing.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of payroll records, processes and procedures; general knowledge of personnel practices and procedures; general knowledge of personnel rules and regulations; general knowledge of state regulations regarding the release of employee files; general knowledge of the principles, practices and procedures of engineering design and construction related to capital projects management; ability to present ideas effectively, both orally and in writing; ability to apply established policies, practices and procedures; ability to establish and maintain effective working relationships with Town officials, employees and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in secretarial science, business or related field and considerable progressively responsible executive assistance experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

MANAGEMENT ASSISTANT - 1171

GENERAL DEFINITION OF WORK:

Performs intermediate paraprofessional work providing clerical and administrative support to the Town Manager's Office; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing administrative and clerical support to the Town Manager's Office, boards and commissions; answering telephone; greeting and assisting visitors; preparing and maintaining files and records; preparing reports; undertaking special projects.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers telephone; refers callers to appropriate staff members or provides information.
- Types general correspondence, memoranda, reports, schedules, agenda items, grants, official notices, press releases and other material from rough draft, copy, marginal notes or verbal instructions.
- Manages daily administrative office operations.
- Prepares and distributes agendas, minutes and information packets; attends various meetings and takes and transcribes minutes; schedules meeting rooms and meetings; maintains calendars.
- Prepares grant applications and related material; prospects for grant opportunities.
- Responsible for special projects such as preparing the annual report and various newsletters; serves as coordinator for cable access channel.
- Assists with processing worker's compensation and liability insurance claims.
- Assists with recruitment of Town employees; posts and advertises job vacancies and prepares communications to applicants; assists with development of personnel examinations, interview questions and rating forms; coordinates and facilitates interview panels; conducts and grades written examinations for prospective candidates.
- Establishes and maintains filing and records management systems.
- Receives and processes incoming and outgoing mail; oversees the maintenance of office equipment; maintains inventory of office supplies; prepares purchase orders for needed items; coordinates purchasing function.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of Town programs and policies; ability to type, take and transcribe dictation accurately and at a reasonable rate of speed; good composition skills; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with Council members, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in secretarial science, business or related field and considerable office assistance experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments; does related work as required. Work is performed under the general supervision. Supervision is exercised over all administrative services staff and over Town staff in the absence of the Town Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing administrative functions; assisting the Town Manager with the direction, control and evaluation of Town operations; coordinating special projects; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- > Oversees and coordinates the Town's human resources and labor relations programs; coordinates recruitment and selection of Town employees.
- > Drafts and administers personnel policies; audits personnel policies and procedures to ensure compliance with applicable federal, state and local laws and regulations; serves as EEO and AA officer and ADA coordinator; investigates incidents and complaints of the violation of the Town's sexual harassment and other personnel policies; assists with the administration of employee discipline and counsels employees where appropriate.
- > Drafts and administers collective bargaining agreements, memorandums of agreement and other labor relations correspondence; serves as liaison with employee bargains units.
- > Oversees administration of payroll tasks; oversees administration of employee classification plan; coordinates administration of employee benefits; oversees drug testing program.
- > Investigates and reports workplace injuries, accidents and other incidents to workers compensation insurance carrier; monitors workers compensations absences.
- > Reports liability, automobile and property insurance (LAP) claims to insurance carriers; tracks and monitors claims and processes related correspondence.
- > Provides primary staff support to Town Council and various boards and commissions.
- > Responds to Freedom of Information and other requests for information; resolves problems and complaints.
- > Coordinates, conducts and oversees a variety of special projects as directed.
- > Oversees and coordinates municipal risk management program; coordinates activities of employee safety and wellness committee.
- > Researches and drafts town ordinances for review by town attorney.
- > Member of municipal budget team; conducts departmental budget review sessions; prepares budget for assigned areas of responsibility.
- > Supervises assigned staff and ensures safe work practices.
- > Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function and methods of operation of the Town's legislative, executive staff and operational departments; comprehensive knowledge of the basic laws, ordinances and regulations applicable to budget preparation, approval and administration; thorough knowledge of municipal finance and administration; thorough knowledge of the theories, principles and practices of public personnel administration; ability to analyze and develop budget estimates; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with local, state and other officials, civic and business leaders, Town Council members and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a master's degree in public administration or a related field and extensive experience in municipal government. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

INFORMATION SYSTEM SPECIALIST - 1231

GENERAL DEFINITION OF WORK:

Performs intermediate technical and professional work assisting in the installation, operation and repair of electronic data processing equipment and programs; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing technical support and training to users; troubleshooting, repairing and maintaining computer software, hardware, and office equipment; installing and upgrading information systems; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides troubleshooting services, training and technical advice to staff in the use of computer equipment, software and applications programs; provides support for all Microsoft Office and Window products; provides solutions for office automation using Microsoft or ADMINS programming language for all users.
- Assists with the development and administration of the Town web site; creates web pages; maintains web page layouts; updates web page content.
- Assists with the development of an intranet for staff to share information.
- Installs and upgrades hardware; troubleshoots hardware problems; researches new equipment and recommends purchases.
- Assists system administrator as required; restarts and starts system; maintains backups; restores files; creates and maintains accounts; resets passwords and maintains security.
- Assists with network administration; connects network ports; makes network patch cables; troubleshoots RAS and VPN connections.
- Burns CDs for employee or internal use.
- Keeps records up-to-date on software licensing, hardware service numbers, etc.
- Creates how-to manuals for software users.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the operation, uses and capabilities of electronic data processing main and peripheral equipment; thorough knowledge of hardware or software procedures and techniques; some knowledge of general office practices and equipment; thorough knowledge of the operation of personal computers; ability to understand and carry out written and oral instructions; ability to analyze software programs and program adjustments; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science or related field and some experience in the operation of midrange and personal computer equipment, network administration and the application of software processes related to these platforms.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, crouching, reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, and observing general surroundings and activities; the worker is subject to inside environmental conditions, and noise.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

NETWORK ADMINISTRATOR - 1251

GENERAL DEFINITION OF WORK:

Performs difficult technical work assisting in the installation, operation and repair of electronic data processing equipment and programs; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Configuring, installing and maintaining networks; providing technical support and training to users; troubleshooting, repairing and maintaining computer software, hardware and office equipment; installing and upgrading information systems; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Installs and upgrades hardware; troubleshoots problems; researches and recommends hardware purchases; creates and installs machine ghost images.
- Integrates network wide application packages to the wide area network.
- Provides training and technical advice to staff in the use of computer equipment, software and application programs; provides support for all Microsoft Office and Window products; provides solutions for office automation utilizing Microsoft or ADMINS programming language for all users.
- Creates, modifies, and deletes system accounts on the network and mail servers; assigns groups and privileges; makes sure all network segments communicate correctly.
- Monitors critical system functions; ensures that servers are in good working order; prepares system back-ups for disaster recovery.
- Installs, maintains, upgrades and modifies physical structure of the wide area network; troubleshoots connection problems; maintains proxy servers, surf control filters; manages internet access; ensures the physical and logical structure of the wide area network is sound.
- Assists with long-range planning regarding e-mail, internet, filtering, UPN file, print and application services; assists with implementing long range technological goals.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the operation, uses and capabilities of electronic data processing main and peripheral equipment; thorough knowledge of hardware or software procedures and techniques; some knowledge of general office practices and equipment; thorough knowledge of the operation of personal computers; ability to understand and carry out written and oral instructions; ability to analyze software programs and program adjustments; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science or related field and considerable experience in the operation of midrange and personal computer equipment, network administration and the application of software processes related to these platforms.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, crouching, reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, and observing general surroundings and activities; the worker is subject to inside environmental conditions, and noise.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

INFORMATION TECHNOLOGY MANAGER - 1290

GENERAL DEFINITION OF WORK:

Performs difficult professional work planning, organizing and coordinating the development, implementation and maintenance of the Town's electronic data processing and management information systems and related operations; does related work as required. Work is performed under general supervision. Supervision is exercised over all division staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and participating in program development, analyses and operations; providing technical and hardware support; managing information systems, procedures and staff; preparing and maintaining systems, records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, directs and participates in information systems and data processing activities of the Town.
- Provides training and instruction to staff; assists with personnel actions such as hiring and evaluating assigned staff; ensures safe work practices.
- Plans, coordinates and directs the improvement and expansion of information services in the usage of data processing resources.
- Plans and coordinates improvements and expansion of personal computer systems.
- Develops, updates and administers computer network and technology plans.
- Performs software and hardware problem analysis for computers and networks.
- Coordinates personal computer/mainframe connections and communications.
- Serves as ADMINS programmer; maintains ADMINS applications.
- Works with vendors in developing or revising programs and system operations.
- Monitors personal computer needs and usage, recommends additional hardware and software needs.
- Develops and administers departmental budget.
- Develops techniques and methods for assisting data processing users.
- Develops and administers the overall data processing policy and procedures.
- Provides liaison with authorized users of data processing services and with the manufacturer's representatives.
- Responds to requests for assistance; installs and configures computers.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of all phases of systems analysis, programming and computer operations in an on-line, networked and batch processing environment; thorough knowledge of the functions of and operation of Town departments; ability to determine departmental and Town-wide needs of an information system and formulate and effective program to meet these needs; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with Town officials, department heads and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in information technology, computer science or related field and extensive information systems operations experience including some management experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FINANCE CLERK - 1311

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work preparing and maintaining a variety of financial records; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Receiving and issuing receipts for various Town revenue; entering data into computers; verifying data; printing reports; preparing, maintaining, updating and processing records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Processes payment vouchers and purchase orders for payment; receives and reviews payment vouchers and purchase orders, checking for accuracy, completeness of information, signatures, dollar amounts and coding; researches and resolves vendor questions.
- Resolves discrepancies in billing by contacting vendors, Town Board staff and state agencies; answers inquiries from vendors on payment issues; provides information to public concerning taxes, tickets and other bills.
- Processes account receivable, municipal refuse receipts and miscellaneous billing; receives payments via mail or from walk-in payees; verifies payment amounts and processes payments through validator or cash register; issues receipts.
- Prepares, totals and records bank deposits; posts, balances, analyzes and posts information in rate book, register or computer; assists with preparing delinquent and current tax notices, including calculations of interest.
- Calculates, reconciles and electronically transmits the payroll tax deposits for six entities.
- Maintains, reconciles and transmits various pension, TSA and retirement plan contributions.
- Acts as the primary user/administrator for the Payroll System; maintains all deduction, earning and benefit buckets and all tax tables and rates; advises the personnel departments on how to handle various benefit/wage situations.
- Prepares the quarterly payroll tax returns (Form 941 & State Unemployment) for all entities.
- Prepares and reconciles annual payroll tax reporting - W2's and W3's.
- Coordinates both fiscal and calendar year payroll processing with the personnel departments; organizes the annual "special" payroll situations for the Boards of Education such as coordinating deductions to be taken and start and stop dates for deductions for the new school year.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the operation of data entry equipment; some knowledge of operational methods, processes and procedures of the department to which assigned; some knowledge of billing terminology, methods, procedures and equipment; some knowledge of collection and accounting procedures; some knowledge of standard office procedures, practices and equipment; some knowledge of business English, spelling and arithmetic; ability to perform mathematical calculations with speed and accuracy; ability to understand and follow oral and written instructions; skill in the operation of office equipment including word processing and data entry; ability to establish and maintain effective working relationships with council members, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some bookkeeping and/or accounting experience and considerable customer service experience involving the collection of and accounting for various revenue sources.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PAYROLL ADMINISTRATOR - 1331

GENERAL DEFINITION OF WORK:

Performs difficult paraprofessional work in the preparation and maintenance of the payroll and providing office assistance; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing payroll; maintaining payroll records and files; preparing payroll reports; performing office assistance tasks.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Completes biweekly payroll function from collection of timesheets to final paycheck production.
- Updates entries on employees' files for changes and accuracy; runs computer command to set up biweekly payroll in system with required parameters; runs computer worksheets; collects timesheets and transposes required information onto worksheet, including overtime, time off and differentials and calculates gross pay.
- Enters manual checks or adjustments into system; enters information into computer system and balances to worksheet totals; runs command to calculate deductions and check totals; runs payroll registers by entity and checks totals; runs payroll and tax deduction reports; runs paychecks.
- Runs check register, direct deposit files listing and check reconciliation file.
- Transfers payroll deduction vouchers to accounts payable system and reviews report for accuracy and notes correct payment dates for check production.
- Separates paychecks for stuffing in envelopes; stuffs and sorts for distribution by entity and department.
- Posts payroll checks and labor distribution to general ledger; reviews account numbers for accuracy.
- Reports biweekly on new employees and monthly employees totals to Conn. Labor Dept.; prepares payroll deduction related vouchers and reconciliation of accounts for accounts payable; maintains and transmits biweekly payroll federal taxes payments electronically; transmits files to vendors for pensions and TSAs; maintains and transmits monthly files for State Teachers Retirement and Conn. Teachers Retirement.
- Handles payroll questions with directors/department heads and employees; prepares manual payroll checks.
- Advises Personnel Administrator on payroll system maintenance and other related questions and problems.
- Administers and maintains custom payroll computer system, including adding new deductions, wages and benefits into the computer system; maintains annual tax table changes for federal and state income tax.
- Communicates with computer system consultants on any problems or needs in payroll system; sets up electronic fund transfers for payroll direct deposit for numerous banks and credit unions.
- Prepares quarterly state and federal 941s and annual W2s; prepares quarterly state unemployment reports.
- Produces annual payroll schedules and sets timetable for end of year payroll productions.
- Produces special payroll runs; assists with accounts payable functions.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of payroll accounting procedures; general knowledge of payroll control practices; general knowledge of business English and spelling; ability to operate a variety of accounting, office and data entry equipment; ability to type at a reasonable rate of speed; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in bookkeeping and considerable experience in payroll processing and general office work.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs responsible professional work involving the preparation and/or maintenance of fiscal and related records, general ledger, fixed assets and capital projects; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with preparing and maintaining budget and other financial records; entering, verifying and checking data; processing budget and other financial accounts.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares and maintains position control and budgeting position reports to track and estimate payroll and benefits expenditures; prepares salary transfers for review and approval.
- Responsible for the financial administration of various grants, including school construction reimbursement grants; determines which expenses are eligible for reimbursement; prepares cost calculations; maintains necessary grant documentation; assists with grant audits.
- Assists with preparation of annual operating budget; provides various departments with technical assistance; prepares budget calendar and work plan; prepares end-of-year budget transfers; maintains various trend data.
- Analyzes and helps maintain general ledger account; prepares various journal entries and budget adjustments; assists with related staff training; prepares monthly analysis of other operating funds, special education tuition costs and education grant.
- Prepares and maintains payroll audit information for workers compensation insurance to calculate estimated and final premiums; provides backup assistance with payroll processing.
- Reconciles bank statements and accounts; releases wire transfers from banks; processes withdrawals and deposits to state treasury investment fund; transmits file to bank to process accounts payable checks.
- Creates various spreadsheets, forecasts and analyses as requested; assists auditors; may serve as acting Controller in his/her absence.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of governmental accounting and budgeting principles, rules and regulations; general knowledge of accounting terminology, methods, procedures and equipment; general knowledge of principles and procedures of financial record keeping and reporting; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to understand and apply laws and established policies to the maintenance of financial records; ability to prepare complete and accurate reports from various accounting data; ability to analyze reporting data and make recommendations; ability to verify accounting documents and forms for accuracy and completeness; skill in the use of a variety of office machines; ability to operate computers including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in accounting or related field and some accounting experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work planning, organizing and directing the financial and budgeting activities of the Town; does related work as required. Work is performed under general supervision. Supervision is exercised over all departmental personnel in the absence of the Director of Finance.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the financial, treasury and budgeting activities; ensuring that all regulations and procedures are followed; maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares the annual budget; prepares financial statements and draft narratives for various funds and entities; creates graphs and charts from budget data; prepares all summaries for the budget in brief section; prepares revenue and expenditure budgets for accounting, central supply, benefits, etc.; calculates tax warrant; coordinates the production of the budget documents.
- Hosts the annual financial audit, including the preparation of schedules, documentation and questionnaires for the auditors; oversees the preparation of the Comprehensive Annual Financial Report.
- Coordinates, assigns and oversees workload for department staff; selects, trains, motivates, evaluates and disciplines staff as required; approves timesheets and paid time off.
- Assists the Director of Finance as needed, including acting in his/her absence; ensures safe work practices.
- Prepares and submits State Education reporting for Regional School District 19 and Mansfield Board of Education for the following: ED001, ED141, ED014, ED0017.
- Prepares the Quarterly Financial Report which includes balance sheets, changes in fund balance, current year actual data and current year estimates; drafts narrative for review.
- Coordinates and processes month-end annual fiscal year closings; rolls adopted budget into GL and balances; prepares routine and year-end adjusting journal entries and budget adjustments; calculates monthly health insurance contributions and monitors self insurance fund; oversees reconciliation of all cash and investment accounts.
- Calculates daily cash balances and authorizes investment transfers; signs and authorizes manual checks.
- Maintains ETreasury system and all wire transfer and ACH transfer details; maintains grant accounting records and completes quarterly financial reports and payment requests.
- Reviews and approves all payroll tax reporting for all entities; calculates personal auto usage and group term life insurance taxable wage adjustments for payroll.
- Establishes new purchasing methods as necessary; documents procedures and insures good internal controls, i.e., purchases via the Internet, credit card purchases, etc.; reviews fixed asset and capital project accounting.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting; thorough knowledge of the principles and practices of a municipal purchasing system; thorough knowledge of the practices, methods and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to communicate complex ideas, both orally and in writing; ability to establish and maintain effective working relationships with Town officials, other governmental officials and associates.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in accounting or related field and extensive progressively responsible experience in public finance administration. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

DIRECTOR OF FINANCE - 1390

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work in planning, organizing and directing the financial activities of the Town; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, directing and supervising the financial programs, systems and services of the Town and public school districts; coordinating work with Town Manager, Superintendent of Schools and other departments; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs the operations of the Finance Department and evaluates and administers financial management programs such as accounting and financial reporting, budgeting, information technology, cash management, grant applications, tax collection and reporting.
- Drafts and recommends policy to the Town Manager and plans for the implementation of financial goals and objectives; researches, analyzes and reports on a variety of administrative projects.
- Coordinates preparation of annual Town and school operating budgets; reviews all department submissions; prepares budgets for various funds such as capital fund, health insurance fund and management services fund; drafts budget policy positions; attends Town Council budget sessions and provides financial and technical assistance as requested; analyzes impact of budget and tax rate and service levels and recommends strategies to mitigate impact.
- Directs and controls the expenditure of Town and School fund allocations within the constraints of approved budgets; reviews budgets on a monthly basis and prepares budget adjustments for Town Council approval.
- Analyzes financial markets and supervises the investment of Town funds in appropriate instruments.
- Prepares and submits a variety of complex financial reports; assists in the preparation of grant applications and oversees financial reporting; coordinates the efforts of external auditors in their review of Town financial management.
- Serves as Town purchasing agent; staffs Town Council's Finance Committee.
- Coordinates, assigns and oversees workload for assigned staff; motivates, evaluates, counsels and disciplines staff in accordance with union contract and personnel policies; directs training of departmental personnel; ensures safe work practices.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees in the specialized field of accounting; ability to formulate long-range fiscal planning; ability to establish and maintain effective working relationships with associates, governmental officials and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in accounting or related field supplemented by a master's degree in business administration or related field and extensive experience in public finance administration. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PROPERTY APPRAISER - 1431

GENERAL DEFINITION OF WORK:

Performs intermediate technical work in the appraising of real property for assessment purposes; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Appraising, assessing and reassessing real property for tax purposes; conducting field investigations; assisting citizens with real property appraisal and tax matters.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Discovers, lists and values all real and personal property.
- Confer with property owners, attorneys and market participants on current values of real estate and personal property; determines the assessable value of real and personal property.
- Responds to inquiries from attorneys, bankers, Town staff, Town boards and commissions, auditors and the general public.
- Assists the Assessor annually in the preparation of the Grand List.
- Assists the Assessor in developing values for all real property every four years in the current revaluation cycles.
- Keeps current on professional and technical competencies needed to perform job responsibilities.
- Maintains, updates and reviews accuracy of all property transfer records; performs calculations necessary to adjust property values; notifies Tax Collector of new sales; completes State forms; makes standard assessment records decisions.
- Inspects new construction, renovations, additions and demolitions to determine value.
- Maintains a wide variety of records; compiles and updates statistics and provides information to the public.
- Mails Personal Property Declaration forms and determines applicable penalties for late or non-filing.
- Provides assistance in administration of special programs such as the elderly benefit program; explains requirements; collects required documentation; keeps records and computes benefits.
- Schedules appointments for the Board of Assessment Appeals; adjusts records reflecting Board initiated changes.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of real estate appraising for assessment purposes; general knowledge of building construction practices and of building and land values; some knowledge of the state laws, and ordinances relating to real property assessing; some knowledge of the NADA Manufactured Housing Guide; ability to read and understand building construction plans and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major work in real estate, business or related field and some experience in the appraisal of real property.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Possession of or ability to obtain certification as a Connecticut Municipal Assessor within one year of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ASSISTANT TO THE ASSESSOR - 1451

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work providing administrative assistance in compiling and completing the Grand List and related reports; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Maintaining a wide variety of records; compiling and updating statistics; servicing the public and performing various clerical duties; making standard assessment records decisions.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains, updates and checks accuracy of all property transfer records; performs calculations necessary to adjust property values; notifies Tax Collector of new sales; completes state forms; makes standard assessment records decisions.
- Maintains a variety of records; compiles and updates statistics; provides information to the public.
- Compiles lists from a variety of sources of new persons or firms owning personal property.
- Mails declaration forms and determines applicable penalties.
- Provides assistance in administration of special programs such as the elderly benefit program; explains requirements, collects required documentation; keeps records and computes benefits.
- Proofreads data for preparation of the Grand List; makes corrections, additions and deletions to lists of real, personal and motor vehicle property; compiles figures and completes state forms.
- Schedules appointments for the Board of Tax Review; adjusts records reflecting Board initiated changes.
- Responds to inquiries from attorneys, auditors and the general public.
- Performs a variety of clerical duties including phone answering, opening and responding to mail, typing, photocopying and filing.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the operation of data entry equipment; some knowledge of operational methods, processes and procedures of the department to which assigned; some knowledge of state statutes and ordinances that govern the daily operation of the Assessor's Office; some knowledge of standard office procedures, practices and equipment; some knowledge of business English, spelling and arithmetic; ability to perform mathematical calculations with speed and accuracy; ability to understand and follow oral and written instructions; skill in the operation of office equipment including word processing and data entry; ability to establish and maintain effective working relationships with council members, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some bookkeeping and/or accounting experience and considerable customer service experience including some assessment technical work involving math skills.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult professional work planning, organizing and directing the appraisal of real property for assessment purposes; does related work as required. Work is performed under general supervision. Supervision is exercised over all division staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the appraisal, valuation and reevaluation of real property in the Town; assisting citizens with real estate assessment problems and needs; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, directs and supervises the operations and staff of the department and administers and evaluates assessment activities such as discovery of taxable property, residential property valuation, determination of property ownership.
- Drafts and recommends policies and plans for the implementation of property assessment goals and objectives.
- Analyzes and values residential, motor vehicle, commercial and industrial property by computing replacement costs or analyzing financial statements; applies tax exemptions where applicable.
- Completes internal reevaluation every four years; inspects all sales used to develop values; formulates valuation models; sends out notices; holds public hearings and defends values.
- Analyzes and values real, motor vehicle and personal property for the preparation of the annual Grand List; conducts on-site inspections and listing of new construction.
- Directs the maintenance of tax maps and a variety of assessment records; interprets deeds; compiles assessment data and prepares a variety of reports; analyzes property trends.
- Participates in assessment appeals by property owners and defends the Town's findings.
- Prepares the annual department budget; controls the expenditure of department fund allocations within the constraints of approved budgets.
- Confers with Town officials and staff, property owners and attorneys to provide information and to resolve problems and complaints.
- Assigns, evaluates and trains departmental personnel in property assessment procedures.
- Completes and prepares a variety of required state reports.
- Assists in personnel actions such as hiring, termination and evaluation; ensures safe work practices.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; thorough knowledge of building construction practices for building and land values; comprehensive knowledge of the state laws, relating to property assessing; ability to read and understand building construction plans and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in business, economics or related field and extensive experience in the management of public assessment operations. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Possession of a CCMA II and Certified General Appraisal license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ASSISTANT TO COLLECTOR OF REVENUE - 1531

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work involving customer service and billing and collection for utility and property tax collections and other services; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Receiving payments; posting accounts; assisting customers; researching account data; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares, prints, compiles and mails quarterly refuse bills, semiannual sewer use bills, monthly self pay insurance bills and weekly miscellaneous bills.
- Receives payments from mail and walk-in payers; verifies payment amounts and processes payments through validator or cash register; issues receipts; posts and balances daily.
- Receives and reconciles monies from other departments and entities; posts, balances, analyzes and corrects information in rate books, on register or in the computer.
- Processes and maintains monthly balancing reports for comptroller and auditors; assists with processing certificate of corrections, daily tax deposits, monthly tax balancing procedures, reports and refunds; collects returned checks and fees.
- Balances daily receipts; prepares totals and records bank deposits; delivers deposits to bank.
- Provides information in person and via the phone to attorneys, real estate agents, other Town departments and the public regarding taxes, refuse and sewer use.
- Performs a variety of clerical duties associated with the operation of the office including filing, operating office machines, posting information and preparing mailings.
- Prepares purchase orders for office supplies; maintains office supply inventory.
- Processes incoming and outgoing mail.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of billing terminology, methods, procedures and equipment; general knowledge of collection and accounting procedures; general knowledge of standard office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to perform mathematical computations with speed and accuracy; skill in the use of a variety of data entry and office equipment and some typing ability; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting or related field and considerable customer service experience involving the collection of and accounting for various revenue sources.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of or ability to acquire certification as a Connecticut Municipal Collector within one year of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs intermediate professional and administrative work supervising and participating in the revenue collection activities for the Town; does related work as required. Work is performed under regular supervision. Supervision is exercised over all division staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Overseeing, supervising and participating in the billing, collection, receipt and recording of property taxes and other revenues; preparing and maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares all property tax bills, sewer bills and other bills as directed by the Director of Finance.
- Oversees and participates in the accounting and deposit of all cash collections.
- Ensures the proper recording of all revenues.
- Prepares statistical, comparison and collection reports for current, delinquent and suspense collections of taxes, interest and lien fees; prepares annual state reports; prepares reports for audit review; files all fiscal reports as required by law.
- Reviews, interprets and implements relevant laws, regulations and ordinances.
- Reviews status of delinquent accounts; recommends special collection actions such as foreclosure; oversees the preparation of tax collector demands, warrants to state marshals, delinquent re-billings and lien notices; prepares and files liens for outstanding tax, refuse and sewer accounts as required by law.
- Monitors bankruptcy cases and files bankruptcy court claims to protect the Town's tax interest.
- Confers with the public, financial institutions, attorneys, title searchers and Town officials to provide information and resolve problems.
- Creates various spreadsheets, forecasts and analysis as required.
- Assists with preparation of annual operating budget; provides various departments with technical assistance; assists with the preparation of the budget calendar and work plan; prepares end-of-year budget transfers; maintains various trend data.
- Analyzes and helps maintain general ledger account; prepares various journal entries and budget adjustments; assists with related staff training.
- Supervises and evaluates subordinate staff.
- Interacts with the state and federal officials where appropriate.
- Reviews collection procedures and provides modification to increase efficiency and effectiveness.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of collection and accounts receivable procedures; general knowledge of governmental accounting and budgeting principles, rules and regulations; general knowledge of accounting terminology, methods, procedures and equipment; general knowledge of principles and procedures of financial record keeping and reporting; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to understand and apply laws and established policies to the maintenance of financial records; ability to prepare complete and accurate reports from various accounting data; ability to analyze reporting data and make recommendations; ability to verify accounting documents and form for accuracy and completeness; skill in the use of a variety of office machines; ability to operate computers including some knowledge of applicable software packages; ability to prepare detailed financial reports; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in accounting or related subject and considerable experience in the collection and recording of a variety of revenues and taxes and interacting with the public including some supervisory experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of or ability to acquire certification as a Connecticut Municipal Collector within one year of hire.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ASSISTANT TOWN CLERK - 1631

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work recording land, vital statistics and election documents; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Receiving, checking, indexing and recording legal documents; issuing various legal certificates; ensuring accuracy of information on documents; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Records land records; computes and collects recording fees; collects Town and state conveyance taxes; indexes and validates documents; verifies indexing; runs reports and updates datebook; mails and documents fees to the Commissioner of Revenue; makes daily deposits and generates reports.
- Issues and records marriage licenses, dog licenses, sports licenses and burial permits according to procedure.
- Assists professionals and public with land records and vital statistic research; helps to resolve problems and complaints; certifies copies as needed; duplicates land records for microfilming; proofreads copies; prepares invoices and returns original documents by mail; makes cross-reference notations on release, assignment and subordination documents; maintains survey map index.
- Registers voters; issues absentee ballots; maintains voting records; provides election information.
- Issues and receives vital statistics for marriage, death and birth certificates; records data; mails and certifies copies to appropriate towns and state; prepares monthly and annual reports towns/state; records and maintains Sexton's reports; files liquor and trade name permits and veteran's discharges.
- Maintains and updates grantee/grantor books, committee meetings and hearing minutes.
- Attends ZBA hearings; transcribes minutes and prepares agendas for meetings; publishes legal notices; collects fees for hearings; issues variances and special executions for recording.
- Prepares monthly and yearly sports license reports.
- Receives and posts meeting agendas.
- Provides information to public relating to Town services and general area information.
- Maintains imprest fund account for Town employees.
- Administers facility calendar for Town Hall; collects rental fees; schedules rooms for Town committees; assists users and posts daily schedules; administers oaths; serves as notary public for staff and the public.
- Assists Town employees with mail procedures and postage machine; distributes mail daily and prepares outgoing mail for post office; prepares monthly postage report.
- Maintains account and distributes general assistance funds.
- May serve as Acting Town Clerk.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of standard office practices, procedures, equipment and office assistance techniques; some knowledge of business English, spelling and arithmetic; some knowledge of department programs and policies; ability to type accurately at a reasonable rate of speed; ability to operate standard office, word processing and data entry equipment; ability to follow oral and written instructions; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in secretarial science, business or related field and some records management experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Notary Public or ability to obtain certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs intermediate professional and administrative work directing the access, custody and maintenance of a variety of complex land, vital statistics and election records; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and performing the recordation, indexing, care, maintenance and access to public records; developing records management programs in accordance with state laws and regulations.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs the operation of the Town Clerk's Office; performs administrative and technical work in the maintenance of land records and maps, vital statistics, voter registration, election administration and issues a variety of licenses and permits; files liquor permits; computers and collects municipal and state conveyance taxes; provides for restoration of records as required; maintains records and accepts funds for sale of cemetery plots.
- Drafts and recommends policy; plans for implementation of records administration goals and objectives.
- Oversees election procedures, public legal notices and compiles and files reports of election activities and results with the Secretary of State; orders election and referendum materials; trains poll workers; maintains records.
- Performs a variety of voter administration functions including voter registration, absentee ballot administration and enrollment in political parties; administers oaths.
- Serves as clerk to Town Council at its regular and special meetings and serves as clerk at Town Meetings; takes and transcribes meeting minutes; prepares and posts legal notices; arranges meeting spaces; serves as resource person on Town Codes and state statutes.
- Supervises and coordinates work of assigned personnel; assists in personnel actions such as hiring, discipline and evaluation; ensures safe work practices.
- Researches and prepares grant applications.
- Trains assigned personnel in records administration procedures.
- Serves as general information resource to community; routes callers as appropriate.
- Provides support to Town boards, commissions and committees; posts notices of meetings; prepares required documents; attends meetings and prepares minutes.
- Compiles information on departmental activities and prepares a variety of reports.
- Prepares the annual departmental budget; controls the expenditure of departmental fund allocations with the constraints of approved budgets.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the General Statutes governing the duties of the Town Clerk; thorough knowledge of the policies, operations and procedures of the Town Clerk's Office; thorough knowledge of modern record keeping standards, practices and procedures; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business management or related field supplemented by specialized training in record keeping and real estate law and considerable experience in detailed record keeping and maintenance of legal instruments including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Notary Public or ability to obtain certification. Certification as a Municipal Clerk or ability to become certified within three years.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ASSISTANT BUILDING OFFICIAL - 1741

GENERAL DEFINITION OF WORK:

Performs intermediate technical work in the administration and enforcement of building codes and related ordinances; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing building plans; conducting building inspection and building code enforcement activities; preparing and maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conducts technical field inspections of new structures, additions and renovations in all phases of construction to determine conformance with applicable codes and inspects other structures to investigate violations.
- Reviews building plans, concentrating specifically on the following areas: structural, electrical, plumbing, heating, air conditioning, ventilation and fire suppression systems; reviews for compliance with applicable codes and issues permits.
- Meets with architects, engineers and interested parties in the office and the field regarding codes and inspections.
- Meets with the public and investigates citizen complaints; takes information by phone or in person.
- Compiles and submits monthly construction activity reports, keeps records of daily inspections and activities; prepares documents, issues permits, etc.
- Writes and issues violation notices and compliance letters as required; advises on how compliance may be obtained.
- Acts for the Building Official as directed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of building, electrical, plumbing and mechanical code enforcement; thorough knowledge of building construction, engineering and structural engineering principles and practices; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing codes and ordinances; ability to establish and maintain effective relationships with associates, builders, contractors, government officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in building, electrical, plumbing, mechanical and zoning codes enforcement and inspections work.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme heat, noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Connecticut certification as an Assistant Building Official.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs complex technical and difficult administrative work overseeing and participating in the enforcement of building codes; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and participating in building inspection, code enforcement and plans review activities; coordinating work with Town Manager and department directors; preparing and maintaining appropriate records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, coordinates, supervises and participates in building, electrical, mechanical and plumbing inspection activities with responsibility for enforcing the laws, ordinances and codes relating to the construction and alteration of buildings within the Town.
- Drafts and recommends plans for the implementation of building inspection goals and objectives.
- Reviews building plans, concentrating specifically on the following areas: structural, electrical, plumbing, heating, air conditioning, ventilation and fire suppression systems; reviews for compliance with applicable codes and issues permits; reviews and approves construction plans and specifications.
- Conducts technical field inspections of new structures, renovations and additions to determine conformance with applicable codes; advises on corrective action; inspects structures to investigate complaints.
- Issues permits and certificates of occupancy; assigns house numbers; serves as a clearing house for Zoning, Health, Fire and related departments in the approval process.
- Reviews, interprets and implements laws, ordinances, regulations and the State Building Code.
- Inspects demolition for safety and for conformance with requirements.
- Directs the maintenance of a variety of records through clerical staff; compiles information and prepares a variety of reports.
- Prepares the annual departmental budget; controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Confers with contractors, Town officials and the public to provide information and resolve complaints.
- Trains and supervises departmental personnel in building inspection administration; assists in personnel actions such as hiring, termination and evaluation.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of building, electrical, plumbing and mechanical code enforcement; comprehensive knowledge of building, construction, engineering and structural engineering principles and practices; ability to plan and supervise the work of subordinates; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing codes and ordinances; ability to establish and maintain effective working relationships with associates, Town, state and federal officials, contractors, builders and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in building codes enforcement and inspections work including considerable construction and design experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme heat, noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Connecticut certification as a Building Official.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ZONING ENFORCEMENT OFFICER - 1831

GENERAL DEFINITION OF WORK:

Performs intermediate professional work in the enforcement of the zoning regulations and related codes; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Issuing construction and occupancy permits; inspecting new construction for zoning compliance; responding to complaints concerning zoning violations; issuing zoning violation notices and citations; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews and approves construction and occupancy permit applications; determines compliance with regulations and all applicable regulatory approval conditions; researches existing files for background information; researches status of lot for new development.
- Reviews and explains permit process with citizens; informs property owners on what is required for an application; suggests development options within limits of regulations.
- Meets with realtors, surveyors/engineers about proposed development.
- Maintains files on each property; updates information; maintains zoning permits.
- Conducts site inspections for zoning compliance; inspects active construction projects; inspects sites when complaints are filed; inspect sites for control of erosion; inspects sites of proposed property development.
- Investigates complaints when filed or observed; reviews/researches land records and other existing files; issues violation notices; inspects for required compliance.
- Writes letters upon request reapplications, lot status, flood zones and zoning compliance.
- Attends Planning and Zoning meetings and upon request Zoning Board of Appeals meetings.
- Testifies in court.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the Zoning Regulations, state Zoning Statutes, Town Ordinances and related environmental codes; thorough knowledge of the methods and procedures used in code enforcement; ability to detect zoning violations; ability to read and interpret plans; firmness and tact in enforcing zoning, sign and related ordinances and codes; ability to operate personal computer including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with associates, property owners, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in land use planning, public administration or related field and some experience in zoning enforcement or subprofessional planning work.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Possession of Connecticut Association of Zoning Enforcement Officers certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work developing the comprehensive plan, preparing policies and performing special planning studies; coordinates planning and zoning services; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing long-range conservation and development plan; drafting ordinances; coordinating work with Town Manager and other departments; conducting research; writing grant applications; maintaining records and files; preparing reports; advising boards, commissions, committees and elected officials.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates the research, preparation and presentation of the Plan of Conservation and Development, Zoning and Subdivisions Regulations and Zoning Map.
- Advises the Planning and Zoning Commission on all issues and applications under its statutory jurisdiction; prepares reports, including recommendations for action on all applications; attends PZC meetings and Inland Wetland Agency meetings; drafts motions for PZC action and assists in monitoring and ensuring compliance with PZC decisions.
- Advises the Town Manager, Town Council, Town/University Relations Committee, Downtown Partnership Committee, staff members and other Mansfield commissions and committees on land use matters; represents the Town on University of Connecticut committees; coordinates the Town's review of University/land use projects.
- Provides information and guidance to the public, regarding pending development projects and property owners interested in developing their land; meets with developers and their representatives to discuss regulatory requirements; ensures that land use factors associated with a potential project are analyzed by a developer at an early stage before major commitments are made.
- Supervises and administers the day-to-day operations of the Planning Office.
- Coordinates the receipt of new applications; prepares meeting agendas and legal notices; coordinates PZC post-approval requirements, including review of final maps and legal documents, and preparation of bond agreements; prepares administrative forms, model easements, draft ordinances, etc.
- Assists with the implementation and use of a Geographic Information System.
- Prepares annual budgets and monitors expenditures.
- Supervises and trains assigned personnel; assists with personnel actions such as hiring, evaluation and termination; enforces safe work practices.
- Assists with special Town initiatives and grant applications.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of community development activities, land use laws and their relation to land use planning; thorough knowledge of zoning and code enforcement practices; ability to prepare budgets and provide fiscal analysis of proposals; ability to read and interpret blueprints, site plans and architectural designs; ability to gather and interpret technical and statistical information and prepare technical reports; ability to establish and maintain effective working relationships with Town officials, contractors, architects, land developers, associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in planning or related field supplemented by a master's degree and extensive professional experience in land use planning or community development activities. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires balancing, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ENGINEERING TECHNICIAN - 1931

GENERAL DEFINITION OF WORK:

Performs intermediate technical work performing a variety of engineering assistance tasks; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Researching and developing information; helping plan and coordinate projects; inspecting construction sites; ensuring compliance with plans and specifications; designing projects; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Researches Town land records; determines street lines, easements and boundaries.
- Performs civil engineering drafting and mapping relating to surveys and other assignments; operates computer assisted mapping/drafting system.
- Performs surveying as instrument operator or rodman in topographical, stadia, construction or boundary surveys; reduces field notes; performs mathematical reduction of field notes and other mathematical calculations.
- Provides technical support to Town construction and maintenance forces by furnishing lines and grades for public works projects.
- Conducts inspections of sewer and water installations and road repair and reconstruction performed by contractors.
- Investigates complaints from citizens regarding tree removal, drainage, road hazards and parking problems.
- Prepares reports.
- Performs layouts for recreational projects for the school and recreational departments, such as ball fields.
- Conducts field surveys using both Total Station and GPS data to be used to prepare design/construction plans, and establishing Town easements and rights-of-way.
- Coordinates and oversees the annual road striping program; participates in road evaluation program; assists in preparing traffic studies.
- Performs miscellaneous office duties such as blueprint-making, filing and indexing maps and records and providing maps and other data to surveyors, engineers and the general public.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of civil engineering practices, procedures and techniques; general knowledge of engineering maps and records; general knowledge of mathematics and trigonometry as applied to engineering calculations; general knowledge of computer aided drafting programs; ability to research land records; skill in the use of specialized engineering equipment; ability to read and interpret plans and specifications; ability to design plans for minor water and sewer extensions; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in engineering technology or related field and some drafting and computer-aided drafting and analysis experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PROJECT ENGINEER - 1951

GENERAL DEFINITION OF WORK:

Performs intermediate professional and administrative work involving field and office design, surveying and inspection activities; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Designing, coordinating, administering and inspecting public works construction projects; operating software programs to design projects; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- > Performs civil engineering design work for roadways, bridges, recreational fields, drainage, building and related projects; reviews plans submitted by developers and other agencies; prepares maps, specifications, estimates, standards, profiles, cross-sections and periodic and special reports on various technical items.
- > Conducts field work, including surveying, construction inspection and monitoring of Town construction forve regarding conformance to plans.
- > Investigates complaints regarding drainage, roadways and bridges; prepares reports and recommendations.
- > Conducts staking, layout, topo and other survey work; reduce field notes, including plotting, contours and profiles.
- > Assists in managing all engineering projects, including preparation of estimates, billings, payments, documentation and reporting; maintains liaison with developers and engineering consultants.
- > Attends meetings and hearings relating to assigned projects; prepares and presents reports, recommendations and financial status of projects.
- > Gathers samples and does field studies for public works projects.
- > Places and operates traffic classification equipment; prepares traffic and transportation studies.
- > Performs computerized mapping and design work.
- > Performs related organizational tracking, filing and documentation work.
- > Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of civil engineering as related to the public works project construction; thorough knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works facilities; thorough knowledge of land and engineering survey systems, methods and techniques; general knowledge of computerized engineering, drafting and analysis programs such as AutoCAD and ARCView; ability to express ideas clearly and concisely, both orally and in writing; ability to prepare technical reports; ability to establish and maintain effective working relationships with associates, contractors, state and federal officials and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in civil engineering or related field and considerable project engineering experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. May be required to obtain professional engineer licensure.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work overseeing the planning, design and inspection of engineering and construction projects in the Town; does related work as required. Work is performed under general supervision. Supervision is exercised over assigned personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the design and construction of capital improvements; ensuring compliance with Town land development policies, rules and regulations; coordinating work with other agencies, other departments and Town Manager; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- > Assists in planning and directing goals, objectives and day-to-day operations of an engineering unit; recommends corrections.
- > Writes plan reviews on all plans and proposals before the PZC and communicates results of reviews at board meetings, public hearings and to applicants and their representatives.
- > Conducts field site reviews of proposed developments; gathers data and researches effect of proposals on Town's environment and conformance with Town's development policies; performs project inspections as required.
- > Reviews and prepares deeds, easements, releases, certificates of title, supporting forms for deeds; acts as Wetland Agent coordinating wetland applications with applicants for permit requirements; reviews applications for Wetland Agency; interacts with outside regulatory agencies; enforces wetland regulations, permit requirements and conditions.
- > Inspects sewer work, road construction and site work for acceptability and conformance with permit requirements.
- > Designs smaller projects including plan preparation and construction oversight; performs public works plan reviews.
- > Maintains Town rights-of-way records and deeds.
- > Serves as Town's witness in court testimony and legal matters.
- > Writes and interprets regulations and specifications; prepares reports; prepares budget for the engineering division of Public Works.
- > Assists in coordinating department activities with government agencies, contractors and interest groups; assists in coordinating operations within the department.
- > Provides staff assistance to the Planning and Zoning Board, Inland Wetlands Commission and Conservation Committee; attends hearings; prepares and presents reports and recommendations.
- > Conducts traffic studies and reports to Town Traffic Authority on problems and assigned projects.
- > Provides guidance to Town engineering staff in design, inspection and surveying; conducts inspection of construction in progress.
- > Prepares sewer assessments, sewer related agreements and an annual water use figures to determine sewer use charges; ensures that reporting requirements and payment schedules are met.
- > Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the theory, principles and practices of civil engineering as applied to the development and construction of public works projects; thorough knowledge of computerized drafting and analysis tools; ability to plan, lay out and direct the work of subordinates; general knowledge of computerized engineering, drafting and analysis programs such as AutoCAD and ARCView; ability to plan projects and prepare related designs, estimates and specifications; ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems; skill in the use of civil engineering instruments and equipment; ability to communicate complete ideas effectively, orally and in writing; ability to calculate complex cost estimates and prepare technical reports; ability to establish and maintain effective working relationships with Town officials, associates, contractors and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in civil engineering or related field and considerable experience in professional civil engineering work including considerable supervisory experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Possession of or ability to acquire wetlands agent certification. Registration as a Professional Engineer in the State of Connecticut. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

TRANSFER STATION ATTENDANT - 2011

GENERAL DEFINITION OF WORK:

Performs intermediate skilled work collecting cash, issuing tickets and receipts, directing residents to appropriate disposal/recycling facilities and instructing residents on recycling and solid waste disposal procedures; operating trucks and heavy equipment; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operating and maintaining transfer station equipment; calculating volume and fees; receiving and accounting for revenues.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs persons to areas and facilities for proper recycling and solid waste disposal; instructs/explains recycling and solid waste requirements to Town residents, contractors and others using Town disposal facilities; inspects refuse and recyclables brought to the transfer station/solid waste area.
- Calculates volume and fees using established fee schedules; takes cash and makes change; issues receipts and prepares daily total reports; answers phone and directs callers as appropriate.
- Removes ballasts and capacitors from appliances.
- Operates stationary compaction equipment.
- Drives dump truck and operates a front-end loader for loading recyclables, sand, gravel and cover material; moves miscellaneous materials around landfill; operates compactor, tab grinder and other heavy equipment.
- Hauls cardboard and scrap metal to junk yard.
- Cleans and maintains buildings; performs minor maintenance on tub grinder and light equipment.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation of a transfer station; general knowledge of necessary safety precautions; ability to operate light to heavy equipment including tab grinder and chain saws; ability to establish and maintain effective working relationships with Town officials, associates, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class B commercial driver's license valid in the State of Connecticut. Possession of Transfer Station Operator certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

RECYCLING / REFUSE COORDINATOR - 2051

GENERAL DEFINITION OF WORK:

Performs intermediate technical and administrative work coordinating the Town's refuse and recycling programs; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Developing and implementing recycling and waste reduction programs; preparing and presenting public education programs; monitoring progress of programs; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Administers recycling and waste reduction programs.
- Communicates with trash collectors; resolves conflicts and address problems with residents and with trash collectors; enforces contracts; explains trash and recycling procedures.
- Prepares spreadsheets and keep accurate data records; evaluates data; creates charts and graphs to aid in evaluation.
- Prepares recyclables for shipping; arranges collections with recyclables vendors; prepares bills.
- Oversees composting operations at schools; performs some labor of composting programs; performs minor repairs to composters, screens empties and turns compost.
- Publicizes programs; writes articles and ads for newspapers and newsletters.
- Teaches school classes; facilitates after-school club; makes presentations to PTO and other groups.
- Designs and writes brochures, flyers, manuals for residents, business owners and others; conducts workshops for residents; interviews on local television and radio; creates displays for fairs; interacts with public at fairs; writes skits.
- Seeks new opportunities for Town's recycling program; creates program ideas and evaluates feasibility; recommends implementation.
- Applies for grant funding; keeps organized records for grant reports; completes grant reports.
- Enforces recycling regulations; makes on-site inspections of businesses and residences; sends noncompliance letters; works with noncompliant businesses to reestablish compliance; issues citations as appropriate.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the practices and techniques of solid waste collection, recycling, composting, source separation, waste reduction and related environmental areas; general knowledge of program objectives, procedures and organization; general knowledge of refuse collection practices; ability to devise detailed procedures and methodology; general knowledge of modern office practices, procedures and equipment; ability to communicate ideas effectively, both orally and in writing; ability to prepare records and reports; ability to establish and maintain effective working relationships with Town officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in marketing, environmental science or related field and some experience in recycling and working with community groups.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult technical work supervising and participating in the operation of the landfill, transfer station and recycling facility; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising landfill, transfer station and recycling facility operations; operating equipment; maintaining record and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Schedules and assigns work to ensure the safe operation and accessibility of the transfer station and recycling facility; performs the duties of a Transfer Station Attendant when required.
- Refers sanitation issues/problems to appropriate personnel; assists in planning and design of disposal area.
- Calculates volumes and fees; issues receipts and prepares daily totals reports.
- Collects fees for trash and recyclables; enforces regulations and pricing policies; handles difficult customers.
- Ensures recyclables and hazardous waste do not enter the waste stream.
- Prepares and packs a variety of waste and recyclables for shipping; sorts metals.
- Grinds brush, loads stumps and hauls cardboard; loads and hauls cover for landfill closure; grades landfill.
- Prepares reports and maintains appropriate files.
- Oversees and participates in building and grounds maintenance activities.
- Arranges transportation for bulky waste, M.S.W., metals, recyclables, oils, tires, etc.
- Operates stationary compaction equipment.
- Operates heavy equipment while composting, moving materials and conducting other operations; turns compost piles; loads wood chips on public vehicles; performs minor maintenance on vehicles.
- Loads trucks with sand, gravel, loam, etc. from stockpile.
- Assists with snow removal and ice control; supervises work of assigned personnel.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and methods and equipment related to landfill, transfer station and recycling operations; thorough knowledge of the hazards and safety precautions related to the work; thorough knowledge of the laws and regulations governing landfill and recycling operations; ability to plan and supervise the work of subordinates; ability to maintain records and prepare related reports; ability to operate assigned equipment including bulldozer and front-end loader; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in landfill operations including some supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class B commercial driver's license valid in the State of Connecticut. Possession of Bulky Waste Landfill and Transfer Station Operator certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs intermediate skilled (journeyman level) work in the mechanical repair and maintenance of entire Town fleet of vehicles, heavy and light equipment, and rolling stock; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Inspecting, repairing and maintaining automobiles, trucks and equipment.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Does general overhaul and repair work on automobiles, heavy trucks, graders, mowers and other automotive mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts including valves, pistons, main bearing assemblies and cooling, fuel and exhaust systems.
- Takes down, repairs and reassembles air compressors, pumps and related equipment.
- Repairs and overhauls brakes, ignition systems, transmissions, differentials, front and rear axle assemblies; repairs and installs hydraulic controls; tunes motors using standard testing equipment.
- Inspects, repairs, overhauls and assembles automotive electric equipment such as generators, distributors and starters.
- Repairs automobile and truck bodies and does various related metal work by cutting, welding and other procedures.
- Paints vehicles and other equipment.
- Uses and maintains mechanical hand and power-driven tools and equipment such as grinders, fender hammers, sanders, drill presses, lathes, testing and welding equipment and other shop tools and equipment.
- Performs routine lubrication and routine service to vehicles as required.
- Performs basic cleaning and upkeep of shop.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods, tools and equipment used in the repair of light automotive passenger cars, light and heavy trucks, construction and maintenance equipment; thorough knowledge of and skill in the use and operation of shop tools and machinery; thorough knowledge of safe work practices; ability to detect by inspection any worn or broken automotive parts; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to follow oral and written instructions accurately; ability to prepare and file simple written reports; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in repairing a wide variety of automotive equipment.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class B commercial driver's license valid in the State of Connecticut. Possession of or ability to obtain ASE automotive certification within one year of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult skilled work planning, scheduling, supervising and conducting the repair and maintenance of entire Town fleet vehicles, heavy and light equipment and rolling stock; welding, fabricating parts, troubleshooting and diagnosing maintenance problems in the repair of automobiles, trucks, tractors, graders and other standard and special automotive equipment; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, scheduling and participating in the repair and maintenance of vehicles, heavy equipment, other equipment and rolling stock; performing complicated maintenance and repair of gas and diesel automotive and construction equipment; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, schedules, directs and performs general overhaul and repair on automobiles, heavy trucks, graders, mowers and other automotive and heavy mechanical equipment; inspects, adjusts and replaces necessary units and related parts including valves, pistons, main bearing assemblies and cooling, fuel and exhaust systems.
- Takes down, repairs and reassembles air compressors, pumps and related equipment; repairs and overhauls brakes, ignition systems, transmission, differentials, front and rear axle assemblies; repairs and installs hydraulic controls; tunes motors using standard equipment.
- Inspects, repairs, overhauls and assembles automotive electric equipment such as generators, distributors and starters; does various related metal work by cutting, welding and other procedures; paints vehicles and other equipment.
- Trains and supervises skilled/semiskilled workers and equipment maintenance crew; plans work schedules.
- Acts as division buyer; obtains price quotes; fills out purchase orders; receives and processes incoming supplies and maintains stock/parts room; makes recommendations as to the replacement of equipment and vehicles; reviews specifications for new equipment, and maintains accurate cost accounting records of all repair work; receives and checks out new motorized equipment; establishes preventive maintenance and warranty service programs; instructs employees of the department as to the proper operation and maintenance of said equipment.
- Uses and maintains mechanical hand and power-driven tools and equipment such as grinders, fender hammers, sanders, drill presses, lathes, testing and welding equipment and other shop tools and equipment; directs and performs routine lubrication and service to vehicles as required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods, tools and equipment including electronic diagnostic equipment used in the repair of light and heavy duty vehicles, construction and maintenance equipment; thorough knowledge and skill in the use and operation of shop tools and machinery, such as drills, presses, grinders, micrometers, brake relining and drum grinding machines, welding equipment; thorough knowledge of the occupational hazards and necessary safety procedures and practices of the work; ability to diagnose the more common defect in automotive equipment; ability to detect by inspection any worn or broken automotive parts; ability to keep records of repairs and service operations and to make reports; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to follow oral and written instructions accurately; ability to supervise and train subordinates; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by vocational training and extensive experience in repairing automotive equipment including some supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class A commercial driver's license valid in the State of Connecticut. Possession of ASE certification in automotive, medium and heavy trucks.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GROUNDSKEEPER - 2211

GENERAL DEFINITION OF WORK:

Performs intermediate semiskilled and skilled work in a variety of landscaping and grounds maintenance assignments; frequently operates and maintains specialized and other equipment in connection with the tasks to which assigned; does related work as required. Work is performed under regular supervision. Supervision is exercised over assigned personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Mowing public grounds; planting, spraying, fertilizing and maintaining flowers, trees and shrubs; participating in road maintenance and repair.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Grades ball fields with tractor and yolk rake; operates complex turf maintenance equipment; maintains and sharpens grounds equipment; drives trucks in transporting personnel and materials to job sites.
- Operates large and small mowers, tractors, trucks and related equipment in the maintenance of grounds, parks, walkways and roads.
- Spreads gravel, loam, fertilizer and chemicals; cleans catchbasin, pipes, waterways; cuts trees; cleans up limbs and brush; puts up fencing; paves and patches roadways and walkways; mows roadsides and cemeteries; operates post hole digger, tree chipper and chainsaw.
- Maintains trees, shrubs and flower beds; plants trees and shrubbery; builds stone walls; seeds and mulches areas; performs other general landscaping tasks as required.
- Cleans and performs minor equipment maintenance.
- Opens and closes parks.
- Plows snow and operates more complex equipment on an emergency or training basis.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the use of common hand and specialized power tools; general knowledge of the safe use and operation and preventive maintenance of equipment used in grounds maintenance; some knowledge of traffic laws and regulations; ability to understand and follow oral and written directions; ability to write and file simple reports; skill in the use of equipment to which assigned; ability to perform labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience as a semiskilled or skilled worker in landscaping and/or grounds maintenance work.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult skilled and semiskilled work supervising and participating in a variety of landscaping and grounds maintenance assignments; performing skilled construction work and semiskilled work in the maintenance of Town roads and other municipal facilities; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and participating in landscaping and grounds maintenance activities; maintaining equipment; mowing grass, trimming weeds and shrubs, edging; collecting leaves; planting trees and shrubs; sowing seeds; cleaning public areas.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives general instruction and job requirements relating to the maintenance of grounds and facilities and formulates them into specific manpower, equipment and material requirements for crews and/or workers.
- Supervises and participates in the work of one or more grounds crews working on various on-going and special projects such as mowing, fertilizing and seeding fields and turf areas; maintaining/constructing road and drainage facilities; laying out and lining soccer fields, tilling, grading, filling, dragging and striping baseball fields; maintaining trees, orchards, shrubs and other plantings; blazing, cutting and maintaining trails; cleaning, painting and otherwise maintaining picnic areas, beaches, buildings and equipment in grounds or park areas.
- Operates mowing equipment, turf maintenance equipment, and heavy equipment as necessary.
- Meets with coaches and schools to address needs; inspects playground and repairs playground equipment.
- Sees that grounds crews have proper tools and equipment, and that such equipment is properly checked and maintained; keeps work, time and materials records; prepares written reports; uses computer to do inventories, scheduling, and tracking work.
- Checks equipment for repair and needed replacement; maintains inventories of materials, tools and equipment used in grounds maintenance; cleans and paints storage areas and buildings; and participates in the general construction and maintenance activities of the department of public works such as road and drainage construction, sewer and water system maintenance, snow removal, etc.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of materials, equipment and methods involved in landscaping, grounds and roads maintenance; general knowledge of the use of common hand and specialized power tools required in the work; general knowledge of the safe use and operation and preventive maintenance of equipment required in the work; some knowledge of supervisory practices; some knowledge of traffic laws and regulations; thorough knowledge of the occupational hazards and necessary safety procedures and practices of the work; ability to read sketches and plans; skill in the use of equipment to which assigned; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to supervise the work of others; ability to train skilled and semiskilled workers; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in landscaping or grounds maintenance and some experience in the operation of motorized equipment.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of a commercial Class B appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

LABORER - 2311

GENERAL DEFINITION OF WORK:

Performs responsible semiskilled work in a variety of installation, construction, maintenance and repair projects; occasionally operates non-specialized equipment in connection with manual tasks; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with installation, maintenance and repair projects; operating nonspecialized equipment.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Loads and unloads gravel, dirt, timber, chemicals and other materials, tools and equipment; moves heavy boxes, furniture, equipment, etc.
- Performs various street maintenance duties such as cleaning gutters, spreading salt and shoveling snow; picks up fallen trees and limbs; operates chainsaw.
- Works on asphalt and penetration crews doing such jobs as breaking pavement; pouring and shoveling asphalt; raking, tramping and smoothing asphalt; operates a manual and automatic compactor; digs out holes with automatic and manual digging tools; fills in depressions with sand or gravel.
- Does routine maintenance work on automotive equipment such as gassing and washing.
- Drives small dump truck or pickup truck during snow removal operations.
- Does a variety of grounds maintenance work not requiring specialized knowledge and skills; cultivates, sprays, and trims, cuts grass and weeds with hand tools and power mowers.
- Operates air compressors, pumps and related light public works equipment; acts as relief operator on automotive equipment.
- Shovels snow and cleans catch basins.
- Assists other members of crew in varied work assignments.
- Ensures basin tops are flowing adequately during heavy rains.
- Distributes and refills sand boxes for resident use.
- Repairs and maintains road signs and lights.
- Cleans catch basins, dirt road ditch lines and cross culverts.
- Picks up paper and debris on public property and facilities.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the use of the common power and hand tools; some knowledge of the safe use and operation and preventive maintenance of equipment required in the work; skill in the use of equipment to which assigned; ability to perform labor for extended periods, often under unfavorable weather conditions; some experience in general labor; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of the eleventh grade and some experience in general labor, roads and grounds maintenance.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and wearing a respirator. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

TRUCK DRIVER - 2331

GENERAL DEFINITION OF WORK:

Performs intermediate semiskilled work in the regular operation of trucks, tractors and related equipment; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operating a variety of trucks, tractors and related equipment.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operates trucks on road maintenance and street construction work hauling cold patch, gravel and rocks; operates compressor, pneumatic tools, and roller for limited periods in the course of street projects.
- Plows snow; spreads gravel and chemicals; cleans up limbs and brush; puts up snow fencing; mows sides of roads and cemeteries; lays pipe; operates post-hole digger, tractor mower, tree chipper, and chain saw; operates more complex equipment on an emergency or training basis.
- Loads and unloads trucks; cleans and performs minor maintenance work and services vehicles with gas, oil and water; operates light-wheeled gasoline tractors.
- Drives trucks in transporting personnel and materials to jobs.
- May supervise laborers and other assigned personnel.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of operating a variety of trucks and tractors; general knowledge of the traffic laws and regulations governing equipment operation; general knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied trucks and tractors; skill in the use of equipment to which assigned; ability to learn geography of Town; ability to prepare and file simple reports; ability to understand and follow oral and written directions; ability to make minor repairs and adjustments to equipment; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in the operation of motorized equipment.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class B commercial driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

EQUIPMENT OPERATOR - 2341

GENERAL DEFINITION OF WORK:

Performs intermediate skilled work in the operation of various complex construction and maintenance equipment; does related work as required. Work is performed under regular supervision. Supervision may be exercised over crew members.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operating medium to heavy equipment including bulldozer, front end loader, backhoe, road grades, excavator, sweeper and related equipment; performing minor equipment maintenance and service.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operates a motor grader in building, shaping and maintaining road surfaces; follows designated grades.
- Operates a front-end loader in loading materials for construction projects; loads sand/salt during snow removal operations.
- Operates a sweeper; drives trucks and tractor trailer.
- Operates a backhoe and other equipment in shaping or maintaining ditches, cutting down driveways and placing culverts; follows designated grades and locations in the construction of ditches.
- Loads and unloads trucks as assigned.
- May supervise small work crews.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the practices and techniques of operating and servicing motorized vehicles and equipment; general knowledge of the traffic law and regulations governing equipment operation; general knowledge of the occupational hazards involved and the safety precautions necessary to the proper equipment operation; some knowledge of geography and soil characteristics; skill and care in the operation of several types of trucks and construction equipment; ability to perform manual labor for extended periods of time, often under unfavorable weather conditions; ability to learn geography of Town; ability to understand and follow oral and written instructions; ability to read sketches and plans; mechanical aptitude; ability to make minor repairs and adjustments to equipment; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in operation of complex construction and maintenance equipment.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class A commercial driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ROAD CREW LEADER - 2351

GENERAL DEFINITION OF WORK:

Performs intermediate technical work supervising and participating in the maintenance and repair of streets, roads, bridges, storm sewers, drainage pipes and ditches, buildings and other municipal facilities; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervises and participates in maintenance and repair projects involving streets, roads, bridges, storm sewers, building and facilities; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, supervises and participates in the work of a group of unskilled, semiskilled workers and equipment operators engaged in performing routine repairs, maintenance and construction activities on streets, roads, bridges, storm sewers, drainage pipes and ditches, buildings and other municipal physical facilities.
- Supervises and participates in the work of a group of employees engaged in grass and weed cutting and tree trimming and removal.
- Plans, organizes and participates in the work of the group of equipment operators engaged in sweeping, plowing and salting and sanding streets and roads.
- Inspects and recommends public works construction for acceptance.
- Plans, organizes and supervises the loading, unloading and transfer of building and maintenance materials, equipment and other materials.
- Receives, answers and remedies citizen complaints regarding a variety of minor maintenance problems; keeps necessary written records.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public works repair, construction and maintenance practices; thorough knowledge of the tools, materials, techniques and procedures of maintenance and construction work; thorough knowledge of the occupational hazards and necessary safety procedures and practices relating to maintenance and construction work; some knowledge of geography and soil characteristics; ability to read sketches and plans; ability to understand and follow oral and written instructions; ability to assign and supervise the work of others; ability to prepare reports; dependability; skill in the operation of construction and maintenance equipment; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in street maintenance or construction work including some supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class A commercial driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs responsible professional and administrative work overseeing the activities of the street and storm drainage maintenance, solid waste facilities and equipment maintenance operations, parks and grounds maintenance; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning and supervising street maintenance, storm drainage maintenance, solid waste facilities and equipment maintenance operations; coordinating work with other divisions and departments; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- > Plans and supervises road maintenance, grounds maintenance, solid waste facilities operations and equipment maintenance activities.
- > Prioritizes daily work assignments; oversees projects; reviews adjusts and prepares timesheets; monitors sick and vacation leave.
- > Prepares fuel report; sorts fuel usage; orders fuel.
- > Gathers and analyzes information, determines recommendations and prepares reports; determines operating procedures and recommends operating policies.
- > Assists in long range planning, daily scheduling and on-site supervision of projects.
- > Develops division and unit budgets; monitors expenditures to assure conformance to budget; assists with development of department operating and capital budgets.
- > Supervises employee training; administers union contract language, oral and written warnings and suspensions; recommends higher discipline; interviews job candidates and recommends selection; reviews employee performance evaluation and reclassification requests and makes recommendations.
- > Coordinates division operations with Town functions and government agencies; coordinates unit operations and ensures the availability of the personnel, materials and equipment necessary for projects and objectives; reviews purchase requests.
- > Supervises and inspects work in the field involving safety and OSHA requirements.
- > Plans and coordinates preparations for snow removal and ice control, including equipment and material preparation; evaluates potential snow emergencies, including weather and road conditions; calls in Town forces as approved by supervisor; supervises operations through clean-up; serves as Deputy Tree Warden.
- > Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the practices of municipal street, drainway, solid waste facilities, equipment, parks and grounds maintenance and related activities and services; thorough knowledge of the equipment and tools needed for an efficient and effective street, drainage, solid waste facilities, equipment and parks and grounds maintenance programs; thorough knowledge of the occupational hazards of the work and necessary safety precautions; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate safe operational policies and procedures; ability to maintain records and prepare technical reports; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in engineering technology or related field and extensive experience in public works maintenance and repair including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, night vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs complex professional and difficult administrative work planning, organizing and directing the engineering, solid waste management, road maintenance, storm sewers and drainage, equipment maintenance, traffic operations, facilities maintenance and related operations of the Town; serving as Town Engineer; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the installation, maintenance and repair of roads, equipment maintenance, traffic operations, facilities maintenance and related public works operations; serving as Town Engineer; coordinating work with Town Manager and other departments; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans and directs department goals, objectives and operations; reviews reports on department operations and directs corrections; supervises subordinate managerial, supervisory and staff employees.
- Analyzes information on department effectiveness and efficiency; determines operating policies and procedures and recommends administrative and governing policies.
- Oversees operating and capital budget development and presents budget requests; controls department expenditures within fund allocations.
- Counsels employees; directs training; administers union contract language and discipline; appoints job candidates from approved eligibility lists; approves employee performance evaluations; recommends reclassifications; assures safe work practices.
- Coordinates department goals, objectives and activities as a member of the top management team; coordinates department with government agencies, contractors, and interest groups; oversees coordination of operations within the department.
- Interacts with state and federal regulators and regional governments to put Town in compliance with applicable regulations and programs.
- Acts as Town Engineer and designs or approves design of various public works engineering projects including road improvements, drainage and other Town infrastructure improvements.
- Prepares written and oral reports and studies related to public works projects and operations; makes oral public presentations; writes grant applications and administers awards; writes contracts, agreements and specifications.
- Meets with other agencies, contractors, department heads and citizens to coordinate activities and resolve problems.
- Inspects work completed and in progress by Town crews and contractors.
- Sets grades; does topo/staking/survey layout work; prepares plan for new infrastructures.
- Serves as Tree Warden.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of civil engineering; comprehensive knowledge of municipal public works administration, planning and design; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to supervise the work of a large staff; ability to establish and maintain effective working relationships with Town officials, other public officials, associates, contractors and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in civil engineering or related field and extensive intensively responsible public works management experience including considerable supervisory experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing; stooping, kneeling, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, vibration, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Registration as a Professional Engineer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

MAINTAINER - 2411

GENERAL DEFINITION OF WORK:

Performs responsible unskilled and semiskilled work in the care, cleaning and minor maintenance of Town buildings and facilities; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Cleaning and maintaining buildings and facilities and performing grounds maintenance work.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Cleans and sanitizes facility.
- Opens and closes facility.
- Performs minor building maintenance activities such as painting, floor covering, plumbing, carpentry, mechanical and other semiskilled trades.
- Completes and maintains records; maintains inventory of supplies and orders replenishments as required.
- Moves large and bulky items of furniture.
- Assists with maintaining proper pool chemistry.
- Gathers and disposes of refuse, litter and trash.
- Helps set up building and rooms for activities and special events.
- Inspects and maintains assigned equipment and tools.
- Assists with snow removal and ice control.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in building maintenance.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, crouching, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, operation of machines, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

DIRECTOR OF BUILDING MAINTENANCE - 2450

GENERAL DEFINITION OF WORK:

Performs difficult professional and responsible administrative work supervising the repair and maintenance of Town buildings and equipment; does related work as required. Work is performed under general supervision. Supervision is exercised over building maintenance and custodial personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, scheduling and supervising building and equipment repair, maintenance and cleaning; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees the operation and maintenance of all Board of Education and Town buildings and facilities; consults with and advises the Superintendent of Schools and the Town Manager on issues pertaining to public facilities, construction, renovation, maintenance and management of public buildings.
- Prepares annual operating and multi-year capital budgets; develops capital budget recommendations for Town/school buildings in respect to construction, renovations, repair and maintenance; manages all public building activities and projects funded via the capital program.
- Inspects and evaluates building construction or maintenance in coordination with Building Officials, Fire Marshal, building committees or other assigned personnel.
- Develops and implements a preventive maintenance program; schedules preventative maintenance and repair work to all Board of Education and Town buildings, as well as coordinates all operational maintenance, repairs and renovations.
- Reviews and assists in the development of services and materials bids and specifications, including Requests for Proposals (RFP's); participates in the review and selection process to ensure compliance with specifications.
- Administers the cleaning maintenance programs for all Board of Education and Town buildings, related facilities and equipment.
- Coordinates administrative function of department, including but not limited to financial, personnel, purchasing and inventory controls; develops and makes recommendations regarding policies relating to the operation of Board of Education and Town buildings.
- Recommends programs to improve efficiency and maximize performance of Town and Board of Education maintenance personnel and contractor services; develops and administers performance standards.
- Administers safety programs as they relate to the operation and maintenance of public buildings.
- Anticipates and identifies physical plant and regulatory requirements, recommends and implements action.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principals and practices of buildings, facility and equipment repair, fabrication, maintenance and construction; comprehensive knowledge of skilled crafts and mechanical technologies; thorough knowledge of hazards and safety precautions associated with building and equipment operations; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in facilities management related field and extensive facilities management experience including some supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, balancing, kneeling, crouching, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

HEALTH AND FITNESS SPECIALIST - 3111

GENERAL DEFINITION OF WORK:

Performs intermediate paraprofessional work assisting with the oversight of fitness related facilities, activities and programs; does related work as required. Work is performed under regular supervision. Limited supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising fitness programs and activities; assisting with program development; serving as an instructor.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in the development of fitness related recreation programs and events.
- Assists in the management, safety and supervision of the fitness area.
- Hires, trains, schedules and supervises part time Fitness Assistants and instructors; ensures proper teaching methods.
- Recommends fitness center policy to Health and Fitness Director.
- Communicates with the public to publicize programs, events, registration and participation.
- Coordinates the maintenance and repair of fitness machinery and equipment.
- Develops and creates forms and paperwork for use in the fitness division.
- Conducts fitness and equipment orientations for new members.
- Conducts fitness assessments and health screenings for members,
- Instructs group fitness and exercise classes.
- Assists director with development of collaborative health and wellness programming and presentations within the community center and in surrounding communities.
- Recommends purchase of supplies and equipment for programs.
- Assists in the supervision of contracted personal trainers.
- Trains and develops fitness programs for paid clients.
- Serves as manager on duty when required.
- Acts as on site Health and Fitness Director when required to ensure proper operations and safety of facility.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of fitness programs, equipment and techniques; general knowledge of rules, regulations, policies and procedures of the department; general knowledge of first aid practices; ability to maintain order in a public facility; ability to adhere to program standards and objectives outlined by superiors; ability to establish and maintain effective working relationships with participants, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in exercise physiology or related field and some health and fitness programming experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of Personal Training and Group Fitness Instruction certifications such as American Council on Exercise (ACE) certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs intermediate professional work planning, directing and overseeing fitness related facilities, activities and programs; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate health and fitness staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and overseeing fitness related facilities, activities and programs; ensuring fitness equipment is safe, clean and usable; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees daily operations of fitness programs.
- Coordinates and develops fitness programs for youth and adult populations concurrent with both community needs and health industry needs.
- Performs equipment orientations for members; supervises the fitness floor daily.
- Markets all fitness programs; prepares brochures, flyers, mailings, various media options and press releases.
- Develops and updates policies, facility procedures and operational procedures; assists with the development of the annual and capital budgets.
- Serves as facility supervisor/manager on duty as required.
- Assists with recruitment and selection of fitness center staff; supervises and evaluates assigned staff.
- Supervises and coordinates maintenance and up-keep of exercise equipment, surfaces, sound systems, etc.
- Teaches fitness classes daily and as needed in the absence of regular instructors.
- Develops and initiates community health initiatives and collaborative opportunities.
- Conducts staff meetings and in-service training for fitness center.
- Ensures safe work practices.
- Acts as personal trainer to clients.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of fitness programs, equipment and techniques for directing the fitness center and dance/aerobics programs; thorough knowledge of rules, regulations, policies and procedures of the department; general knowledge of first aid practices; ability to maintain order in a public facility; ability to identify and assess recreational needs of the community and make recommendation on addressing those needs; ability to adhere to program standards and objectives outlined by superiors; ability to plan and supervise the work of subordinates; ability to resolve disputes with firmness and impartiality; ability to establish and maintain effective working relationships with participants, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in exercise science, parks and recreation management or related field and considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of CPR, first aid and American Council of Exercise (ACE) or other nationally accredited certifications such as American College of Sports Medicine (ACSM) and National Strength and Conditioning Association (NSCA) and Instructor certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

HEAD LIFEGUARD - 3231

GENERAL DEFINITION OF WORK:

Performs intermediate human support work supervising the safe use of public swimming facilities by pool visitors; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Ensuring safety of swimmers; maintaining swimming pool and facilities; supervising pool operations; preparing records and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Creates lifeguard/water safety instructor schedules and rotations; supervises lifeguards; assists with the recruitment and selection of staff; conducts employee evaluations.
- Supervises water safety instructors to ensure appropriate teaching techniques and adequate safety procedures; acts as lifeguard.
- Completes and/or verifies accurate completion of swim lesson forms and files.
- Schedules, assigns teaches and instructs private swim lessons.
- Instructs lifeguard training/CPR/AED and/or first aid classes.
- Assists with pool office work and registration procedures.
- Conducts in-service staff training and safety drills.
- Assigns water safety instructors to classes, and ensures that American Red Cross standards are followed.
- Implements aquatic programs.
- Orders pool equipment/supplies as directed.
- Performs pool maintenance as needed.
- Assigns cleaning duties to lifeguards and water safety instructors as needed.
- Inspects all rescue equipment and pool hardware.
- Inspects and restocks first aid supplies as necessary.
- Assists Aquatic Director in preparing budgets for assigned aquatic programs.
- Serves as facility supervisor/manager on duty when required.
- May serve as acting as Aquatic Director.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of water safety rules and of life saving and first aid practices and techniques; general knowledge of the cleaning and maintenance requirements for large pools and related equipment and supplies; considerable skill and strength in swimming; ability to enforce rules and to remain calm under stress; ability to clean and maintain a swimming pool and related facilities; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work parks and recreation management or related field and some lifeguarding experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires swimming or maneuvering around indoor and outdoor aquatic facilities, climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of lifeguard, first aid, AED, CPR and water safety instructor certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs intermediate professional work supervising the aquatics program and overseeing the operation of the Town's swimming pools and related facilities; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate program personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, overseeing and supervising aquatic programs, staff and operations; advising the director on aquatic matters; preparing and maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages all aspects of the swimming pools and pond.
- Supervises all activities as well as staff for swim lessons, aquatic fitness, schools, pool rentals, public swims, lap swims, and other aquatic related events.
- Recruits, hires, and trains all aquatic staff; provides detailed orientation training for all new staff; processes necessary paperwork; conducts performance evaluations.
- Conducts staff meetings and in-service training for aquatic staff.
- Maintains, analyzes and submits records with respect to daily facility usage, accidents, incidents, rescues and assists, and first-aid.
- Communicates with public and center members to publicize programs, classes, events and registration; prepares information for facility advertising.
- Creates new programs and develops facility schedule; updates changes for aquatic programs in brochures.
- Conducts ongoing safety checks and documentation to ensure patron and staff safety.
- Assists in preparing budgets for aquatic related programs and staff; orders necessary aquatic supplies equipment.
- Serves as facility supervisor/manager on duty when required.
- Serves as instructor for CPR/first aid, AED and swim lessons.
- Performs pool maintenance as needed and follows established procedures to maintain proper pool water quality.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of aquatics programming and the physical operation of plant equipment of swimming pool; thorough knowledge of the philosophies, principles and practices of professional recreation work; thorough knowledge of first aid and life saving methods and safety precautions used in aquatic recreational work; ability to efficiently schedule and coordinate use of pool facilities; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, activity participants and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in parks and recreation management or related field and considerable experience in community aquatic programming and swimming pool operations.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires swimming or maneuvering around indoor and outdoor aquatic facilities, climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of CPR, first aid, lifeguard, and water safety certifications and Aquatic Facility Operator's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

RECREATION COORDINATOR - 3331

GENERAL DEFINITION OF WORK:

Performs intermediate professional work managing a variety of recreation programs; does related work as required. Work is performed under regular supervision. Limited supervision is exercised over subordinate program staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning and supervising recreation programs, scheduling programs and events; maintaining appropriate records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- › Directs summer camp program.
- › Plans, organizes and supervises after school program and Teen Center.
- › Coordinates and leads seasonal special events and trips.
- › Manages and schedules part time staff.
- › Communicates with clients, citizens, supervisors and staff.
- › Interviews, hires, trains and evaluates part-time and seasonal personnel.
- › Uses Town vehicle to transport program participants.
- › Assists in office work and program registration.
- › Orders and maintains supplies for recreation programs.
- › Solicits donations and funds for programs and special events.
- › Organizes and leads staff and teen board meetings.
- › Prepares news releases about recreation programs.
- › Prepares promotional flyers with information about recreation programs.
- › Ensures safe environment for participants and staff.
- › Serves as facility supervisor/manager on duty when required.
- › Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the equipment and techniques necessary to successfully conduct recreation programs; general knowledge of the methods involved in organizing, conducting, promoting and supervising recreation activities; some knowledge of computer software appropriate to programs; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to express ideas clearly both orally and in writing; ability to establish and maintain effective working relationships with participants, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, physical education or related field and some experience in organized recreation programs.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain an appropriate public service driver's license valid in the State of Connecticut within three months of employment. Possession of CPR and first aid certification. Possession of Parks and Recreation Professional certification preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

RECREATION SUPERVISOR - 3350

GENERAL DEFINITION OF WORK:

Performs intermediate professional work managing a variety of recreation programs; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate program staff and volunteers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning and supervising recreation programs, scheduling programs and events; registering participants; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs and supervises recreation programs on location and through program staff and volunteers; oversees program activities on location.
- Plans, organizes, schedules and evaluates recreation programs including sports, instruction, summer programs, school year programs, special events and social and cultural activities.
- Monitors program activities in order to assure a safe and pleasant environment for participants and workers.
- Assists in preparing budgets for assigned recreation programs; plans and directs necessary purchase of supplies and equipment.
- Communicates with the public in order to publicize events, programs, registration and participation information; assists with programming cable access channel.
- Maintains contacts with business, community and charitable organizations to secure funding and sponsorship of programs.
- Recruits, screens, trains, supervises and evaluates program staff and volunteers engaged in providing recreational programs.
- Coordinates recreation programs with other Town departments regarding facilities, personnel and equipment.
- Serves as facility supervisor/manager on duty when required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the equipment and techniques necessary to successfully conduct recreation programs; thorough knowledge of the methods involved in organizing, conducting, promoting and supervising recreation activities; general knowledge of computer software appropriate to programs; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to express ideas clearly both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, physical education or related field and considerable experience in organized recreation programs including some supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class III driver's license valid in the State of Connecticut. Possession of CPR and first aid certification. Possession of Parks and Recreation Professional certification preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult professional and responsible administrative work assisting with the planning and directing of all recreation and parks activities for the Town; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel in the absence of the Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with organizing and directing Town-wide recreation and parks programs; planning and administering recreation and athletic programs; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists with the assessment, planning, coordinating and evaluation of the operation and management of a comprehensive parks and recreation program.
- Recruits, hires, supervises and evaluates department personnel.
- Manages assigned program budgets including expenditures and revenues.
- Assigns works tasks to staff.
- Provides orientation, pre-service and in-service training to staff.
- Administers and ensures execution of department policies and procedures; coordinates services with Town and community personnel.
- Serves as community center facility supervisor as assigned.
- Coordinates, plans and implements facility schedules and reservations.
- Responds to department emergencies.
- Conducts regular staff meetings with staff.
- Recommends facility and programming guidelines to director.
- Assists with annual budget preparation and administration.
- Assists with customer service complaints and resolutions.
- Plans and purchases equipment as needed.
- Assists with management of computerized registration system.
- Prepares and releases media and promotional materials.
- Serves as liaison to Recreation Advisory Committee and Arts Advisory Committee.
- Assumes responsibility for full department operations as required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of community recreation and parks activities and their administration; thorough knowledge of the principles and methods of athletic, recreation and parks program planning and development; ability to develop and execute a program of recreation and athletic activities; ability to cooperate with and interpret recreational philosophies to Town officials, private groups and agencies and the general public; ability to communicate complex ideas both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with participants, associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in recreation and park administration or related field and considerable experience in the administration of athletic and recreation programs. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Possession of Parks and Recreation Professional certification preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work planning and directing all recreation and parks activities for the Town; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, directing and administering Town-wide recreation and parks programs; planning and administering departmental programs and budgets; coordinating work with Town Manager and other departments; preparing and maintaining records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, manages, evaluates, hires and trains personnel.
- Manages and operates community center facility; develops policies, goals and objectives.
- Prepares and manages budget including authorization of expenditures and revenue collection.
- Prepares and produces seasonal program brochures and facility marketing pieces.
- Prepares and oversees communications including press releases, internet postings and public relations material.
- Oversees programs, facility scheduling and activity participation.
- Handles customer service matters and communicates with and responds to the public on general information including facility operations, programs, scheduling, parks and activities.
- Serves as staff liaison for various committees; makes presentations at public meetings before groups and media.
- Oversees and supervises software system which manages department activity registration, facility reservations, pass management and internet registration.
- Prepares and implements park management plans; plans and oversees park capital improvement projects.
- Provides direction to park maintenance crews and submits requests for park and field maintenance.
- Prepares and presents information and reports to Town Council as directed.
- Writes grants for open space acquisition and park development.
- Oversees fundraising activities for special events, programs, brochure sponsors and community center.
- Coordinates activities with other departments such as building and park maintenance.
- Prepares requests for proposals, requests for qualifications and bid packages.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of all phases of community recreation activities and their administration; comprehensive knowledge of the principles and methods of park and playground planning and development; thorough knowledge of the principles and practices of public administration with special reference to personnel and budget administration; ability to develop and execute a well-rounded program of recreation activities; ability to cooperate with and interpret recreational philosophies to Town authorities and private groups and agencies and the general public; ability to communicate complex ideas effectively, both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with government officials, volunteers, community groups, associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in recreation and park administration or related field and extensive experience in the administration of recreational programs and in the development and planning of recreational facilities. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class III driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

LIBRARY ASSISTANT - 4111

GENERAL DEFINITION OF WORK:

Performs responsible skilled clerical work operating the circulation desk, preparing materials for circulation and providing assistance to library patrons; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over Library Pages.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operating the circulation section of the library; providing assistance as needed in various sections of the library; assisting patrons in use of library equipment and locating library materials; preparing materials for circulation; maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Checks out and receives returned books and other materials for patrons; figures overdue fines; receives money and makes change; makes copies; answers telephone.
- Assists patrons in using library services; registers new patrons; answers basic information questions.
- Sends overdue notices; bills patrons for unreturned and/or damaged materials; keeps records of notices and bills sent and status.
- Checks, cleans and makes minor repairs to books, toys, records and audiovisual materials and equipment; unpacks new materials; verifies shipment with purchase and packing slip; prepares books for processing.
- Processes inter-library loans; enters requests for books in circulation system module and processes books that are being received or sent out; maintains related records.
- Updates periodicals on shelves and in database.
- Enters and retrieves data using online integrated library system; formats booklists in various software applications; enters information and formats a monthly newsletter.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of basic library procedures, methods and techniques; general knowledge of the library circulation functions; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; skill in the use of library equipment, materials and resources; ability to establish and maintain effective working relationships with library patrons and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in library work or other work dealing with the public.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

LIBRARY ASSOCIATE - 4121

GENERAL DEFINITION OF WORK:

Performs responsible paraprofessional work maintaining and developing a bibliographic database; maintains financial records; formats raw statistics for reports to Librarians; operating the circulation desk, supervising the preparation of materials for circulation; providing assistance to library patrons; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Developing and maintaining bibliographic database; operating the circulation section of the library; providing assistance as needed in various sections of the library; assisting patrons in use of library equipment and locating library materials; supervising the preparation of materials for circulation; maintaining financial and statistical records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Researches prices, orders materials; communicates with vendors regarding supplies and items to be added to library collection; receives and verifies orders.
- Maintains bibliographic database according to national standards.
- Prepares statistical reports on library work measurements (circulation, database, reference and programming activities.)
- Troubleshoots and reports equipment problems, as well as integrated library system application problems.
- Assists in the development of programs, displays and training sessions to support librarians.
- Checks out and receives returned collection materials for patrons; figures overdue fines; receives money and makes change; answers telephone.
- Assists patrons in using library services; registers new patrons; answers standard reference questions in absence of librarian.
- Enters and retrieves data online bibliographic database.
- Supervises and coordinates work of volunteers.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of basic library procedures, methods and techniques; general knowledge of the library circulation functions; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; ability to plan and supervise the work of subordinate personnel; skill in the use of library equipment, materials and resources; ability to establish and maintain effective working relationships with library patrons and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with certificate in library technology and some experience in library work or other work dealing with the public.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs intermediate professional and responsible administrative work in the public library system; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate library personnel and volunteers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting in the supervision of circulation, reference, children or other patron service sections; developing and updating collection; selecting materials; assisting patrons; researching reference sources; maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists library users with finding information by conducting reference interviews and answering questions, assists in the use of print and electronic resources, recommending materials and other resources; oversees patron use of the library, to ensure that usage is in accordance with library policies and procedures.
- Develops and implements age-appropriate programs for children and families to promote overall literacy, and awareness of library collections and services; schedules, develops and implements regular outreach programs to community agencies.
- Reads reviews and other information sources as a guide to selecting books, audio and video and software for the library collection; selects items for purchase in a variety of formats with the library mission statement and collection development policy; maintains timeliness and quality of collections through regular evaluation, discarding and updating as necessary.
- Assists with and supervises activities at the circulation desk, handling return and check out materials and other public service activities.
- Develops annotated bibliographies and booklists, and displays materials to promote awareness and use of the collections; plans for effective and most accessible use of space to promote highest use of collections.
- Prepares public relations projects such as flyers, press releases and articles in order to promote and raise community awareness of library programs, services and materials; assists in maintaining and updating web pages; monitors and reports results achieved.
- Assists in the development and implementation of library operating policies and procedures.
- Monitors, troubleshoots and documents computer operations within the library; updates software; daily server back up; confers with network and technical support resolution of problems.
- Prepares quarterly reports, goals and objectives; analyzes statistical reports and other information library activities to enhance collection development and program implementation.
- Schedules, assigns, trains and directs staff in the implementation of library policies, procedures, standards and services to ensure effective operation of library.
- Organizes and prepares weekly staff desk schedule.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of reader interest levels; thorough knowledge of library reference, adult, children's and other library services; thorough knowledge of library system computer applications; thorough knowledge of library reference materials and research techniques; ability to analyze records and statistics and compose reports; ability to exercise initiative and independent judgment; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with library patrons and associates.

EDUCATION AND EXPERIENCE:

Graduation from an ALA accredited college with a Master's degree in Library Science and some professional library experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

LIBRARY DIRECTOR - 4190

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work directing the activities of the public library system; does related work as required. Work is performed under general supervision. Supervision is exercised over all library personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and coordinating operation of public library; coordinating work with Town Manager and other departments; developing and administering library policies and procedures; preparing and presenting required and special reports; maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyzes and manages library work systems and operations to meet the specific public library needs; reviews operational and performance data; observes and evaluates community use of library; develops procedures and assigns responsibilities for library operations; plans and directs the work of professional, paraprofessional and clerical staff.
- Reads professional literature; attends workshops, training sessions and conferences to learn about developments in library/business software; analyzes potential and capabilities to advance information delivery for the community; guides and teaches staff to use technology to provide reference services; gathers and organizes data for reports.
- Develops and manages library budget; plans and controls efficient utilization of resources.
- Supervises, trains and evaluates assigned personnel; counsels and disciplines employees; assists with recruiting; ensures safe work practices.
- Directs the development and maintenance of library collection; reviews professional journals; analyzes publishing trends and/or new formats. Library usage patterns and access issues; guides and reviews librarian selection of new materials and collection maintenance activities.
- Promotes use of library services and resources; plans, implements and evaluates programs for all ages; researches, composes and distributes annotated bibliographies/reader's advisory publications; formats and publishes information on the library's website.
- Writes local and state quarterly and/or annual reports.
- Provides staff support for Mansfield Public Library Advisory Board and The Friends of Mansfield Library.
- Researches, writes and administers grant programs.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of full scope of professional library principles, methods, materials and practices; comprehensive knowledge of the principles and practices of general administration and supervision; thorough knowledge of reader interest levels; thorough knowledge of books and authors, periodicals, reference media and library media; thorough knowledge of cataloging procedures and problems; ability to analyze library service problems and participate in effectively solving them; ability to organize, manage and motivate people; ability to prepare and present reports, budgets and other presentations; ability to contribute to the employees' training for library work; ability to establish and maintain effective working relationships with library patrons and associates.

EDUCATION AND EXPERIENCE:

Graduation from an ALA accredited college or university with a Master's degree in Library Science and extensive responsible professional library experience including considerable supervisory experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SOCIAL WORKER - 5110

GENERAL DEFINITION OF WORK:

Performs intermediate professional work in the support and assistance of agency clients with personal, social, health and economic needs; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assessing client needs; counseling and assisting clients; determining available programs and services; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides counseling, therapy, therapeutic assessments, intakes, case management, crisis intervention, emergency intervention services, advocacy services and coordination of services with other local, area and regional service providers.
- Coordinates, administers and determines the eligibility for various state and local assistance programs; refers clients to these programs; assists in completion of applications when necessary.
- Completes case notes, correspondence, news articles and releases, statistical reports, applications, monthly, quarterly, biannual and annual reports; maintains fiscal responsibility for various funds.
- Participates in and attends meetings of community, local, regional and state service providers; proposes, develops and assists in the development and applications of programs and activities to meet the needs of residents.
- Attends and participates in education and training programs necessary for state licensure and certification.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of social, economic and health problems; general knowledge of social institutions and the methods of the helping process; general knowledge of individual and group behavior; general knowledge of Microsoft applications including Outlook and Word; ability to identify social problems and needs to assess the ability of individuals and families to utilize services in problem-solving; ability to communicate effectively in both oral and written forms; ability to plan and organize work and to understand and interpret laws, policies and regulations; ability to prepare reports and maintain records; ability to establish and maintain effective working relationships with clients, associates, other professional and technical staff, social agencies and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in behavioral health, social work or related field supplemented by a master's degree and considerable counseling and case management experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Licensed mental health professional preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SENIOR SERVICES SOCIAL WORKER - 5130

GENERAL DEFINITION OF WORK:

Performs intermediate professional work in the support and assistance of senior citizens with personal, social, health and economic needs; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assessing client needs; counseling and assisting clients; determining available programs and services; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assesses needs of individuals to identify and determine appropriate eligible support services in a result-effective, cost efficient manner; meets with residents to determine psycho-social needs and appropriate support and service; identifies and provides agencies and communicates to appropriate counsel; coordinates support providers and communicates with identified caregivers; assures outcome results are identified and achieved by providing appropriate initial contact with competent and appropriate providers; communicates to medical personnel; testifies in Probate Court.
- Determines through interviews and research both providers and services available to develop programs to impact on the emotional and physical well-being of clients.
- Develops plans and programs to implement recreation, wellness and social service information, i.e., programs on fall prevention, balance screening, vision impairment, meditation and other related information; assists with information concerning living wills, power of attorney, flu and pneumonia clinic, cancer screenings, mediation; performs presentations of the immune system, weight management, heart disease and the digestive system; arranges for local doctors to present on glaucoma eye disease and the digestive system; assists in providing and planning professional services by registered APRN's, geriatric specialists, podiatrists and the visiting nurse.
- Serves as municipal agent for the elderly.
- Implements and provides programs to counsel on financial assistance, medical assistance, energy assistance, Medicare and other supplemental insurances.
- Writes articles and conducts presentations.
- Tabulates results and communicates information to appropriate agencies.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of social, economic and health problems; general knowledge of social institutions and the methods of the helping process; general knowledge of individual and group behavior; general knowledge of Microsoft applications including Outlook and Word; ability to identify social problems and needs to assess the ability of individuals and families to utilize services in problem-solving; ability to communicate effectively in both oral and written forms; ability to plan and organize work and to understand and interpret laws, policies and regulations; ability to prepare reports and maintain records; ability to establish and maintain effective working relationships with clients, associates, other professional and technical staff, social agencies and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in behavioral health, social work, gerontology or related field supplemented by a master's degree and considerable counseling and case management experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Licensed mental health professional preferred. Possession of Connecticut Clinical Social Work license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SENIOR SERVICES COORDINATOR - 5150

GENERAL DEFINITION OF WORK:

Performs difficult professional work overseeing and coordinating services provided to senior citizens; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, supervising and conducting programs for older persons; supervising staff and evaluating programs; preparing and maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, develops and implements programs of recreation, wellness, instruction and social services for older persons.
- Develops and coordinates programs and services that promote health and wellness including support groups, specialized health maintenance services and educational programs.
- Maintains liaison with various groups; assists and supports creative, independent action by older persons.
- Supervises division staff; evaluates performance; assists with the recruitment and selection of personnel.
- Oversees marketing of the programs and services through newsletters, press releases and other media; writes articles and assists with the production of the monthly newsletter.
- Develops and recommends budget for programs and center operations; assures proper and efficient expenditure of funds for programs.
- Provides consultation, referral and assistance to individuals seeking help and personal problems; mediates interpersonal issues between older persons.
- Keeps program statistics and participation records; prepares reports; reviews and evaluates programs.
- Supervises the operation and maintenance of the Senior Center and Wellness Center buildings and grounds; oversees overall safety.
- Schedules classes and outside use requests of the Senior Center and maintains master calendar.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and techniques of recreation, social services and leisure services administration, particularly as they related to older persons; thorough knowledge of the needs and capabilities of older persons in the area of social services, recreation, wellness and leisure activities; general knowledge of Microsoft applications including Outlook and Word; ability to understand older persons, their lifestyle and issues that are important to them; ability to effectively manager programs and staff, and to provide leadership and vision in the development and delivery of a wide range of services to seniors; ability to communicate in both oral and written formats; ability to provide leadership and motivation to program participants, as well as instructors and other staff; ability to allocate and utilize resources and personnel to meet program goals; ability to conceive, develop and implement recreation programs for older persons; ability to establish and maintain effective working relationships with associates, volunteers, older persons, officials of other agencies and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in human services, gerontology or related field supplemented by a master's degree and considerable experience working with the elderly. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Licensed mental health professional preferred. Connecticut Clinical Social Work license desirable.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs intermediate professional work involving the assessment of client needs, counseling and providing access to needed and appropriate services including treatment, rehabilitation and service linkage, case monitoring and client advocacy functions; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assessing needs; counseling clients; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assesses client service needs; presents options and services based upon needs assessment.
- Provides individual, family and group therapy and collaboration with psychiatrist.
- Maintains case records and histories; develops contracts and schedules of treatment with clients where possible.
- Coordinates client services, consults and collaborates with schools, police, and the courts.
- Documents therapy sessions; prepares for sessions and plans for referrals and other services as needed.
- Makes clinical decisions regarding mode of treatment, facilitating residential and or out-patient psychiatric treatment and maintaining contact to facilitate client upon discharge and return to the community.
- Provides information and referral services; works closely with the Department of Children and Youth Services; transports clients and conducts home visits.
- Directs work in the school with groups of children and individual for therapeutic purposes as well as prevention; attends parent placement meeting, crisis meetings and conferences to facilitate treatment.
- Develops and implements preventive programs including, Peer Outreach, Homework Help Group, Mom and Tot's Group, Girl's group, Parent Education and Support group and specialized prevention and supportive programs focusing on substance abuse prevention; researches, designs, develops and conducts special needs programs and treatment groups.
- Recruits, trains and supervises volunteers and interns.
- Types documents, case records, reports, correspondence; copies, mails and faxes documents; maintains records and monetary expenditures.
- Schedules all appointments and meetings.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of community and agency resources and programs of regional and state sources for the community service population; thorough knowledge of interviewing and supportive counseling techniques; thorough knowledge of social casework techniques; thorough knowledge of human development and behavior; some knowledge of the theories, principles and techniques of individual, family and group therapy; general knowledge of Microsoft applications including Outlook and Word; ability to solve problems within scope of responsibility; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates, other professional and technical staff, social agencies and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in the behavioral sciences, social work or related field supplemented by a master's degree and considerable experience in counseling or case management. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Licensed mental health professional preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

YOUTH SERVICES COORDINATOR - 5230

GENERAL DEFINITION OF WORK:

Performs difficult professional and responsible administrative work supervising and participating in providing clinical services to clients; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising activities and programs of unit; providing guidance and counseling to staff; ensuring quality of service delivery; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, assigns, supervises, monitors and evaluates the work of counselors and interns; reviews records and reports and other data; confers with, counsels and advises members of the unit; personally participates in more complex cases.
- Assesses client service needs; presents options and services based upon needs assessment.
- Coordinates the work of the unit with other agencies to provide case management.
- Participates in the planning and development of department programs, policies and procedures and enforces same; enforces state standards applicable to work of unit.
- Establishes the performance standards for the unit's work; monitors and evaluates program quality.
- Maintains continuing liaison with local community service providers and related offices and agencies.
- Evaluates decisions regarding use of psychiatric consultation time; maintains psychiatric appointment flow according to budget schedule.
- Maintains case records, written reports, grants and related paperwork.
- Assists with the preparation of unit budget and monitors expenditures.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and techniques of community services and counseling; thorough knowledge of current social, economic and health problems; thorough knowledge of child, adolescent, adult and geriatric behavior and the techniques and means of interviewing, counseling and investigating problems; thorough knowledge of the programs, laws and procedures of community service programs in the area of assignment; thorough knowledge of community resources for social services; general knowledge of Microsoft applications including Outlook and Word; ability to plan, organize, assign and supervise the work of a staff of case managers and to train and instruct subordinates; ability to communicate complex ideas effectively both orally and in writing; ability to analyze complex data, draw conclusions and prepare technical reports; ability to establish and maintain effective working relationships with clients, officials, associates, parties to cases and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in social work, psychology or related field supplemented by a master's degree and considerable experience in case management or social work. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, and hazards.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. License of mental health professional.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work directing all social service and public assistance activities and programs in the Town; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assessing, planning and directing all social service and public assistance programs; coordinating work with Town Manager, other departments, other human service and related agencies; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, directs and supervises the staff, activities and operations of the Department including adult, youth and senior services.
- Supervises employees including administering personnel rules, union contract language, disciplinary action and performance management.
- Drafts and recommends policy to the Town Manager related to Social Services' goals, objectives and areas of concern.
- Provides direct services to clients and consultation to other staff around difficult clinical issues.
- Serves as liaison and consultant on a variety of community and municipal boards and commissions.
- Works cooperatively with other department heads and staff regarding issues that cross departmental lines.
- Prepares and presents the annual departmental budget and monitors expenditures for budgetary compliance.
- Explores new funding sources; prepares and submits grant applications and monitors grant performance.
- Participates in a variety of community relations activities including presentations and writing of articles.
- Prepares a variety of reports for internal and external oversight and review.
- Ensures safe work practices; serves as Town's Fair Housing Officer.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and methods of administration, including planning, directing and personnel and fiscal management; comprehensive knowledge of human behavior essential to working effectively with individuals and groups; comprehensive knowledge of current social, economic, legal and health problems associated with program activities; comprehensive knowledge of public welfare policies and programs, and the laws upon which they are based; general knowledge of Microsoft applications including Outlook and Word; ability to plan, organize and direct a large staff of professional and nonprofessional employees; ability to plan and execute effective in-service training and staff development programs; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, associates, community agencies and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major course work in social work or related field supplemented by a master's degree and extensive social services administrative experience. Consideration may be given to equivalent experience and training.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ANIMAL CONTROL OFFICER - 6011

GENERAL DEFINITION OF WORK:

Performs responsible protective service work in the enforcement of state statutes and ordinances regulating the keeping of animals within the Town; does related work as required. Work is performed under regular supervision. Supervision is exercised over assigned staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responding to calls and patrolling to observe animal law violations; enforcing animal control laws; preparing and maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers telephone; gives advice on behavioral and other animal issues; answers questions on animal care and wildlife problems; sets up appointments for viewing, adopting and redeeming animals.
- Responds to animal related complaints; stray lost/stolen, sick/injured, mistreated or vicious animals; takes appropriate action such as impoundment, investigation or public relations/education.
- Investigates complaints involving or related to rabid animals and takes appropriate action.
- Surveys Town annually; drives a vehicle and patrols areas of Town.
- Enforces state and local animal statutes and ordinances; issues tickets, warnings, notices and orders.
- Takes animals to vet as required; gives animals prescribed medications; euthanizes sick and overly aggressive animals.
- Maintains the security and cleanliness of the pound and outside area; disinfects runs; maintains humane conditions in the pound; feeds animals.
- Screens potential owners to ensure proper placement; educates potential owners on proper care of animals.
- Maintains records of activities; prepares quarantine notices for owners of diseased or suspect domestic animals; maintains daily logs; prepares Town and state reports; composes correspondence; schedules employees and volunteers; maintains website.
- Returns impounded dogs to owners; attempts to place unclaimed animals.
- Provides public education services regarding the care of animals.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the laws, ordinances, and regulations governing the control, handling and protection of dogs and other animals and fowl; general knowledge of the geography of the Town; ability to solve problems within scope of responsibility; ability to recognize rabies symptoms and some knowledge of the methods and procedures to be followed; ability to deal tactfully with the general public; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in work involving the care of animals, law enforcement and dealing with the public.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate Class 3 driver's license valid in the State of Connecticut. Possession of appropriate firearms permit.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs responsible technical work in the enforcement of state and local fire prevention and life safety codes, emergency management programs and related inspections of buildings; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Enforcing state and local prevention codes; providing fire prevention training; assisting with hazardous materials incidents; preparing and maintaining necessary records and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Inspects public buildings for compliance with the Fire Safety Codes and regulations.
- Conducts plan reviews for new construction and renovation projects and determines if they comply with Fire Codes; meets with architects/engineers regarding construction and renovation.
- Inspects new construction projects to determine consistency with plans and specifications during progress and for final code compliance.
- Issues permits for blasting, fireworks and pyrotechnics and open burning.
- Reviews the installation of above/underground fuel storage tanks; inspects removal site and tanks removed.
- Investigates fires, explosions, hazardous conditions to determine origin, cause and circumstances; makes criminal complaints to prosecutor; testifies in court.
- Works with other agencies to investigate/correct hazardous conditions.
- Provides public education programs, fire safety in schools and support to local departments with emergency planning.
- Provides support and quality control for fire service reporting system.
- Provides support/training to local responders.
- Provides support at Hazmat scenes and serves as part of the Incident Command System during large incidents.
- Assists with the management of the Town's Emergency Management Office; assists Director on emergency matters and staffs Town's Emergency Operations Center.
- Serves on Town and local committees in an advisory capacity with regard to emergency management/safety.
- Manages the fire marshals and emergency management offices when required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of fire prevention, code enforcement, building construction, fire suppression and hazardous materials; general knowledge of Connecticut laws and regulations relating to fire prevention, code enforcement and unlawful burning; general knowledge of emergency management principles and practices; ability to prepare and present reports in written and oral form; ability to conduct fire and arson investigations; ability to solve problems within scope of responsibility; ability to be firm and tactful in enforcing fire prevention codes and ordinances; ability to establish and maintain effective working relationships with the volunteer fire departments, other officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in fire science or related field and some experience in fire prevention, code enforcement, hazardous materials, fire investigation and emergency management.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crawling, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Possession of state certification at Fire Marshal level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work administering fire prevention and life safety codes and emergency management and voice communications programs; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising fire and life safety code enforcement; educating citizens about fire safety; reviewing building plans for life safety code compliance; administering the Town's civil preparedness plan; inspecting buildings; maintaining records and files; preparing reports. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Establishes priorities; assigns, supervises and reviews work of subordinates; prepares departmental budget and monitors expenditures.
- Inspects public buildings to determine if they comply with fire safety codes and regulations.
- Reviews plans and specifications for new construction to determine if they will comply with fire safety codes; meets with architects and engineers.
- Issues permits for new construction, open burning, explosives, pyrotechnics and fire works.
- Inspects new construction to determine consistency with approved plans and specifications and compliance with codes.
- Administers Towns Underground Storage Tank Ordinance.
- Administers Fire Service Management Computer system; trains users; prepares reports for the state; checks for data quality; maintains system.
- Investigates fires to determine cause, origin and circumstances; makes criminal complaints to prosecutor; testifies in court.
- Reviews planning and zoning applications and makes recommendations to PZC in regard to fire safety; provides fire safety advice to citizens and property owners.
- Manages the Town's Emergency Management Office and serves as staff to the Town's Emergency Management Advisory Council; develops Emergency Operations Plans and Annexes to EOP; advises Town Manager on emergency matters relating to hazards, mitigation, response and recovery; operates the Town's Emergency Operations Center when activated; coordinates the Town's response to an emergency or disaster, including internal and external forces.
- Manages the Town's voice communications systems; develops and maintains inventory of equipment; analyzes the need for the new communications systems; maintains FCC and FAA radio and tower licenses; analyzes vendor proposals; reviews and approves purchase orders and vouchers for equipment and service.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the modern principles and techniques of fire prevention and life safety, including inspection, fire hazards and methods of eliminating hazardous conditions; comprehensive knowledge of the fire prevention code, practices and policies; thorough knowledge of the modern principles and practices of fire investigation; thorough knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements; general knowledge of electrical wiring systems and their capabilities; thorough knowledge of emergency management including emergency management concepts; thorough knowledge of emergency management principles and practices; thorough knowledge of voice communications systems; ability to maintain records and prepare detailed technical reports; ability to develop and present public education programs; ability to establish and maintain effective working relationships with Town officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in fire protection engineering and extensive experience in fire prevention work and fire education, emergency management and voice communication systems.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Possession of state certification as a Fire Marshal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POLICE OFFICER - 6211

GENERAL DEFINITION OF WORK:

Performs responsible protective service work involving a variety of general or support duty police assignments; does related work as required. Much of the work is performed under emergency conditions and involves considerable personal hazard. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Enforcing laws; investigating crimes; controlling traffic; collecting evidence; preparing reports; issuing warrants and summons.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- On an assigned shift, operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.; helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents.
- Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons, etc.; completes arrest records.
- Makes arrests and testifies in court; prepares reports.
- Provides police escorts, directs traffic; performs residential and commercial checks.
- Participates in a variety of in-service and special training programs.
- Responds to and investigates domestic disputes; assists other law enforcement agencies when requested or assigned.
- Ensures all evidence is properly tagged and logged.
- Conducts public speaking engagements at community relations events.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of police methods, practices and procedures; some knowledge of the geography of the Town and location of important buildings; some knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobile; ability to establish and maintain effective relationship with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut. Possession of Police Officer Standard Training Council certification. Must meet and maintain minimum training and experience requirements for position as established by the department and the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

GENERAL DEFINITION OF WORK:

Performs difficult professional and intermediate administrative work involving the administration and management of the Town's combination paid/volunteer fire department(s) and ambulance service; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and coordinating departmental goals, objectives and operations; conducting studies and research; procuring equipment; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitors expenditures and coordinates the efficient procurement of fire/EMS apparatus and equipment; prepares budgets and financial reports and monitors expenditures.
- Gathers, interprets and prepares data for studies and reports; conducts research to provide policy recommendations regarding fire protection and Emergency Medical Services (EMS) operations; studies and standardizes procedures to improve efficiency and effectiveness of departments' fire response and EMS management operations.
- Collaborates with department personnel to coordinate the development, implementation and maintenance of volunteer recruitment, retention and recognition programs.
- Scrutinizes billing practices of EMS revenue recovery program and the expenditures associated with the regional paramedic intercept program.
- Administers departments' employee agreements/contract language and discipline; collects time sheet and verifies payroll and available leave benefits; supervises subordinate staff employees and evaluates their performance.
- Monitors departments' training programs and ensures compliance with the Occupational Safety and Health Act (OSHA) and safe work practices.
- Prepares grant applications and requests for assistance for emergency services programs.
- Serves as custodian of various departmental documents and records; maintains data on employees including training, certifications, rank and changes in name or address, etc.
- Receives the public and answers questions; responds to inquiries from employees, outside agencies and the media.
- Participates on various task forces, committees, organizations, agencies and Town employee committees.
- Assists with hiring of new personnel and employee terminations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the laws and regulations to fire, rescue and emergency services administration; comprehensive knowledge of the department rules and regulations; thorough knowledge of local and state laws and ordinances; thorough knowledge of the geography of the Town and the location of important buildings; ability to deal with the public firmly and tactfully; ability to analyze complex fire, rescue and emergency service problems and to adopt quick and effective reasonable courses of action; skill in the use of specialized fire and emergency medical services equipment and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in fire science or related field and extensive increasingly responsible fire administrative services experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Connecticut.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Existing and Proposed Titles

**TOWN OF MANSFIELD, CONNECTICUT
EXISTING AND PROPOSED TITLES**

<u>Name</u>	<u>Existing Title</u>	<u>Proposed Title</u>
<u>Town Manager's Office</u>		
Berliner, Martin	Town Manager	Same
Hart, Matthew	Assistant Town Manager	Same
Patenaude, Linda	Capital Projects & Personnel Assistant	Same
White, Andrew	Management Assistant	Same
<u>Town Clerk's Office</u>		
Gerdsen, Joan	Town Clerk	Same
Tyler, Sharon	Assistant Town Clerk	Same
Hawthorne, Christine	Assistant Town Clerk	Same
<u>Information Technology</u>		
Roberts, Jo-Anne	Information Technology Manager	Same
Gailey, Walter	Information Specialist II	Network Administrator
Jones, Horace	Information Specialist I	Same
<u>Finance Office</u>		
Smith, Jeffrey	Director of Finance	Same
Trahan, Cherie	Controller	Controller/Treasurer
Rathbun, Dana	Accountant	Same
DeMarchi, Diana	Finance Clerk	Same
Ference, Cathy	Finance Clerk	Payroll Administrator
Dekker, Cheryl	Finance Clerk	Same
Neborsky, Donna	Finance Clerk	Same
<u>Collector of Revenue</u>		
Wells, Pamela	Collector of Revenue	Same
Urban, Cheryl	Assistant to the Collector of Revenue	Same
Padick, Gregory	Town Planner	Director of Planning
Hirsch, Curt	Zoning Enforcement Officer	Same
Reinhardt, Jane	Secretary	Same
Parker, Wendy	Secretary	Same
<u>Assessor's Office</u>		
Topliff, Walter	Town Assessor	Same
LaPointe, Irene	Property Appraiser	Same
Crowther, Katelyn	Finance Clerk	Assistant to the Assessor
<u>Building Office</u>		
Nintean, Michael	Building Official	Same
Leon-Guerrero, Theresa	Secretary	Same
<u>Engineering</u>		
Meitzler, Grant	Assistant Town Engineer	Same
Such, Kenneth	Engineering Technician	Same
Walton, Virginia	Recycling/Refuse Coordinator	Same
<u>Public Works Administration</u>		

**TOWN OF MANSFIELD, CONNECTICUT
EXISTING AND PROPOSED TITLES**

<u>Name</u>	<u>Existing Title</u>	<u>Proposed Title</u>
Hultgren, Lon	Director of Public Works/Town Eng	Same
Webb, Timothy	Superintendent	Same
Lang, Betty	Finance Clerk	Same
Parker, Wendy	Secretary (Split)	Same

Department of Building Maintenance

Gaudreau, James	Director of Building Maintenance	Same
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Public Works

Bacon, Scott	Road Foreman	Road Crew Leader
Mailhot, Jerry	Lead Mechanic	Same
Mooney, Glenn	Grounds Crew Leader	Same
Austin, Daniel	Landfill Supervisor	Same
Neborsky, Donald	Mechanic	Same
BeBoer, Charles	Mechanic	Same
Gobin, Alvin	Equipment Operator	Same
Heath, David	Equipment Operator	Same
Becker, Ralph	Groundskeeper	Same
Roberts, David	Groundskeeper	Same
Semerzakis, William	Truck Driver	Same
Kilby, Craig	Truck Driver	Same
Tuttle, Robert	Truck Driver	Same
Mohan, John	Truck Driver	Same
Kiss, Martin	Laborer	Same
Lawler, Brian	Laborer	Same
Rocha, Torry	Laborer	Same
Rodman, William	Laborer	Same
Parizek, Gary	Transfer Station Attendant	Same

Recreation Administration

Vincente, Curt	Director of Parks and Recreation	Same
O'Keefe, Jay	Assistant Director of Parks & Rec	Same
Randazzo, Mary Ellen	Aquatic Director	Same
Glasson, Sharon	Head Lifeguard	Same
Lopez, Gilbert	Head Lifeguard	Same
O'Brien Robin	Health and Fitness Director	Same
D'Alfonso, Michael	Health and Fitness Specialist	Same
Stern, Bette	Recreation Supervisor	Same
Bull, Raymond	Recreation Coordinator	Same
Benoti, Sherry	Administrative Office Supervisor	Same
Callahan, William	Receptionist	No PAQ
Montie, Karen	Receptionist	Same
Henriques, Kathryn	Receptionist	Same
Noel, Anthony	Maintainer	No PAQ
Flaherty, David	Maintainer	No PAQ
Thomson, Paul	Maintainer	No PAQ

Library Administration

Bailey, Louise	Library Director	Same
Stoughton, Judith	Librarian	Same

**TOWN OF MANSFIELD, CONNECTICUT
EXISTING AND PROPOSED TITLES**

<u>Name</u>	<u>Existing Title</u>	<u>Proposed Title</u>
Evans, Kristy	Librarian	Same
Frank, Margaret	Librarian	Same
Beausoleil, Marion	Library Assistant II	Library Associate
Lemire, Sandra	Library Assistant II	Library Associate
Weed, Kristen	Library Assistant I	Library Assistant
 <u>Social Services</u>		
Grunwald, Kevin	Director of Social Services	Same
Thompson, Sheila	Social Worker	Same
Gagne, Joyce	Secretary	Same
 <u>Youth Services</u>		
Romayko, Janit	Clinical Social Work Supervisor	Youth Services Coordinator
Michalak, Patricia	Clinical Social Worker	Youth Counselor
 <u>Senior Services</u>		
Hope, Patricia	Senior Services Coordinator	Same
Kenny, Jean Ann	Senior Service Social Worker	Same
Wohllebe, Linda	Secretary	Same
 <u>Animal Control</u>		
Gaudreau, Dianne	Animal Control Officer	Same
 <u>Emergency Services</u>		
Dagon, David	Emergency Services Administrator	Same
 <u>Fire Marshal</u>		
Jackman, John	Fire Marshal	Fire Marshal/Emergency Mgmt Director
Raiola, Francis	Assistant Fire Marshal (20)	Asst. Fire Marshal/Emergency Mgmt Director
Leon-Guererro, Theresa	Secretary (Split)	Same
 <u>Police</u>		
Marchon, Jerry	Police Officer	Same
Andrini, John	Police Officer	Same
Palmer, Keith	Police Officer	Same
Keyes, Kendall	Police Officer	Same
McCaughy, Joanne	Secretary	Same

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Mansfield Downtown Partnership

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

December 7, 2004

Board of Directors
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

Dear Board members:

Attached please find the minutes for the Board meeting held on November 8, 2004.

The following motion would be in order:

Move, to approve the minutes of November 8, 2004.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia van Zelm".

Cynthia van Zelm
Executive Director

Attach: (1)

**MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
Monday, November 8, 2004**

MINUTES

Present: Steve Bacon, Martin Berliner, Tom Callahan, Dianne Doyle, Janet Jones, Betsy Paterson, Dave Pepin, Steve Rogers, Phil Spak, Betsy Treiber, Frank Vasington, David Woods

Staff: C. van Zelm

1. Call to Order

Steve Bacon called the meeting to order at 4:00 pm, in Board President Philip Lodewick's absence.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes

Betsy Paterson made a motion to approve the October 5, 2004 minutes. Betsy Treiber seconded the motion. The motion was approved.

4. Director's Report

Cynthia van Zelm updated the Board on the Administrative Assistant position. It has been posted and will close on November 29. She thanked the Town for helping her with the recruitment. Ms. van Zelm also reminded everyone of the presentation on the design of the downtown project on Wednesday at 7 pm at EO Smith High School.

5. Update on Municipal Development Plan and Design – Steve Maun, Leyland Alliance

Mr. Bacon encouraged everyone to attend the November 10 meeting and introduced Steve Maun, President of LeylandAlliance. Mr. Maun introduced the team with particular reference to Macon Toledano who has been hired by Leyland to be the project manager for the Mansfield project.

Mr. Maun previewed the presentation for November 10. He said Looney Ricks Kiss, the Partnership's consultant, would reference back to the initial public meeting on design in May 2003, where images of buildings, streetscape, and public spaces were discussed.

Mr. Maun and Richard Munday from Herbert S. Newman and Partners previewed the various neighborhoods that would be created in the new development.

With respect to the proposed playground neighborhood that would be built across from the School of Fine Arts and adjacent to the Green area, Dave Pepin asked who would be the users of the playground. Mr. Maun indicated that the users would be from the Mansfield community. The idea would be to provide a safe play area. Frank Vasington expressed some concern about businesses located near the playground.

The development is proposed to include office space along a new road that would parallel Storrs Road. There will also be walking trails located on the site.

The residential area is proposed to have town homes that look into the woods and behind them will sit condominiums above a parking structure. The idea is to form a strong connection between the woods and the housing.

In addition to the parking described above, it is proposed that there will be parking below grade in the area of development across from the Town Hall (plan is for this to include an anchor tenant), and adjacent to the commercial area behind the Green (above grade). Curbside parking along Storrs Road is also being proposed.

The Storrs Center Alliance team envisions the project being developed in four phases over five years.

Mr. Pepin said some of the key issues will be traffic and how to bring in tenants that do not duplicate what is already in place in Storrs Center.

Janet Jones said other key issues in the community are the LEED (Leadership in Energy & Environmental Design) standards and assisted living. Mr. Maun said space is limited for an assisted living facility. He noted that it is an important need in communities (and in Mansfield) but that the downtown area in Mansfield is not large enough to lend itself to an assisted living facility.

Lou Marquet with LeylandAlliance said that he has spoken to representatives with the Green Building Council that developed LEED. Currently, there are no LEED standards for mixed-use or residential buildings (being proposed in Storrs Center). From a technology and management perspective, LeylandAlliance develops their projects to be energy efficient. Mr. Marquet noted that the team has done much work to protect the environment through its proposed location of buildings and stormwater management plans. LEED is a building program and does not take into account the work that has been done to protect the environment if it is not associated with a new building. Mr. Kaufman also noted that it is important to emphasize that the site got progressively smaller to deal with the environmental issues, which affects flexibility.

Mr. Kaufman noted that Dan Sloane, General Counsel for the Green Building Council, is part of the Storrs Center Alliance team.

Mr. Munday said that LEED is a scoring system. The emphasis should be on creating sustainable design.

Mr. Pepin noted that there had been some questions in the design meeting in New Haven about elevations of the buildings designed for stand alone housing, and ADA accessibility. Mr. Kaufman said there would be elevators, which is a requirement for residential buildings over four stories. They will have full handicapped accessibility.

6. Report from Committees

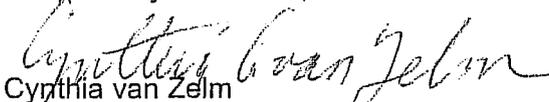
Festival on the Green

Ms. Paterson reported that the Festival on the Green Committee had held a potluck at her house to debrief the Festival and discuss next steps. The Committee agreed to work on a Festival for next fall and discussed in detail some changes particularly focusing the Festival area in a more concentrated area, and focusing the event around a mealtime. The Committee will hold its first meeting after January 1. It was decided not to hold the Festival on the same day or weekend as Know Your Town Fair, and to try and do fireworks afterwards.

7. Adjourn

Ms. Paterson made a motion to adjourn the meeting. Dianne Doyle seconded. The motion was approved unanimously. The meeting adjourned at 5:40 pm.

Respectfully submitted,


Cynthia van Zelm
Executive Director, Mansfield Downtown Partnership

MINUTES

MANSFIELD INLAND WETLAND AGENCY Special Meeting, Monday, November 15, 2004 Council Chambers, Audrey P. Beck Municipal Building

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

The meeting was called to order by Chairman Favretti at 7:08 p.m. Alternates Ryan and Pociask were appointed to act as voting members, and Mr. Plante was designated Secretary *pro tem*.

This meeting was called to discuss the application of J. Boisvert for construction of a self-storage facility at 537 Stafford Rd. Mr. Meitzler's 11/12/04 memo recommended that specific bearings and distances be included in the description for a proposed conservation easement between the Kelly/Meduna access drive and the Willimantic River. Project engineer M. Goodin agreed to comply with this requirement. Mr. Goodin also explained minor revisions made to comply with the Fire Marshal's requirements. He said that no activity will come any closer to wetlands than previously described, and no impact on wetlands is expected. He stated that all stored construction and recreation vehicles would be inspected daily for leakage problems by the self-storage facility staff. All such vehicles will have to show registration and insurance documents upon entering and exiting.

Hall MOVED, Ryan seconded to grant an Inland Wetlands license under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to James Boisvert, Mansfield Self-Storage (file W1275) for construction of a 56,025 square foot storage facility with associated grading and utilities on property owned by the applicant located at 537 Stafford Road, as shown on a map dated 9/2/04 revised through 11/5/04 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. Appropriate erosion and sedimentation controls (as shown on the plans) shall be in place prior to construction, maintained during construction, and removed when disturbed areas are completely stabilized;
2. Infiltration basin #2 shall be constructed during the first phase of work on the site, as noted on the plans;
3. Subject to the PZC's granting final approval, the area along the Willimantic River between the access road and the river shall be included in a conservation easement based on the Town's model easement regulations. This measure is to protect the environmental and scenic integrity of the river bank, and is based on a Coventry referral memo dated November 1, 2004 and on testimony at the November 1st Inland Wetland Agency meeting;
4. A metes and bounds description shall be used for the aforementioned conservation easement when that document is prepared;
5. No hazardous material, as defined by appropriate divisions of the Connecticut Department of Environmental Protection, shall be stored inside or outside the self-storage units. The applicant shall notify all storage renters of this prohibition. This condition applies to all future owners of the property, as well;
6. Any change to the plans that moves buildings or places construction activity closer to wetlands or the river shall necessitate further review and approval by this agency;
7. This approval is valid for a period of five years (until November 15, 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.

After discussion, the MOTION CARRIED, with all in favor except Gardner, who was disqualified.

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

Respectfully submitted,
Peter Plante, Secretary *pro tem*.

MINUTES

MANSFIELD INLAND WETLAND AGENCY Regular Meeting, Monday, November 1, 2004 Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:11 p.m., appointing Alternates Pociask and Ryan to act as voting members.

Minutes: 10/4/04– Hall MOVED, Holt seconded to approve the Minutes as presented; MOTION PASSED, all in favor except Plante and Ryan (disqualified).

10/14/04 field trip– Holt MOVED, Plante seconded to approve the Minutes as amended; MOTION PASSED, Favretti, Holt and Plante in favor, all else disqualified.

Communications: Conservation Commission 10/20/04 Minutes; 10/28/04 Wetlands Agent's monthly business memo

Old Business

W1267, Yankee, proposed single-family house on Hillyndale Rd., withdrawal of application – No one was present to represent the applicant; Hall MOVED, Holt seconded to grant the request of J. Yankee to withdraw this application, as noted in a 10/27/04 communication from J. Yankee; MOTION PASSED unanimously.

W1275, Boisvert, proposed self-storage facility at Rt. 32/Coventry Rd. – Mr. Meitzler's 10/26/04 memo was noted. The applicant introduced project engineer M. Goodin, who displayed mapping of the proposed 56,000 sq. ft. facility on a 22-acre parcel located at 32 Coventry Rd., containing 3/10 of an acre of wetlands. Mr. Goodin said the only activity within wetlands would be the deposit of approximately 200 cubic yards of fill; no activity is planned within the flood plain. He discussed drainage plans and said that no runoff onto neighboring properties is expected from the project. No hazardous wastes, repairs, maintenance, painting, or contractors' storage would be allowed onsite; units would not have electricity. Hours of operation are not yet set, but might be from 9 a.m. to 5 p.m.. There would be 24-hour camera-monitoring of the site and adequate security measures would be in place. The applicant agreed to a conservation easement for land along the Willimantic River. The town of Coventry had voiced concern regarding earlier sewage lagoons on the property, and it was agreed that Mr. Meitzler would inspect the site frequently during construction. Some revision of the plans is necessary, and Holt MOVED, Zimmer seconded to table the item and hold a special meeting on this application on 11/15/04; MOTION PASSED unanimously.

New Business – The 10/28/04 memo from Mr. Meitzler discusses both of the applications listed below.

W1276, Ouimette, Rt. 89, proposed single-family house – Goodwin MOVED, Holt seconded to receive, under Section 5 of the Inland Wetlands and Watercourses Regulations of the Town of Mansfield, the application (file W1276) of Dan Ouimette Builders, LLC for the construction of a single-family dwelling on property owned by David Thornhill and Kathleen Thornhill located at 557 Warrenville Road, as shown on a map dated October 18, 2004 and as described in other application submissions, and to submit the application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

(over)

W1277. McCarthy, proposed additional office space at Rt. 195/Bassetts Bridge Rd. - Goodwin MOVED, Holt seconded to receive, under Section 5 of the Inland Wetlands and Watercourses Regulations of the Town of Mansfield, the application (file W1277) of Brian McCarthy and Cathy McCarthy for the construction of two office buildings on property owned by the applicants located at 452 Storrs Road, as shown on a map dated August 30, 2004 and as described in other application submissions, and to submit the application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

2005 proposed meeting dates – Holt MOVED, Zimmer seconded to approve the draft 2005 meeting schedule with the second meeting in November to be held on Monday, November 17, 2005; MOTION PASSED unanimously.

Field trip – By consensus, a field trip was scheduled for Tuesday, 11/9/04, at 2:30 p.m.

Communications and Bills – As listed on the agenda.

The meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

TOWN OF MANSFIELD
OPEN SPACE PRESERVATION COMMITTEE
Minutes of the November 16, 2004 meeting

Members Present: Quentin Kessel, Steve Lowery, Jim Morrow (chair), Ken Feathers, and David Silsbee.

1. **The meeting was called to order at 7:38 P.M.**
2. The minutes of the October 19, 2004 meeting were approved unanimously.
3. The OSPC reviewed an October 20, 2004 letter and map from Prue and Associates representing Robert and Gladys Perfetto who might like to sell the development rights to a portion of their property on North Eagleville Road. The OSPC feels this property was not appropriate with respect to the Town's current open space goals.
4. The OSPC reviewed a referral from the Town Council concerning a proposed conservation easement behind a house at 97 Hunting Lodge Road. Lowery moved and Feathers seconded, that the OSPC recommend that the Town Council accept this easement on behalf of the Town of Mansfield. The motion passed unanimously.
5. The OSPC again reviewed the map titled "Planned Conservation Areas" dated 2004 and prepared for the Town of Mansfield by the Windham Region council of Governments in order to make recommendations to Town Planner Greg Padick for the Town's updating of its Plan of Conservation and Development. Concern was again expressed about the possible extension of certain aspects of one-acre zoning into areas of Mansfield that are currently zoned for two acres and whether this might encourage construction in watershed areas that might not take place under the current zoning regulations.

Two recommendations, with regard to the "Interior Forest Tract" designation were approved unanimously:

1. The map should be corrected to exclude subdivisions with house lots of less than two acres from the Interior Forest Tract designation.
2. The 500 foot setback from collector streets and lesser streets should be removed from the map. It was noted that the automatic application of this set back inappropriately removed a major portion of forestland in Schoolhouse Brook Park from the Interior Forest Tract designation. A justification for this recommendation to remove the setback is that many deep-forest wildlife species (for example fishers) are adapting the existence of nearby roads, traffic and traffic noises. While it is true that select species may be unable to live and reproduce within 500 feet of a highway, there are many more for which it is not such an issue.

The meeting adjourned at 8:40 P.M.

Respectfully submitted

Quentin Kessel
Secretary

MANSFIELD PLANNING & ZONING COMMISSION

Regular Meeting, Monday, November 15, 2004
Council Chambers, Audrey P. Beck Municipal Building

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

The meeting was called to order by Chairman Favretti at 7:20 p.m. Alternates Ryan and Pociask were appointed to act as voting members, and Mr. Plante was designated Secretary *pro tem*.

Minutes: 11/1/04 – Hall MOVED, Zimmer seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Gardner (disqualified).

9/9/04 field trip – Gardner MOVED, Favretti seconded to approve the Minutes as amended to note that Gardner was also present; MOTION CARRIED, Favretti, Gardner, Goodwin and Plante in favor, all else disqualified.

Zoning Agent's Report

Mulch/outside storage, 497 Middle Tpk. – Mr. Hirsch reported no action has been taken and all the materials are still outside. The situation is being pursued as a zoning violation.

Monthly Enforcement Update – noted.

Charter Landscaping – Two out of the three approved shrubs along the fence are missing; Charter says they will be replaced.

Zoning enforcement procedures – Mr. Hirsch's 11/12/04 memo outlines certain actions he wishes to take regarding single-family occupancy requirements in mortgage deeds in order to help lessen boarding house violations in town. At the close of discussion, Favretti MOVED, Zimmer seconded that the Planning and Zoning Commission concurs with the proposed zoning enforcement procedures outlined in the Zoning Agent's 11/12/04 memo. MOTION PASSED unanimously.

New Business

Town Council referral: Proposed Town acceptance of Maxfelix Drive, Maplewoods subdivision, Section 2, file 974-3 – Mr. Padick reported that the Public Works Director feels adjustments within the drainage system are needed; otherwise, required work is essentially complete. The issue was tabled at this time.

Plan of Conservation & Development Committee – The next meetings are planned for 11/16 and 11/30; members were encouraged to attend, and to voice any comments or questions as soon as possible. A presentation by the Town Planner followed later in the meeting, at which a Plan of Conservation & Development (POCD) draft Table of Contents was distributed to members. Mr. Padick described the Table as an outline of "Where we are now" and "Where we are going" with the aid of maps of potential planned areas of development and conservation in town for the next ten-year period. He said the draft text for the Plan Update should be ready for PZC review by the end of the year. Approval is then needed from the PZC and Town Council, and then a Public Hearing and a 2-month public comment period will follow. PZC members were asked to convey any questions or comments to Mr. Padick or members of the POCD Committee as soon as possible. Mrs. Goodwin mentioned the possibility of considering design standards for construction within historic villages, and delineating the villages on the new Planned Development Areas map.

Public Hearing (continued), special permit application for proposed self-storage use at 537 Stafford Rd., Mansfield Self-Storage, LLC, J. Boisvert, o/a, file 1222 – The continued Public Hearing was called to order at 7:30 p.m. Members and Alternates present were Favretti, Gardner, Goodwin, Hall, Plante, Zimmer, Pociask and Ryan. Written comments were noted from the Town Planner (11/8/04), Ass't. Town Engineer (11/12/04) and Fire Marshal (11/10/04), and statements of support from 17 nearby property-owners. Project engineer M. Goodin
P. 184

related that the plans have been revised to comply with the Fire Marshal's requirements, as noted in his 11/10/04 memo. He also discussed parking, and agreed to eliminate 1 visitor space and make the other spaces 10 feet wide. The handicap ramp has been widened. Mr. Goodin agreed to stripe handicap spaces at a width of 16 feet. He agreed to all staff recommendations except that the applicant requests permission for 24-hour accessibility, at least for contractors' equipment; he noted that normal hours might be 6 a.m. to 10 p.m. During discussion of security measures, Mr. Goodin agreed to operate the 24-hour security cameras with 90-day film tapes instead of the usual 30-day tapes. There was no public comment, and the Hearing was closed at 7:45 p.m. Mr. Plante agreed to work on a draft motion.

Old Business

Freedom Green, request to release Ph. III escrow and reduce Ph. IV-A escrow requirements, file 636-4 –Mr. M. Cassidy, President of The Villages at Freedom Green Condominium Ass'n., read and submitted comments regarding work to date and still in progress, along with a written summary of issues the Association feels still need to be addressed as of April, 2004 and their proposals for dealing with these problems. They requested that at least 5% of the escrow amounts be retained. Staff reports are awaited.

Review of draft regulatory standards and approval processes for the "Downtown" project – Mr. Padick related that the Downtown Partnership and its selected contractor, Leyland Alliance, presented preliminary plans for the project at a public meeting on 11/10/04. Representatives of Leyland Alliance had discussed a generalized project outline at the PZC's 11/1/04 meeting. At tonight's meeting, members discussed at length their reactions to the public meeting and the generalized plans. All agreed that they needed to see a more detailed set of plans, in order to have a better idea of the effect of the project as a whole, before reaching any conclusions regarding the proposed process. This proposed process for formulating regulations and approval processes and the special design district the PZC must approve were also discussed. Mr. Padick asked the Commission to decide whether it is satisfied with the proposed approval process, in which the Partnership would draft plans and regulatory standards and the PZC would have a commentary opportunity for each proposed project, with final approval by the Town Planner. The IWA will retain full regulatory jurisdiction. No one voiced opposition to this procedure, but it was emphasized that the Commission could not make a final decision without first reviewing a considerably more specific set of conceptual working plans. Discussion will continue at the Dec. 6th meeting.

Communications and Bills – As given on the agenda or distributed at the meeting.

Plan of Conservation and Development –

The meeting was adjourned at 9:27 p.m.

Respectfully submitted,

Peter Plante, Secretary *pro tem*.

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

Thursday, November 18, 2004

PRESENT: K. Grunwald (staff), J. Heald (chair), J. Krisch, J. Peters
REGRETS: M. Hauslaib, E. Passmore

- I. **MINUTES:** Minutes of October 7, 2004 meeting: accepted as written.

- II. **NEW BUSINESS:**
 - A. Youth Service Bureau Advisory Committee: meeting deferred.
 - B. Assisted Living update/affordable assisted living: discussion re: range of options available for low-moderate income individuals who are interested in assisted living services. Also discussed recent HUD grant to Juniper Hill to renovate a limited number of apartments to accommodate residents needing assisted living services.
 - C. NECASA substance abuse warning cards: J. Heald brought this up as something that is distributed to Middle School students. She raised the question of whether or not there has been any effort to encourage other businesses to participate in the card discount program. She also questioned the effectiveness of some of the programs that NECASA is operating in the Middle School.
 - D. Senior Center: Facility use: discussion of issues that have arisen lately related to the use of this facility and proposed changes to the policy.
 - E. Other: discussion of the annual report for the advisory committee and the social service department. Some questions raised concerning how the goals were identified and how they are being monitored relative to attainment.

- III. **OLD BUSINESS:**
 - A. Advisory Committee membership: recruitment of new members: extensive discussion regarding recruitment efforts and identification of the role and activities of this Advisory Committee. Agreed that this needs to be continued with the full membership.
 - B. UConn students: K. Grunwald updated on the status of alcohol and substance abuse issues.

- IV. **COMMUNICATIONS/REPORTS:**
 - A. Review of Department activity and other items in packet and discussion with SSD Director:
 - B. Program updates
 - Graustein Foundation Discovery Grant:
 - Adult Services
 - Senior Services
 - Youth Services

V. PLANS FOR FUTURE MEETINGS

- A. December: review of role and membership of the Social Service Advisory Committee.
- B. January: Agency Funding Requests

VI. ADJOURNMENT

Next Meeting: December 9, 3:30 PM

Town of Mansfield
Transportation Advisory Committee
Minutes of the Meeting
September 23, 2004

Present: Stephens (Chair), Hall, Koehn, Hultgren (staff)

The meeting was called to order by Chair Stephens at 7:35 p.m.

The minutes of the June 22, 2004 meeting were approved on a motion by Hall/Koehn.

Hultgren circulated the marked-up draft of the Mansfield section of the Regional Transportation Plan which showed the Town Planner's suggestions for edits. These incorporated TAC comments made at a previous meeting. He also circulated a short article on the Birch Road bikeway that was in the Hartford Courant.

Hultgren passed out data sheets showing the ridership and prepaid fare calculations for the WRTD bus system. He said that he and Dennison had given all of this information to the Undergraduate Student Government (USG), but it had not acted on it yet. If and when the USG does vote to support the program, a request will be sent to the UConn Administration to continue its support as well. In the interim, the program is being continued for Mansfield Residents only.

Hultgren updated committee members on the status of the following projects:

1. Birch Road Bikeway – Route 44 section is under construction
2. Separatist Road bikeway – Easement maps are being prepared. Appraisals are next.
3. Maple Road reconstruction – All right-of-way activity is complete. Next step is for the State to bid the project.
4. Clover Mill loop reclamation – waiting DOT approval of final plans
5. Birch Road roundabout – construction deferred to 2005
6. Route 89 hump at Mt. Hope Road – design not begun yet by DOT

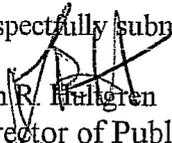
A letter requesting a regional walkway/bikeway along Route 6 between High Street and Mansfield Avenue was distributed and discussed. Staff will get the length, cost and other data needed to evaluate this segment on the walkway priorities project list.

How to publicize the ride-share page on the Town web site was discussed. It was decided to send out a press release/notice to the media and interested groups, to put a notice on the Cable Access Channel and to make up some small notices for key bulletin boards/town buildings.

The next meeting was set for October 26th and representatives of the Downtown Partnership will be invited to attend.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,


Lon R. Hultgren
Director of Public Works

cc: Town Manager, Town Clerk, Town Planner, Assistant Town Engineer, Project Engineer, Social Services Director, Janet Freniere, file

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Town of Mansfield
Transportation Advisory Committee
Minutes of the Meeting
November 23, 2004

Present: Zimmer (Acting Chair), Hall, Nash, Koehn, Aho, Hultgren (staff), vanZelm (Downtown Partnership), Marquette, Toledano, Fitzgerald (Downtown Partnership Consultants), Martin & Carla Fox (Storrs Heights Road).

The meeting was called to order by Acting Chair Zimmer at 7:40 p.m.

The Minutes of the September 23, 2004 meeting were approved on a motion by Nash/Hall.

Hultgren circulated the recent press-release regarding the ride-share portion of the Town's web page and a summary of the recent WRTD fee increases.

Marquette, Toledano and Fitzgerald of the Downtown Partnership design team gave a brief overview of the proposed development focusing on the transportation and traffic aspects. They showed a plan to try to change the character of Route 195 between Dog Lane and South Eagleville Road by adding trees, median strips, parallel parking, narrower lanes and other measures that would give a village atmosphere to the area. Committee members asked several questions including how this development might better serve all modes of transportation. The plans will continue to be revised and discussed with DOT.

Hultgren updated committee members on ongoing projects – the Route 44 bikeway is under construction and will continue to be worked on until winter shutdown. The Separatist Road bikeway easements are being appraised. Both the Maple Road reconstruction and the Clover Mill Road loop reclamation projects are undergoing final DOT review.

Hultgren reported that the recently requested walkway improvement project on the south side of Route 6 was actually in Windham and while the Town could conceivably support it as a regional project, he did not think it should be listed on the Town's walkway priority list.

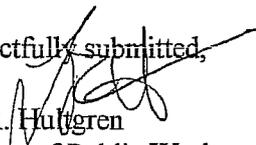
Paul Aho reported that with reduced federal, state and Town of Windham funding, the WRTD bus services (including dial-a-ride) were seriously underfunded. He said to expect service reductions in the near future.

The Foxes (Storrs Heights Road) explained that the intersections leading out of their neighborhood onto Route 195 (North and South Flaherty Road) were very dangerous and they were also worried that the downtown proposal might make them worse. After some discussion, they were referred to the Town's Traffic Authority which deals with such matters.

The next meeting will be held in January unless a December meeting is required.

The meeting was adjourned at 9:23 p.m.

Respectfully submitted,


Lon R. Hultgren
Director of Public Works

cc: Town Manager, Town Clerk, Town Planner, Assist. Town Engineer, Project Engr., Social Services Dir., J. Freniere,

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ADMINISTRATION

- *ACIR Symposium on the Roles and Responsibilities of RPOs:* This symposium on November 16 was well-attended by RPO directors, state agency representatives, chief elected officials, and state legislators. We can probably anticipate that there will be some discussion about RPO boundaries in the future, but it is impossible to predict the time frame or direction of those discussions. The proceedings were videotaped. You may find it interesting to review the tape when it becomes available.
- *FY 2004 audit:* CPA Al Rusilowicz spent a few days at WINCOG during the week before Thanksgiving, but the audit has not yet been completed. It should be available by the time of the January meeting. This is always an interesting time of year – trying to come up with a draft budget for FY 2006 while monitoring the FY 2005 budget and having to remember what we did in FY 2004 to answer the auditor’s questions.
- *Staff Development:* WINCOG will be sponsoring Jana Butts’ participation *STRETCH*, a new community leadership program of the Windham Region Chamber of Commerce. This is a six- month program during which “participants will learn more about the communities in the region, will develop and hone their leadership skills, and will design and implement one or more projects to enhance the region.” This year’s focus is Economic Development in a Multi-cultural Community.
- *Capitol Region Purchasing Cooperative:* Both WINCOG’s chairman and CRCOG’s acting director have signed the agreement for WINCOG’s member towns to participate in the CRPC for the year beginning December 1, 2004. WINCOG towns were included in CRPC’s process of soliciting information prior to going out to bid for gasoline.

Technical assistance contracts active in FY 05:

Contract #	Description	Status
Ashford	POCD assistance	completed - working on supplemental mapping
Mansfield	Mapping assistance	in progress
Columbia	Fill-in staffing (part time) for ZEO for one week	completed 7/04
Willimantic River Alliance	Web site development	in progress
Chaplin	Planning and zoning services	contract in progress

UPCOMING DATES OF INTEREST

- December 6 (Monday, 9:00 a.m. - 3:00 p.m.) Senior Officials Workshop for WMD/ Terrorism Incident Preparedness -Waterbury
- December 7 (Tuesday, 1:30 p.m.) Seminar on National Information Management System - East Hartford Public Safety Complex
- December 8 (Wednesday, 1:30 p.m.) Seminar on National Information Management System - Foxwoods Public Safety Complex
- December 13 (Monday, 9:00 a.m. - 3:00 p.m.) Senior Officials Workshop for WMD/ Terrorism Incident Preparedness -Mohegan Tribal Public Safety Complex, Uncasville
- December 14 (Tuesday, 1:00 - 3:00 p.m.) Office of Emergency Management Statewide workshop on Emergency Preparedness Tools and Technology (at OEM, Hartford)
- January 7 Next scheduled WINCOG meeting

FOCUS ON THE FUTURE

The Mansfield Downtown Partnership recently held a public presentation on its initiative to create a new Main Street Village in Storrs. Representatives from some of the country’s top planning, design, and economic development firms were on-hand to show residents of Mansfield what their new downtown could look like in the future. Hundreds of residents, students, and interested people attended the gathering at E.O. Smith High School and most were very pleased with what they saw. The Storrs Alliance Team described several new mixed-use neighborhoods, based on a typical village Main Street

concept, where people can live, meet, work, shop, and recreate. Plans include everything from restaurants and cafes to shops, office space, housing, a town green, entertainment, and corporate retail. The concept is pedestrian- and parking-friendly and protects significant environmental resources onsite including a vernal pool.

ECONOMIC DEVELOPMENT

- EDA Planning Grant: No word yet.
- Northeastern CT Economic Partnership: The Partnership had an exceptionally interesting and informative meeting on November 9 with panelists Marty Hunt (CERC), Richard LoPresti (DECD), and Rita Zangari (UConn Technologies Incubator Program). WINCOG was represented by Mike Paulhus (Co-chair of the Partnership), Rusty Lanzit, and your executive director. The discussion focused on how to foster entrepreneurship and the growth of small businesses. We have been referred to *many* resources, so it may take us a while to plow through them. At the next meeting, scheduled for February 1, we hope to be joined by a few local entrepreneurs to provide information on how we might better meet their needs.

TRANSPORTATION

- Park and Ride Lot Surveys: Last month, staff conducted its annual one-day survey of usage of all of the official Park and Ride lots in the region, and submitted the results to ConnDOT. Staff then assisted ConnDOT by distributing surveys to the windshields of the cars left in the South Windham Park and Ride lot on Route 32 on two days during the full week before Thanksgiving. It was interesting to note that all of the users of that lot (15 responses) evidently commute to one (unidentified) place of work in Groton.

TRANSIT

- Manual for Volunteer Van Drivers: Does your town use the services of volunteer drivers to transport elderly and disabled residents on a town-owned van? Or are you thinking of setting up such a program? Are you a volunteer driver for FISH or similar organization? Are you a non-profit that relies on volunteer drivers to transport clients? If so, you should take a look at the new manual developed by the Transportation Coalition of Eastern Connecticut. In it, you will find the necessary forms for keeping records along with information on training that must be provided, on doing background checks, on liability issues, and much more. For more information, contact WINCOG and we’ll see that you get a copy.
- Vehicle Storage/Maintenance Facility Feasibility Study: Staff met with consultants yesterday to discuss progress on this study. The consultants are hoping to have a draft report within thirty days. I will be raising the issue for discussion at today’s meeting regarding the possibility of WINCOG offices co-locating with WRTD administration and maintenance operations at the new facility, if such a facility is built.
- Other: Staff continue to work on the pre-paid fares program for the Storrs/Willimantic bus service, local match issues, vehicle purchases, and planning for next year’s service contracts. We are pleased to report that the Town of Lebanon voted to provide the full match requested by the WRTD and WRCC for to continue the Dial-a-Ride service to the town.

LAND USE PLANNING

- Ashford Plan of Conservation and Development: The Ashford Planning and Zoning Commission held a Special Meeting on November 15 to hear a presentation on the Draft Plan of Conservation and Development presented by members of the Plan Committee. The Plan Committee received very positive reviews and some minor suggestions. A Town Meeting and public hearing are scheduled to be held in December.

- **Regional Planning Commission:** At the October 1 meeting, the commission discussed and acted on the following referrals:
 - a. #04-09-27-BN: Bolton: Review of draft Plan of Conservation and Development.
Action: Recommendations for better conformance to the Regional Plan.
 - b. #04-10-22-SE: Sprague: A proposal to adopt open space subdivision regulations.
Action: Conformance to Regional Plan.
 - c. #04-10-29-SM: Salem: A proposal to add or modify sections relating to off-site drainage, lighting and driveways spanning town boundaries. **Action: Conformance to Regional Plan.**
 - d. #04-11-01-CY: Coventry: A proposal to modify the definition of corner lot and add a definition of rear line lot. **Action: Conformance to Regional Plan.**
 - e. #04-11-08-CA: Columbia: A proposal to create a 15-unit retirement housing development on 181 acres on the Hebron town line. **Action: Recommendations for better conformance to the Regional Plan.**
 - f. #04-11-10-EN: Ellington: A proposal to allow gravel as a landscaping feature in parking lots and to allow consideration of architecture, landscape, lighting and signage design in a evaluating a Special Permit.
Action: Conformance to Regional Plan.
- **Mansfield Plan of Conservation and Development Maps:** WINCOG GIS staff continue to work with Mansfield Town Planner Greg Padick and PZC Chair Rudy Favretti in preparing maps for the Mansfield Plan of Conservation and Development.

EMERGENCY PLANNING UPDATES

- **Homeland Security - Regional Emergency Planning:** Your director attended a two-day train-the-trainer session for the Disaster Management Information Services (DMIS) software hosted by the Office of Emergency Management. The most important lesson learned from this class was that the network of the state’s EOC is too outdated to be able to handle the software well, so it was a struggle. We will be setting up a “COG” – which in this case is a “Collaborative Operating Group” – for towns in the region who wish to practice with the software.
- **Emergency Management and Homeland Security Coordinating Council:** Your director continues to participate on this coordinating council as a representative of the regional planning organizations - and also on one of the workgroups (“planning”) drafting recommendations for the consideration of the new commissioner, when appointed.
- **Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through Department of Environmental Protection (DEP):** Planner Kristie Beaulieu has been researching local planning and zoning regulations to pull out key sections relating to hazard mitigation, and has been reviewing DEP’s list of common mitigation measures for various hazards to determine those most appropriate for member municipalities. A draft is currently under review. The next step will be to set up meetings with individual towns - as with the “risk and vulnerability” section - to fine tune the mitigation measures suggested for each town.
- **CERT:** Marc Scrivner and Peter Smat, both of the Willimantic Fire Department, are in the process of setting up a schedule for the region’s first CERT training course, which will begin in January. We will be sending out a press release as soon as the dates are determined. The course will involve approximately eight sessions of two and one-half hours each.

CENSUS AFFILIATE ACTIVITIES

- **Data Requests:** Staff responded to requests for data from two private non-profits and one media.

LOCAL ASSISTANCE

TOWN	ASSISTANCE	# HOURS
Columbia	• Provided First Selectman with aerial print of potential development parcel	1
Coventry	• Collected digital map data for Coventry ZEO	2
All Towns	• Economic Development activities (see text p. 19 2ings).	10

OTHER ASSISTANCE

- Continued to participate in Willimantic White Water Partnership. Provided meeting space for Willimantic White Water Partnership representatives to meet with Cong. Simmons staff. Prepared digital data for L.A. students and attended design class to provide background information on project.
- Continued to update telecommunications database.

MEETINGS

- Nov. 3 - WINCOG Board meeting / Coventry (BB, JB)
- 8 - UConn LA Studio / Storrs (JB)
- 9 - NE CT Economic Partnership / Hampton (R.Lanzit, M.Paulhus, BB)
- 10 - Mansfield Downtown Partnership Presentation / Storrs (JB)
- 12 - Meeting with Chaplin First Selectman re ZEO/Planning services (BB,JB)
- 15 - Ashford Plan of Conservation and Development Presentation / Ashford (JB)
- 16 - ACIR Symposium on RPOs / North Haven
- 17 - Advanced Zoning Seminar / Bridgeport (JB)
- 18-19 DMIS Train the Trainer course / Hartford (BB)
- 19 - CCAPA meeting on tower regulations / Hartford (BB)
QSHC Tenth Anniversary Reception / Norwich (R. Lanzit, BB*)
- 22 - ECSU Environmental Management Class / Willimantic (JB)
- 23 - Emerg. Mgt. and Homeland Security Planning Workgroup / Hartford (BB)
- Green Valley Institute Quarterly Coordination Meeting / Brooklyn (JB)
- Dec 1 Meeting with WRCC Director re Dial-a-Ride legislation (BB)
- STRETCH Orientation / Willimantic (JB)
- 2 EWIB CEO’s meeting / Norwich (D. McGuire, BB)
Meeting with WRTD Feasibility Study consultants (BB, MP)

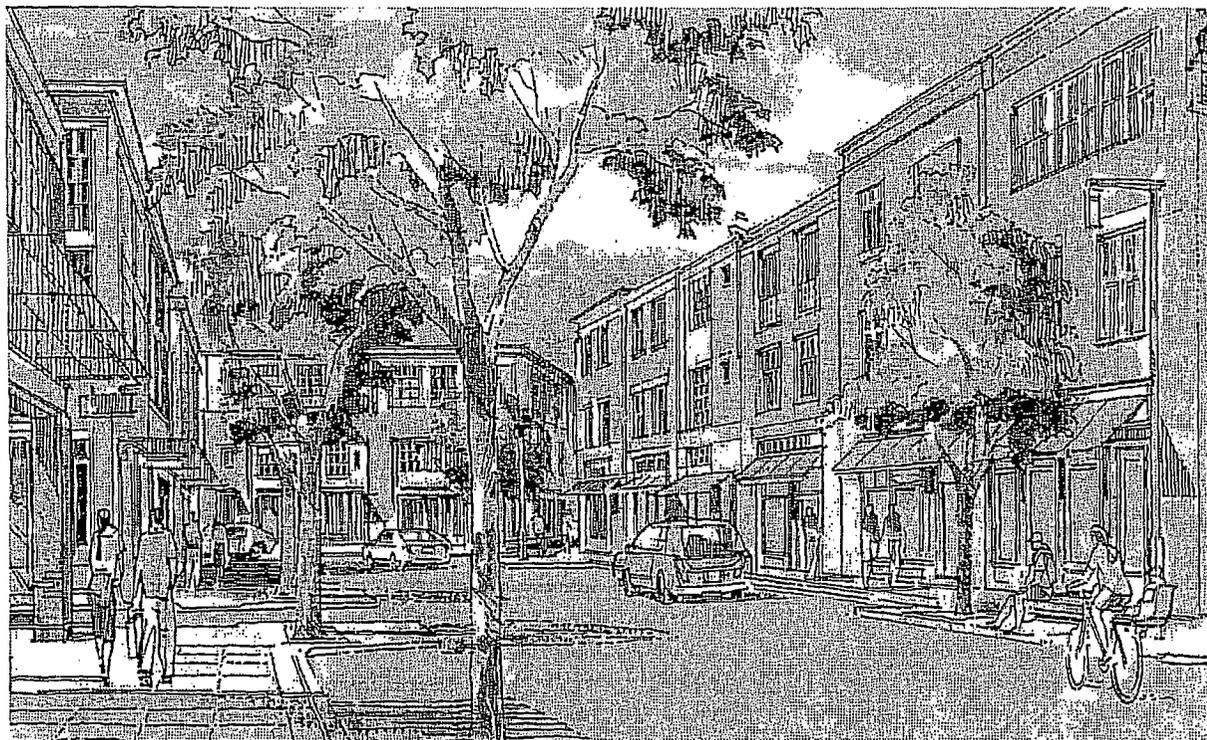
* Time not charged to WINCOG

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Stirring Up a Sleepy Town



James S. Wassell

A plan for the Storrs Center on 45 acres in downtown Mansfield includes 70 shops and restaurants.

By ABIGAIL SULLIVAN MOORE

THE top reason successful applicants to the University of Connecticut decline to attend, according to a recent university survey, is because there "is nothing to do at Storrs."

But that reason may vanish if a \$150 million redevelopment project for the sparse center of this rural, university town becomes a reality in the next few years.

Unveiled earlier this month to Mansfield residents, the Storrs Center project would concentrate about 600 market-priced housing units, 70 retail shops and restaurants, and 25,000 square feet of commercial and office space on about 15 acres of a 45-acre site in downtown Mansfield. It would be at the southern end of the UConn campus, across from the university's fine arts complex. At the development's heart would be a classic town green.

The project typifies "new urbanism," a pedestrian-friendly genre that emulates how pre-World War II neighborhoods were built around Main Streets or commercial centers, said Steve Maun, president of LeylandAlliance, the project's developer, based in Tuxedo, N.Y.

The developers are seeking about

building the town green, said Howard Kaufman, Leyland's general counsel. Leyland will cover the balance of the funds, he said.

Backed by a partnership of town officials, university administrators, community residents and area businesspeople, the Storrs project is the result of at least four years of planning at the local level.

"It's been needed and talked about in Mansfield for years," said Elizabeth Paterson, the town's mayor.

"There are plenty of things to do on campus, but what's missing is if you're looking for a decent place to take a date out, to go to a store and locate an iPod or locate an all-night diner, it isn't here," said Thomas Q. Callahan, special assistant to the UConn president.

Much of the project hinges on its retail element.

While the plan wends its way through various town and state agencies, the project's retail consultant, the Village People of Montreal, will "audition" tenants for the retail portion, beginning first with local businesses to find the best chocolate maker or coffee bar, Mr. Maun said, giving some examples. "The trick is to create authenticity," he said.

Other tenants might include a whip, 1950s restaurant, a good dine. . . . and a range of other

ers, with such brand recognition as the Gap, Mr. Maun said.

Nine small neighborhoods providing a mix of apartments, condos and townhouses would also be built, Mr. Maun said. The residents would not be for undergraduates, but instead meant for graduate students, faculty members and others wanting to live in a university setting.

The project has a long way to go before construction could begin in the spring of 2006. This spring, the plan must win approval from the town's planning and zoning commission, which also must give permission to create "a mixed-use zone" for the site. Because traffic and wetlands would be affected, the project also must get a go-ahead from the state Department of Environmental Protection and the state Department of Transportation. Finally, the Town Council also must approve it.

But Mr. Maun and other supporters of the project are optimistic, banking on the partnership between the town and the university.

So far, opposition has been minimal, with typical concerns about the project's impact on traffic, storm drainage and the environment, according to Ms. Paterson and Cynthia van Zelm, executive director of the Mansfield Downtown Partnership.

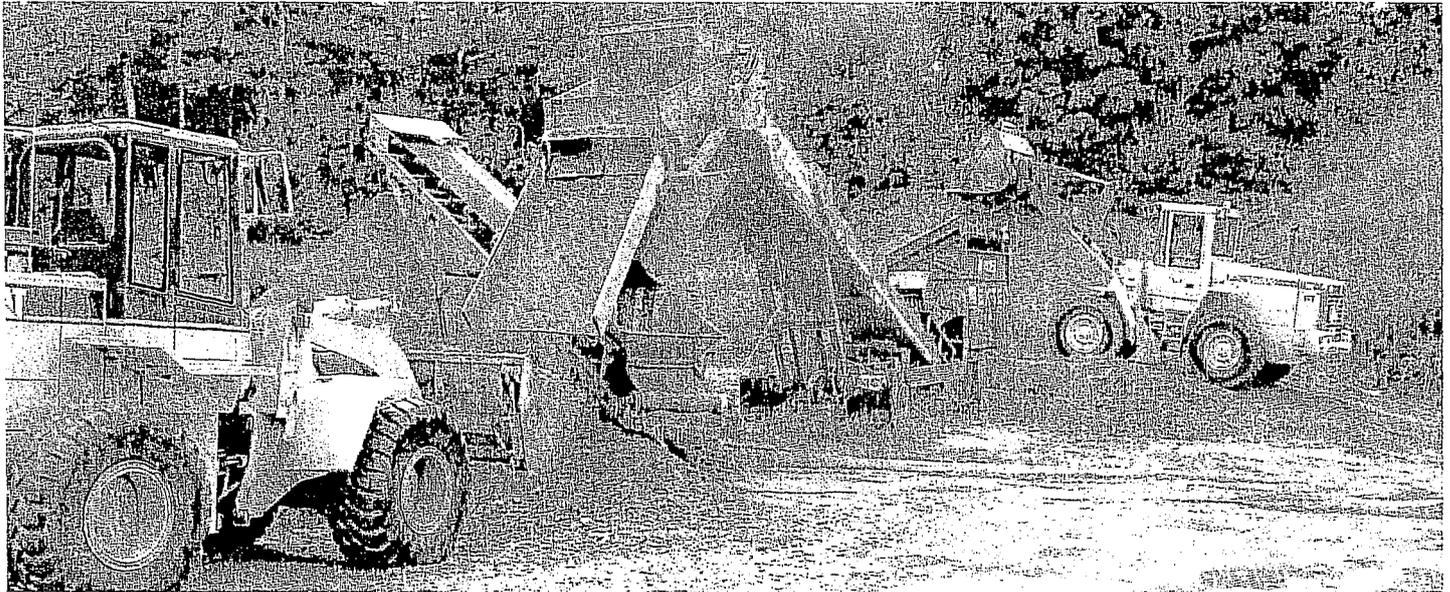
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MUNICIPALITY CLOSE-UP

Item #16



The Mansfield Department of Public Works screens 3,000 to 5,000 cubic yards of sand each year from its own sand and gravel deposits near the Town landfill for use in winter operations. In past years, the Town also has hired a commercial rock crushing vendor to make its own processed aggregate.

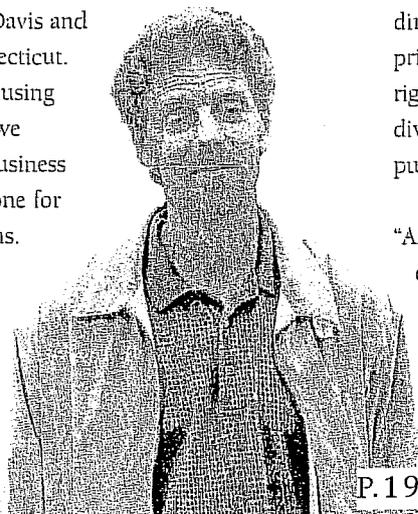
Town of Mansfield

Lon Hultgren has been the Town of Mansfield's public works director/town engineer for more than 25 years. His superintendent of public works, Mark Kiefer, has been on the job for less than six months. While there is wide gap when it comes to their years of service, there is absolutely no gap when it comes to their feelings about this east central Connecticut town of approximately 22,000 people: Both wholeheartedly agree that Mansfield is a great place to work.

"Mansfield has had the same town manager for more than 25 years, which brings stability and consistency to the way we operate," says Hultgren, who has his B.S. in civil engineering from the University of California at Davis and an M.S. from the University of Connecticut.

"Marty (Berliner) does a great job focusing on the policy end of what we do so we can go about our business and get the job done for Mansfield's citizens.

I am also very



fortunate to be able to delegate much of the town's engineering work to Grant Meitzler (the holder of a Ph.D. in soils from UConn), who has been here even longer than I have. Grant enables me to focus on the operations end of our public works responsibilities."

For Kiefer, who heads up the Mansfield Public Works Department's four operations divisions – Roads, Grounds, Equipment and Solid Waste – the ability to assign his people on an as-needed basis is the part of his new job he appreciates most. "Having one person direct all the divisions gives me the flexibility to determine where the real needs are," says Kiefer, who was highway superintendent for the Town of Farmington for the past five years and East Haddam's director of public works before that. "It's a challenge for me to set priorities, but a challenge I really enjoy. In many towns, there are rigid lines between divisions. I haven't seen cooperation among divisions work as well as it does here in all of my 15 years in public works."

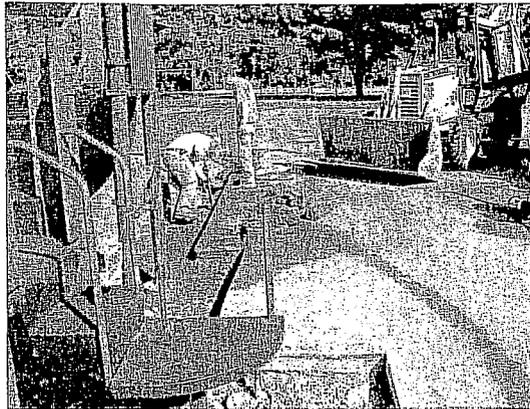
"As chief of operations, Mark needs to know about all departmental operations in order to do his job well and direct his resources effectively and efficiently," adds Hultgren. "That's a key component of his job. Anything that requires equipment

(continued on next page)

Mansfield Superintendent of Public Works
Mark Kiefer (left) with Director of Public
Works/Town Engineer Lon Hultgren PF

and the manpower to operate that equipment comes through Mark. I depend on him to determine how best to make use of those resources."

Hultgren cites a growth in the responsibilities of the Grounds Division over the past several years as an example of where Mansfield has had to call on crews from other divisions to get the job done. "Mansfield is a very green town," Hultgren says. "We've virtually doubled our parks and fields as the town has been buying open space to preserve the rural nature of the community and increase recreational opportunities. When I started here there was no separate division with responsibilities for grounds. Now, there are five people assigned to the division and the work load continues



Truck Driver John Mohan (left) and Equipment Operator Dave Heath (right) of the Roads Division assist in the installation of the new Southeast School playscape, a project that was initiated by the school's PTO and Mansfield's Recreation Department. The playscape was erected on a Saturday by volunteers – with the site work and final erection done by the Mansfield DPW.

to grow as new football fields, soccer fields, pocket parks and trails are developed. Fortunately, we are able to use employees from other divisions to help out when Grounds needs them. That flexibility is great. The downside, of course, is that we have to rob Peter to pay Paul at times."

"We used Highway Division employees to help the Grounds crew build a beautiful playscape (see photo) at one of our schools recently," adds Kiefer. "The cooperation and end-result were just terrific. And what is really great about working in public works in Mansfield is that very little work is farmed out to contractors. That's one of the reasons worker morale is so high here; we try to do everything we can in house."

(continued on page 38)



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Town of Mansfield Department of Public Works

Facts and Figures

Incorporated: 1702

Square miles: 45.1

Population: 20,659 (2001)

Road Miles: 105 (7.5 unpaved)

Equipment Maintained:

- Rolling Stock: 100+
- Miscellaneous equipment: 200

Grounds Maintained

- 90 acres of turf
- 13 soccer fields, 14 baseball fields, 2 football fields, numerous bikeways and trails
- Land and trees around all Town buildings

Department Employees: 31 (including administrators)

- Engineering: 6
- Operations: 22
 - Roads Division: 12
 - Grounds Division: 5
 - Equipment Division: 3
 - Solid Waste: 2

Key Personnel:

- Lon Hultgren, Dir. of Public Works/Town Engineer
- Grant Meitzler, Assistant Town Engineer
- Mark Kiefer, Superintendent of Public Works
- Scott Bacon, Road Foreman
- Glenn Mooney, Grounds Crew Leader
- Jerry Mailhiot, Lead Mechanic
- Dan Austin, Landfill Supervisor

Web site: www.mansfieldct.org

E-Mail: publicworks@mansfieldct.org

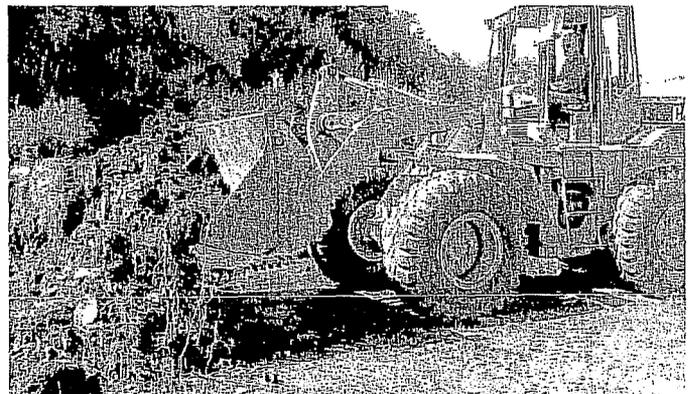
(continued from page 37)

"Workers get a sense of pride that they can do the job just as well as a contractor," adds Hultgren, "in part because they have become more versatile and skilled than ever before. One week they are building a playscape and the next they are patching roads. There is very little our public works crew can't do."

While Hultgren and Kiefer note that there is a very high level of communication within – and between – departments in Mansfield, they emphasize that an equally high level of communication extends to the relationship Town employees have with the citizens of Mansfield, home to the University of Connecticut's main campus. "Mansfield is somewhat unique in that the people here truly like their government and like to be involved," says Hultgren. "The folks from the University are particularly eager to participate in what is going on in town. It's great for me because so many people are willing to get involved in citizen advisory groups and other committees, especially in the areas of transportation and solid waste. They help us develop the policies that we need to determine how we operate." Hultgren pauses. "Because the public has so much respect for local government here, we know how important it is to communicate with the people we serve. We work very hard at that."

"From my perspective, the most unique thing about Mansfield is that even though it is very much a rural town, it feels like a much larger town because of the University," says Kiefer. "We get a lot of student and University-related use of our parks and roads. A whole lot of UConn-related activity spills over to us."

Hultgren chuckles. "For most town public works departments, a weekend snowstorm is no big deal. Not here. If there is a basketball

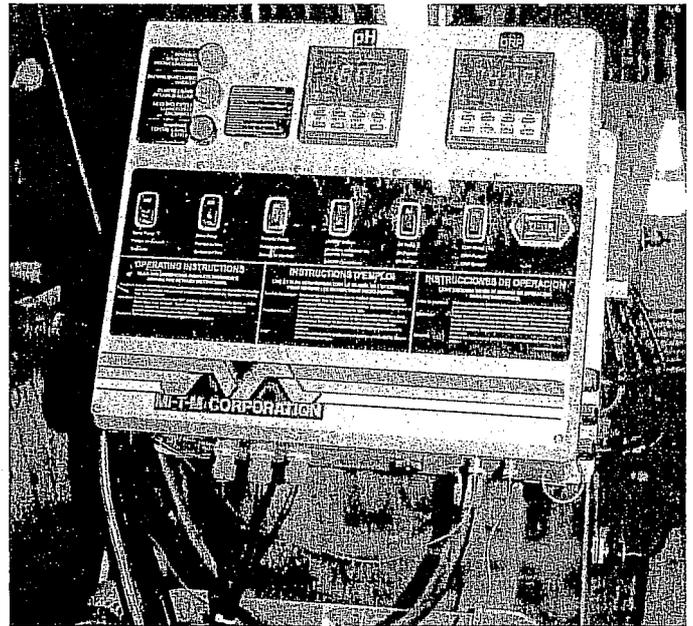


Landfill Supervisor Danny Austin forms up a compost pile that includes biodegradable plates, cups and utensils that were collected from Mansfield's "Festival on the Green" held on the site of the proposed new Storrs Center, a project to develop a new Town center between the Town, UConn and existing Mansfield businesses. The DPW secured a special permit from the DEP to post the waste from this event.

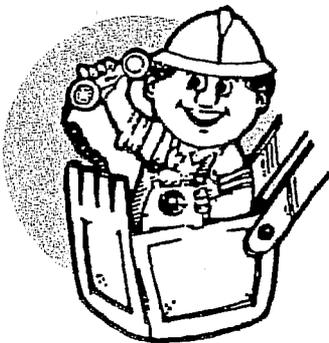
game at Gampel on a Saturday night we need to be prepared to help get thousands of people safely into and out of town. Our people expect a very high level of service, so we try to go above and beyond to understand the nature of a problem. When grass in a park dies, we try to find out why it died, rather than just plant new grass. We want to do it right the first time."

A recent example of Mansfield's willingness to go "above and beyond" is a work zone safety program that Public Works is in the process of implementing to augment the State DOT's program. "We had a guy on a road crew almost hit not long ago so we decided to develop our own education program based on the Connecticut DOT's program. The message we are trying to get out is that not all work zones are on state highways."

Clearly, Lon Hultgren and Mark Kiefer care deeply about their town and the people that work to ensure that Mansfield's public works facilities are first-rate. That's a combination that adds up to top-notch service for the citizens of this beautiful university community. "It's not too often that we have to answer a request with a flat out no," says Hultgren. "We usually find a way to help out." 🚧



This past year the Town of Mansfield engineered and purchased a state-of-the-art vehicle wash-water treatment system to ensure that discharges meet increasingly rigid State regulations.



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For Marty

the needle-punch mulch.

In May, the new wool mulch was tested in transplanted strawberry plots and compared with conventional herbicides and hand weeding. Weed control through the end of July 2004 was good, and so far, the new wool mulch is reported to be "doing what it's supposed to be doing."

Minneapolis, Minnesota ONLINE DIRECTORY LISTS COMPANIES PROVIDING RENEWABLE ENERGY PRODUCTS

Companies that provide energy-efficient and renewable energy products and services are listed in a free online directory (www.EnergyDirectory.org) compiled by the Minnesota Environmental Initiative. For more information, contact Erik Pratt, manager of the MEI Energy Alley Program at epratt@mn-ei.org or call (612) 334-3388, ext 102.

Mansfield, Connecticut LOW WASTE FESTIVAL A "NATURAL FIT" FOR SUSTAINABLE DOWNTOWN

Recycling Coordinator Virginia Walton sends this report on her town's first Festival on the Green, brainchild of the Mansfield Downtown Partnership. "Go to any other Connecticut fair or festival, and you will find trashcans filled with paper, plastic, food, cans and bottles. Not this Festival," declares Walton.

In preparation, individual attention was given to each participating food vendor. The Mansfield Recycling Coordinator met with food vendors to discuss how they could support the intentions of a low-waste festival by using recyclable or compostable products. Through the generous donation of the local recycling processing facility, Willimantic Waste Paper Company, food vendors that participated in the Festival were supplied with Biocorp corn-based compostable knives, forks and spoons.

"Waste stations, peppered throughout the Festival area, included cans and bottles recycling, crates for returnable soda bottles and composting. Volunteers guided fair attendees in the disposal of their waste. By selling Hosmer Mountain Soda, a local soda maker known for its wide variety of flavors and its use of returnable bottles, reuse was integrated into the Downtown Partnership's fund

raiser. At the end of the day, 55 percent of the waste was either recycled or composted. 39 percent of the day's waste is currently being transformed into soil in the Mansfield transfer station compost pile. That includes paper plates and cups, napkins, corn-based forks, knives and spoons, and food. Cans and bottles went

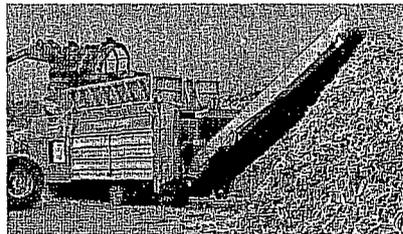
to the Willimantic Waste Paper Company recycling facility. Hosmer Mountain Soda got most of their bottles back for reuse, and the remaining garbage went to the trash incinerator. Although the Festival did not achieve a 90 percent waste reduction, 55 percent is a commendable start."



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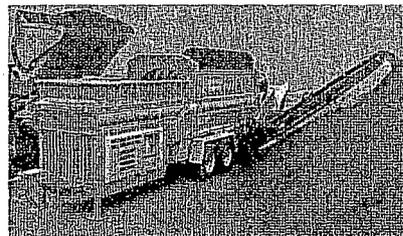
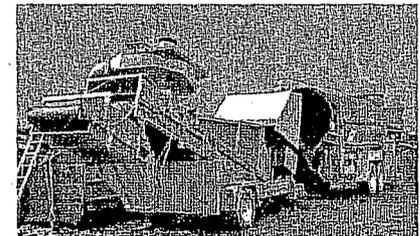


SHREDDING

The **Terminator** and **Crambo** are low speed, high torque shredders which are designed for greenwaste, MSW, C&D Waste, large stumps, tires, white goods, etc. These Shredders can tolerate metal!

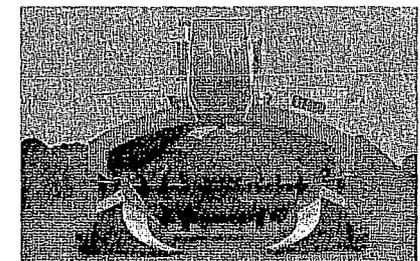
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Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

November 22, 2004

Martin H. Berliner
Town Manager
Town of Mansfield
4 So. Eagleville Road
Storrs Mansfield CT 06268-2574

Dear Mr. Berliner:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2003** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque will be shipped to:

Jeffrey H. Smith
Director of Finance

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. To assist with this, enclosed are a sample new release and the Certificate Program "Results" for reports with fiscal years ended during 2002 representing the most recent statistics available.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds

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CC Jennifer K.

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION



December 2, 2004

Item #19

The Honorable Martin Berliner
Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268-2599

Dear Mr. Berliner:

Thank you for your November 29th letter concerning invasive plants. I applaud the town for developing an Invasives Control Policy. I also appreciate the thoughts and recommendations you have made for consideration by the Invasive Plants Council. I will include your letter among the information the Council evaluates as part of its December 13, 2004 public forum. Following that event, I will provide a substantive response on behalf of the Council.

It is heartening to see the level of interest for this issue in your town. My best for the holidays.

Sincerely,

David K. Leff
Deputy Commissioner

DKL/jmc
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University of Connecticut

Office of Environmental Policy

DATE: 11/18/04
FAX: (860) 486-5477

Number of pages (including cover sheet) _____

TO: Greg Padick
Town of Mansfield

FAX: 429-6863

FROM: Richard Miller
ENV. POLICY - UCONN

PHONE: 486-5446

COMMENTS: AS REQUESTED

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Richard Miller
31 LeDoyt Road, Unit 3055
Storrs, Connecticut 06269-3044



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION



CC: G. Kraus
V. Williams

Richard A. Miller, Esq.
Director, Office of Environmental Policy
University of Connecticut
31 LeDoyt Rd., Unit 3055
Storrs, CT 06269-3055

Re: FM-2004-183, Mansfield
North Campus Tennis Courts

Dear Mr. Miller:

The Inland Water Resources Division of the Department of Environmental Protection has reviewed the flood management certification application package dated October 21, 2004. The certification document states that the proposed activity has been designed in compliance with the requirements of Section 13a-94 and Section 25-68b-b of the Connecticut General Statutes (CGS) and Section 25-68h-1 through 25-68h-3 of the Regulations of Connecticut State Agencies (RCSA).

The project consists of the construction of 10 tennis courts with associated parking and drainage as shown on plans entitled "University of Connecticut, Storrs Campus, Tennis Courts-North Hillside Road," dated revised through October 21, 2004.

There are no adverse flooding impacts caused by the proposed project. Therefore, the certification submitted on October 22, 2004 is approved.

No revisions or alterations to the approved plans are allowed without first obtaining written approval from this Division of such alterations. If there are any questions, contact Sharon Yurasevecz of the Inland Water Resources Division at 860-424-3019.

Issued:

11/17/04
Date

Denise Ruzicka
Acting Director
Inland Water Resources Division

cc: Thomas DeSantos, Fuss and O'Neill



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICE OF THE SECRETARY

TO: Richard Miller, Director of Environmental Policy
University of Connecticut

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

DATE: November 15, 2004

SUBJECT: Comparative Evaluation for the Tennis Courts Relocation -
UConn, Storrs

A handwritten signature in black ink, appearing to read "Marc S. Ryan".

Based on a review of the subject comparative evaluation, I am herewith advising you that OPM agrees that the impacts associated with the relocated tennis courts will be less in magnitude than those identified for Parcels E & G in the North Campus Master Plan EIE.

Therefore, as per our August 13, 2001 letter regarding the North Campus Master Plan EIE (attached), this office finds that no additional review is required under CEPA for this project.

cc: John Bacewicz, OPM



STATE OF CONNECTICUT

DEPARTMENT OF ENVIRONMENTAL PROTECTION

OFFICE OF ENVIRONMENTAL REVIEW

79 ELM STREET, HARTFORD, CT 06106-5127

To: Richard A. Miller, Esq.- Director of Environmental Policy
UConn - Office of Environmental Policy, 31 LeDoyt Road, U-3055, Storrs

From: David J. Fox - Senior Environmental Analyst Telephone: (860) 424-4111

Date: November 1, 2004

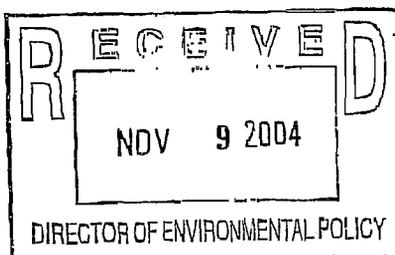
D.J.F. E-Mail: david.fox@po.state.ct.us

Subject: Tennis Court Relocation

The Department of Environmental Protection has reviewed the *Connecticut Environmental Policy Act, Comparative Project Evaluation, North Campus Master Plan EIE* prepared for the proposed relocation of tennis courts to a site along Hillside Road Extension. The Department concurs with the conclusion that "the proposed design of the relocated tennis courts will result in substantially smaller environmental impacts than the Technology/Research and Convenience/Retail land uses originally identified for Parcels E and G in the North Campus Master Plan." This judgment is contingent on the successful implementation of the mitigation measures specified in the document.

Thank you for the opportunity to review this project. If there are any questions regarding these comments, please contact me.

cc: Jeff Smith, OPM
Jane Stahl, DEP/COMM
Denise Ruzicka, DEP/IWRD



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

cc: G. Kraus



November 2, 2004

Richard A. Miller, Esq.
Director, Office of Environmental Policy
University of Connecticut
31 LeDoyt Rd., Unit 3055
Storrs, CT 06269-3055

Re: FM-2004-158, Mansfield
Burton Indoor Football Complex
University of Connecticut, Storrs Campus
Project Number UC-201188

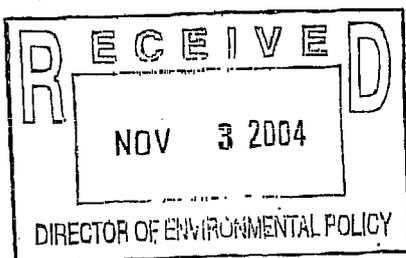
Dear Mr. Miller:

The Inland Water Resources Division of the Department of Environmental Protection has reviewed the flood management certification application package dated June 18, 2004. The certification document states that the proposed activity has been designed in compliance with the requirements of Section 13a-94 and Section 25-68b-h of the Connecticut General Statutes (CGS) and Section 25-68h-1 through 25-68h-3 of the Regulations of Connecticut State Agencies (RCSA).

The project consists of the construction of an indoor football complex including access roadways, parking, and drainage systems modifications as shown on plans entitled "Burton Family Football Complex, Intramural, recreational and Intercollegiate Athletics Facility, University of Connecticut, Storrs, CT," dated revised through November 1, 2004.

There are no adverse flooding impacts caused by the proposed project. Therefore, the certification submitted on July 2, 2004 inclusive of all revisions and the latest submittal on November 2, 2004 is approved.

No revisions or alterations to the approved plans are allowed without first obtaining written approval from this Division of such alternations. If there are any questions, contact Sharon Yurasevecz of the Inland Water Resources Division at 860-424-3019.

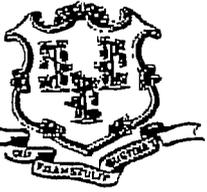


Sincerely,

A handwritten signature in cursive script, appearing to read "Denise Ruzicka".

Denise Ruzicka
Acting Director
Inland Water Resources Division

cc: John Ianacco, BSC Group

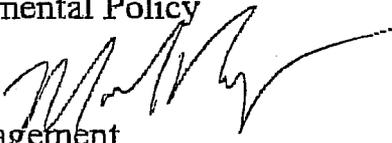


STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICE OF THE SECRETARY

TO: Richard A. Miller, Director
UConn Office of Environmental Policy

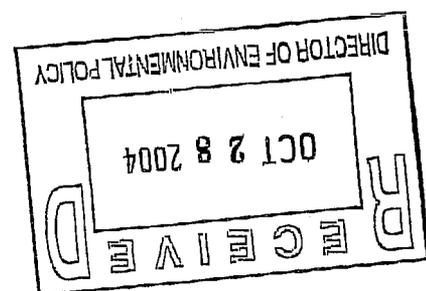
FROM: Marc S. Ryan, Secretary 
Office of Policy and Management

DATE: October 26, 2004

SUBJECT: Environmental Impact Evaluation for the Burton Family
Football Complex and the Mark R. Shenkman Training
Center – Storrs, CT

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

cc: John Bacewicz, OPM





STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

TO: Larry Schilling, University Architect
University of Connecticut, Storrs

FROM: Pam Law, Deputy Secretary
Office of Policy and Management

A handwritten signature in black ink, appearing to read "Pam Law".

DATE: August 13, 2001

SUBJECT: EIE for the North Campus Master Plan, UConn

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

In the future, site-specific projects proposed for development within UConn's North Campus Master Plan area will be reviewed by OPM to ensure that impacts are substantially equivalent to or less than those identified for that site in the Master Plan EIE. If impacts are greater than identified in the Master Plan an environmental review pursuant to CEPA must be conducted.

In your letter dated July 19, 2001, UConn has agreed to draft and make available for a 14-day public review period a site-specific project comparison evaluation. Upon completion of the public review, UConn shall send the comparative evaluation, along with any comments received thereon, to OPM for a timely review.

The comparative project evaluation shall contain sufficient detail that OPM can evaluate consistency of specific projects with the approved North Campus Master Plan EIE.

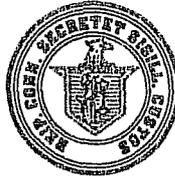
Further, a study is required to determine the long-term impacts of the University's withdrawal of water from the Fenton River. In the next phase of the North Campus expansion an evaluation of the use of the Fenton River should be undertaken in consultation with the Department of Environmental Protection in order to minimize potential impacts to the Fenton River from future expansions.

cc: John Baccwicz, OPM

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Susan Bysiewicz
SECRETARY OF THE STATE
CONNECTICUT

To: Mayors and First Selectman
State Legislators
Town Clerks
Registrars of Voters
Town Chairs

From: Susan Bysiewicz
Secretary of the State

Date: November 29, 2004

Re: Help America Vote Act

As many of you know, the federal Help America Vote Act became law in late 2002. This historic piece of legislation reformed our election system by improving the integrity of, and public confidence in, our election process. One of the major aspects of the Help America Vote Act is that it requires all states to update their voting systems by 2006. Attached is a newsletter that will answer many of the questions we have received regarding the status of Connecticut's voting machines:

- What is the status of the purchase of new electronic voting machines in Connecticut?
- When will they first be used?
- Will the new machines have a voter verified receipt?
- How much funding did Connecticut receive from the federal government to purchase new voting machines?
- Will the new voting machines be accessible to the disabled and visually impaired?

I hope you find this information helpful. My Office will continue to keep you informed with additional HAVA newsletters to be published on a regular four-month basis.

Help America Vote Act (HAVA) Newsletter

Your Questions Answered

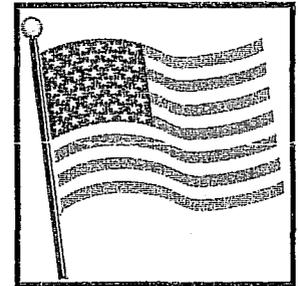
"For the first time in our country's history, our federal government has made a financial investment in our democracy. Our most precious civil right is our right to vote. We must improve the integrity and public confidence in our election process. The Help America Vote Act is changing the way Connecticut and the nation conducts elections. I hope this first, in a series of newsletters, proves helpful and answers some of your HAVA related questions."

*Susan Bysiewicz
Secretary of the State*

What is the status of the purchase of new electronic voting machines in Connecticut?

HAVA, among other things, requires that states ensure that voters with disabilities can vote privately and independently. In order to meet that requirement, the Secretary of the State's Office plans to purchase one electronic voting machine for each of Connecticut's current 769 polling places in time for the November 2005 municipal elections. An RFP (request for proposal) is expected to be completed, and available for bidders, later this fall. As approved by the HAVA State Planning Committee, towns will be able to apply for additional electronic voting machines, through the Secretary of the State's Office, on a first come first served basis after the 2005 election, for use in 2006.

Mechanical lever voting has been used almost exclusively in Connecticut for over 50 years, but lever machines are no longer manufactured and do not meet new federal standards. Six Connecticut towns currently utilize Optical Scan machines (East Lyme, Wilton, Westbrook, Fairfield, Westport, Vernon).



Will the new voting machines be accessible to voters with disabilities?

Yes. All of these machines will be accessible to voters with disabilities as required under the Help America Vote Act. The State of Connecticut's Office of Protection and Advocacy for Persons with Disabilities supports the purchase of these new electronic voting machines and is working with the Secretary of the State's Office to ensure that voters with disabilities have a voice in the process.

When will electronic voting machines first be used?

Our goal is for towns to have their first experience with electronic voting machines for the **November 2005** municipal election. At this time there should be one electronic voting machine at each polling place.

How much funding did Connecticut receive from the federal government to purchase new voting machines?

The Secretary of the State's Office received \$32.7 million in federal funding under the Help America Vote Act. This funding will enable Connecticut to meet federal mandates for all states including:

- ensuring that voters with disabilities can vote privately and independently
- purchasing voting machines that produce a paper audit trail
- voter education
- a statewide centralized voter database

Will the new electronic machines have a voter verified receipt?

There has been much debate on the state and federal level regarding whether or not electronic voting machines should have a voter verified receipt so that voters can verify their vote. In fact, the Connecticut General Assembly debated legislation during the 2004 legislative session that would require all electronic voting machines purchased in Connecticut to have a voter verified receipt. The bill, however, did not survive the short legislative session but will likely be back again in some form next year.

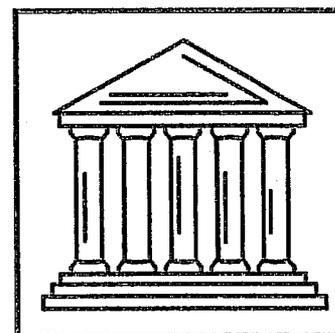
The Secretary of the State's Office has been studying the pros and cons of this issue and monitoring the experiences other states have had with voter verified receipts. It is Secretary Bysiewicz's *personal belief* that a voter verified receipt is a good means to provide voters with the confidence that their vote has been accurately recorded. However, the federal Election Assistance Commission and Congress will be providing guidance to the states on this issue. The Secretary of the State's Office will review those guidelines and possible new federal mandates. In addition, the ability of voters with disabilities to utilize a voter verified receipt must be resolved.

Any RFP in Connecticut will place vendors on alert that the new electronic voting machines must meet all federal or state voter verified receipt mandates. However, we should not consider paper a panacea to election difficulties. Historically, most problems with elections involved paper, such as Florida's chads where election officials had to interpret the intent of voters.

For Your Information:

Board of Canvass
Wednesday
November 24, 2004

Meeting of the
Presidential Electors for
the State of Connecticut
Monday
December 13, 2004



For more information about the Help America Vote Act contact:

Marisa Morello
HAVA Project Manager
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www.sots.state.ct.us

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STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT



REC'D DEC - 6 2004

To: Municipal Chief Elected Officials
Municipal Chief Administrative Officers
Chairpersons of Municipal Planning &/or Zoning Commissions
Municipal Planners

From: W. David LeVasseur, Undersecretary 
Intergovernmental Policy Division

Date: December 1, 2004

Subject: Recommended Conservation and Development Policies Plan for Connecticut,
2004-2009

The purpose of this memorandum is to inform you that, pursuant to Public Act 04-248, the **Recommended Conservation and Development Policies Plan for Connecticut, 2004-2009** has been re-submitted to the Continuing Legislative Committee on State Planning and Development. This submittal is the same as the Recommended Plan that was favorably endorsed by the Continuing Committee on April 20, 2004, during last year's legislative session.

The General Assembly did not act on the Recommended Plan last session, and indicated that the Continuing Legislative Committee on State Planning and Development should take more time to consider public comment. As a result, the General Assembly passed Public Act 04-248 requiring the Office of Policy and Management to re-submit the Recommended 2004 – 2009 Plan to the Continuing Committee by December 1, 2004. OPM resubmitted the Plan on November 22, 2004. Pursuant to Section 16a-30 of the Connecticut General Statutes, the Continuing Committee is required to hold a public hearing on the Recommended Plan within 35 days of the start of the 2005 legislative session that begins on January 5, 2005.

The Recommended 2004 – 2009 Plan, and a document containing a summary description of all requested and recommended changes to the Draft Locational Guide Map can be viewed and downloaded at OPM's website at www.opm.state.ct.us/IGP/cdplan/cdplan2.htm. Due to the lack of in-house Geographic Information System (GIS) resources, a "change map" that reflects the recommended changes can not be prepared at this time. OPM has budgeted for the development of a final printed map, upon adoption of the Plan by the General Assembly. In addition, through our GIS consultant, Central Connecticut State University, OPM plans to make the final map available electronically via the internet for use by interested parties.

I thank you for your interest and support and for the comments that we received during OPM's two year comment and revision process. The public input we received was constructive, insightful and supportive. We believe the Recommended Conservation and Development Policies Plan for Connecticut, 2004 - 2009 to be an outstanding document that constitutes a balanced and relevant guide for the State's conservation and development investment policies.

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