



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, January 24, 2005
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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ROLL CALL	
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EXECUTIVE SESSION

SPECIAL MEETING-PLANNING AND ZONING, TOWN COUNCIL
DECEMBER 13, 2004

The special meeting between the Planning and Zoning Commission and Town Council began at 6:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building. Mayor Paterson opened the meeting and had everyone present identify him or herself. This meeting was for a presentation by the Downtown Partnership plans for the project in the center of Mansfield.

Present: Planning and Zoning: Rudy Favretti, Audrey Barberet, Betty Gardner, Peter Plante, Russ Hall, Kay Holt, Gary Zimmer, JoAnn Goodwin, and alternates Barry Pociask and Bonnie Ryan,
Town Council: Elizabeth Paterson, Mayor, Chris Paulhus, Caroline Redding, Helen Koehn, Gregory Haddad, Alan Hawkins, Bruce Clouette, Alison Blair coming later.
Absent: Carl Schaefer is ill

Others present; Cynthia van Zelm, Director of the Downtown Partnership; Tom Callahan, Steve Bacon, Frank Vasington from the Board and Lee Cole-Chu, Partnership Attorney. Cynthia van Zelm welcomed everyone and initially presented the project. She introduced the presenters.

Presenter from Robinson and Cole: Tom Cody and from Leyland Alliance Steve Maun President, Lou Marquet Vice President; Howard Kaufinan, Vice President and General Counsel and Macon Toledano, Vice President.

Geoff Fitzgerald and John Mancini were from BL Companies

Town Manager, Assistant Town Manager, Town Planner, and Town Clerk were also present.

Architectural drawings and preliminary site plans of the proposed project were presented. Many potential issues were discussed including vehicular and pedestrian traffic flow on Rte 195 and nearby roadways. It was emphasized that the plans were evolving and more information will soon be available for review. Both Planning and Zoning members and Council members had questions of the presenters.

Meeting closed at 8:00 p.m.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

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REGULAR MEETING-JANUARY 10, 2005-MANSFIELD TOWN COUNCIL

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

I. ROLL CALL

Present: Blair, Clouette, Haddad, Hawkins, Koehn, Paterson, Paulhus, Redding, and Schaefer

II. APPROVAL OF MINUTES

Mr. Clouette moved and Ms. Blair seconded to approve the minutes of December 13, 2004 as presented and the special meeting of December 20, 2004 with corrections.

Pg. 9 "Helen added this property at some point would have its own water and sewer..... "

Pg. 9 errorprovide direction from the top.

Schaefer needs to be spelled correctly in all places.

Motion so passed unanimously.

III. MOMENT OF SILENCE

The Mayor requested a moment of silence in remembrance of all military personnel abroad serving, those who have died, for all the civilians that have died and also for the victims of the Tsunami wave which is a catastrophe as no other we have seen in our lifetime.

Mr. Schaefer moved and Ms. Blair seconded to move up item #7 in the agenda.

So passed unanimously.

Chief Hawthorne and Chief Jordan came forward for the presentation.

On December 31, 2004, a medical call, from the Juniper Hill Village senior housing complex was received. The three fire/EMT's who responded arrived and found a fire yet were able to evacuate everyone from the structures in fairly short order.

Firefighters Richard Balogh, James Silva and Matthew Traber were being honored by the Town of Mansfield for their bravery and heroic service to the senior residents impacted by the Juniper Hill Village fire.

Marsha Zimmer, Administrator of Juniper Village fire, thanked the firefighters. Although the fire devastated the building there was no loss of life.

Lifesaving and valor awards were given to all three of the firefighters. Mayor Paterson presented them with Proclamations from the Town Council.

Steve Lofman presented dinner certificates to each one with thanks from Applebee's Restaurant. A check for \$150 was given to the Town from the Mansfield Volunteer Fire Company to assist with needs of the residents of Juniper Hill.

Reception followed. Many family members and friends of the firefighters were present as well as the majority of firefighters in both departments.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Mr. Bob Cook, Separatist Road, suggested that when advertising a public hearing please include a phone number to call to receive a copy of the ordinance and to have a copy of it on the website.

Mr. John Brubacher, President of the Senior Center, met with the Committee on Aging this afternoon. At this meeting The Commission of Aging made the following motion:

"The Commission on Aging strongly supports the move towards assisted living in Mansfield, starting with the adoption of the proposal to undertake the market feasibility study that is being considered by the Town Council tonight. The Commission also requests that the Council keep them informed and involved regarding the status of the assisted living initiative, through the Chair, Susanna Thomas."

Mr. Timothy Quinn, 101 Depot Road, Mansfield Depot, spoke in favor of the feasibility study on Assisted Living facilities. However he questioned if this study would be geared towards those who may not be able to buy in to a facility. Also he mentioned the sticker shock he received on his new assessment of his home. Perhaps a letter of explanation or article should be in the local Chronicle newspaper.

Sharry Goldman, Co-Chairman of the Coalition for Assisted Living, applauded the Council and urged they support the market study. However, the committee has found that there is not much support for a facility in

which you must buy in. A facility in which a resident could pay on a Month to month rental basis would be better.

IV. PUBLIC HEARING

At 8:20 p.m. the public hearing was opened on "An Ordinance for Regulating Litter."

Mr. Lon Hultgren, Director of Public Works and Ms. Virginia Walton, Recycling Agent, were present to answer questions. This ordinance would give the Town the opportunity to hold property owners accountable for cleaning up litter especially after a party was held in their yard.

The Director of buildings and grounds at the University of Connecticut was present in the audience and spoke regarding litter. He realizes that students have mostly created the litter on Hunting Lodge Road.

Mr. Richard Cowles, 50 Meadowood Road, expressed concern over the matter of litter and suggested that maybe the punishment for students, who have gotten in trouble with the University, would be to clean up the areas of towns affected by litter from parties of university students.

Ms. Lisa Arenson, 11 Southwood Road, commended the University Maintenance for picking up trash along the road. However, this is not his responsibility. Landlords who do not maintain their rental properties and do not make their renters cleanup should be held accountable. This ordinance would be a good measure to try to cleanup the areas affective.

Mr. Bob Cook, Separatist Road, expressed support for the anti-littering ordinance. However he had questions on some wording. He was concerned over Section 5-13. When you read Section 15 on violations he feels that there is no enforcement of 5-13. Also concerned over owners being responsible and not the ones that do the littering. He wants this to be very clear. Make person in control, not necessarily the owner be responsible. There is a potential problem with wording, please review. Also, what standard will be applied to see if litter was cleaned up? Person who is doing the littering should be fined.

Lisa Cowles, 50 Meadowood Road, feels that there should be a good oversight of landlords. Make sure the trash receptacles are available and emptied.

Public Hearing closed at 8:40 p.m.

Mr. Haddad moved and Mr. Schaefer seconded to move up items 4 and 11 on the agenda.

So passed unanimously.

Item #4 under Old Business

Mr. Schaefer moved and Mr. Hawkins seconded that effective January 10, 2005, to adopt an "Ordinance regulating Litter": as presented by staff in its draft dated January 10, 2005, and which ordinance shall become effective 21 days after publication in a newspaper having circulation in the Town of Mansfield.

Mr. Schaefer feels that this penalizes the landowners. What about the person who just litters as he/she passes by? Concerned over receptacles which must be kept emptied, so that they are not overflowing. Whoever enforces this ordinance must do so with common sense.

By consensus this was tabled. Staff will return with

Item #11 under New Business

Mr. Haddad moved and Mr. Hawkins seconded that effective January 10, 2005, to authorize staff to spend up to \$25,000 to issue a request for Qualifications to hire a firm to conduct a market feasibility study necessary to determine whether Mansfield and the local area can support an assisted living facility.

Ms. Redding noted that Nancy Sheehan from the University of Connecticut is an expert on assisted living facilities and has done studies like this before and is willing to come and talk with the Council on this issue.

Ms. Koehn expressed concern over the term "Assisted Living" What will the study focus on: moderate, low-income, independent living?

The Mayor feels that the market feasibility will be as open as possible, looking at all forms of assisted living, but it is not independent living.

Mr. Clouette moved that the motion be amended to be:

Move effective January 10, 2005, to authorize staff to spend up to \$25,000 to issue a request for qualifications (RFQ) to hire a firm to consider the market feasibility of a wide range of assisted living programs and to determine whether Mansfield and the local area could support an assisted living facility.

So passed unanimously.

The Mayor thanked Sharry Goldman and Jane Ann Bobbitt for all their work on this issue and hoped that the Council will be able to move this issue forward.

V. OLD BUSINESS

2. Issues regarding the UConn Landfill, Including the UConn Consent Order, Public Participation relative to the Consent Order and Well Testing.

The Town Manager announced that there will be a DEP Wetlands Public Hearing and Landfill Open House on Thursday, January 27th at UConn's Bishop Center beginning at 5:00 p.m. The consulting team will be present to answer questions about the landfill closure and wetlands activities.

3. Financial Statements Dated September 30, 2004

Mr. Schaefer moved and Mr. Haddad seconded that effective January 10, 2005, to accept the Financial Statements dated September 30, 2004, as prepared and submitted by the Department of Finance.

So passed unanimously.

4. An Ordinance Regulating Litter

So tabled

5. Classification and Pay Plan

Mr. Paulhus moved and Ms. Blair seconded to table this item until next meeting.

So passed unanimously.

6. University Spring Weekend and Campus/Community Relations

No action needed.

VI. NEW BUSINESS

7. Proclamation in Honor of Mansfield Firefighters

Presented earlier in meeting.

8. Capital Projects Fund

Material not ready for this meeting and will be presented at next meeting.

9. Resignation from Planning and Zoning Commission

Town Council received Audrey Barberet's resignation from the Planning and Zoning Commission. Due to the many years of service to the Town, the Council will be pleased to host a reception in her honor prior to the next Town Council meeting.

10. Planning and Zoning Commission Representative to Town/University Relations Committee

Mr. Paulhus moved and Mr. Clouette seconded that effective January 10, 2005, to appoint Mansfield resident Gary Zimmer as the Planning and Zoning Representative to the Town/University Relations Committee, for a term not to exceed his tenure as a member of the Planning and Zoning Commission.

So passed unanimously.

Mr. Schaefer moved and Mr. Clouette seconded to place on the agenda the following motion:

That the Town Council congratulates Mansfield's Town Clerk, Ms. Joan Gerdson, on her successful application for a historic document preservation grant from the Conn. State Library.

So passed unanimously.

Mr. Schaefer moved and Ms. Blair seconded to add to the agenda and to refer it to the finance committee the Comprehensive Annual Financial Report.

So passed unanimously.

VII. QUARTERLY REPORTS

The quarterly reports were just given to the Council members. They will be discussed at the next Council meeting.

VIII. DEPARTMENTAL REPORTS

No comments.

IX. REPORTS OF COUNCIL COMMITTEES

No reports.

X. REPORTS OF COUNCIL MEMBERS

No reports

XI. TOWN MANAGERS REPORT

Mansfield Downtown Partnership, Inc

The Draft Municipal Development Plan has been received by the Partnership before it goes to the State Department of Economic and Community Development.

The Management has decided to hire two outstanding candidates as police officers for the Town. They will be hired by the end of the month.

The Town Manager thanked Public Works Director and Rep. Denise Merrill for getting the University of Connecticut to continue the free fare program for the WRTD bus system. There is an ongoing need for this program.

There will be a special meeting of the Town Council in February to talk about financial issues.

The Town Manager thanked the Town Clerk who sponsored two Shandong Scholars from Central Conn. State University who did an internship at the Town Hall from Nov. through January.

Tonight the Town signed the contract with local 4120, the paid Firefighters. This was important in the reorganization of the fire departments.

The new assessments have gone out to all homeowners. There was supposed to be an article in the paper, but the notices came out before the article was in the paper. Suggestion by the council to put an article on the website and the muni-vision explaining the assessment.

The Mayor and Town Manager met with Rob Simmons our Congressman regarding the Downtown Partnership project. He is extremely enthusiastic about the project and will be in contact with the Town.

XII. FUTURE AGENDAS

Mr. Alan Hawkins requested that the Fire Service Re-Organization and the impact upon the classification and pay plan as well as the upcoming budget preparation be discussed.

XIII. PETITIONS, REQUESTS AND COMMUNICAIONS

12. Mansfield Senior Sparks, January 2005-"Greetings from President John Brubacher"

13. Town of Coventry Town Council re: Reorganization of Probate Court System

14. United Services, Inc. re: Fiscal year 2004 Annual Report

15. Connecticut Department of Transportation re: 2005 Construction Season Paving Program

16. Connecticut Department of Environmental Protection re: CGS Section 22a-6h Notice, University of Connecticut

17. Connecticut State Library re: Historic Documents Preservation Grant

XIV. EXECUTIVE SESSION

Not needed.

XV. ADJOURNMENT

At 9:34 p.m. Mr. Paulhus moved and Mr. Schaefer seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Martin Berliner, Town Manager
CC: Gregory Padick, Town Planner; Lon Hultgren, Director of Public Works
Date: January 24, 2005
Re: Acceptance of Max Felix Drive

Subject Matter/Background

At its meeting on November 8, 2004, the Town Council referred this matter to the Planning and Zoning Commission (PZC) for review and comment. As part of the PZC review process, staff determined that the developer needed to complete additional site work and monumentation prior to the town's acceptance of the road.

The developer has subsequently completed the required improvements. Consequently, the PZC has now recommended that the Town Council accept Max Felix Drive, subject to the execution of a one-year maintenance bond.

Financial Impact

When the town accepts a road into its system, the town generally assumes the responsibility for maintaining that road. Maintenance costs vary widely depending on road type, usage and traffic patterns.

Recommendation

Staff proposes that the Town Council adopt the PZC's recommendation concerning this item.

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

Move, effective January 24, 2005, to accept Max Felix Drive as a town road, subject to the execution of a one-year maintenance bond in the amount of \$22,500. Said bond shall specifically reference the need to re-grade and re-vegetate roadside areas along Lot 18 to address an existing drainage issue.

Attachments

- 1) Communication from PZC Chair
- 2) Communication from Town Planner
- 3) Communication from Assistant Town Engineer



PLANNING AND ZONING COMMISSION
TOWN OF MANSFIELD

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
STORRS, CONNECTICUT 06268
(860) 429-3330

Memo to: Town Council
From: Planning and Zoning Commission

Rudy Favretti
Rudy Favretti, Chairman

Date: Jan. 19, 2005

Re: 8-24 referral, Town acceptance of MaxFelix Drive, Maplewoods, Sec. 2 subdivision (off Maple Rd.)
PZC file 974-3

At a meeting held on January 18, 2005, the Mansfield Planning and Zoning Commission unanimously adopted the following motion:

“that the Planning and Zoning Commission report to the Town Council that MaxFelix Drive is now ready to be accepted as a Town road, and that, upon Town Council acceptance of this new road, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond in the amount of \$22,500, pursuant to regulatory requirements. Said bond shall specifically reference the need to regrade and revegetate roadside areas along Lot 18, to address an existing drainage issue.”

Attached please find memos from the Town Planner and Assistant Town Engineer that provide more information on this matter. If there are any questions regarding this action, the Planning Office may be contacted.

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: 1/14/05



Re: 8-24 referral, Town acceptance of MaxFelix Drive, Maplewoods, Section 2 subdivision, off Maple Rd.
file 974-3

On 11/8/04, the Town Council referred the acceptance of MaxFelix Drive as a Town road to the PZC for review and comment. At that time, staff determined that additional site work and monumentation needed to be completed before acceptance could be recommended. In the last two months, open space monumentation and required improvements associated with new trail access to Dunhamtown Forest have been completed and/or upgraded to an acceptable condition. Additionally, under the Public Works Department's direction, a catch basin has been modified to an acceptable condition, and the developer has submitted written assurance that an existing roadside drainage issue will be addressed during the spring of 2005. Subject to the receipt of written confirmation from the Assistant Town Engineer that the Public Works Department considers roadway and drainage work to be acceptably completed, road acceptance can now be recommended.

The Maplewoods, Section 2 subdivision was approved by the PZC on December 2, 2002. In addition to road and drainage work, the subdivision included open space dedications and trail improvements to access Dunhamtown Forest from the MaxFelix Drive cul-de-sac. Upon Town Council acceptance of this road, an existing \$22,500 performance bond which constitutes 10% of the initial cost of public improvements will be converted to a 1-year maintenance bond, to ensure that public improvements remain in acceptable condition and that the required roadside regrading work along Lot 18 is acceptably completed.

Recommendation

It is recommended that the Planning and Zoning Commission report to the Town Council that MaxFelix Drive is now ready to be accepted as a Town road, and that, upon Town Council acceptance of this new road, the PZC Chairman, with staff assistance is authorized to execute a one-year maintenance bond in the amount of \$22,500, pursuant to regulatory requirements. Said bond shall specifically reference the need to regrade and revegetate roadside areas along Lot 18, to address an existing drainage issue.

January 13, 2005

Memorandum:

To: Planning & Zoning Commission
From: Grant Meitzler, Assistant Town Engineer
Re: MaxFelix Drive Acceptance

The minor items that I have had outstanding for completion of this road have now been done, and I can now recommend its Acceptance.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Martin Berliner, Town Manager
Date: January 24, 2005
Re: Classification and Pay Plan

Subject Matter/Background

Attached please find a copy of the correspondence that I distributed at the previous meeting. At our last meeting, Council member Hawkins presented a proposal concerning the reorganization of fire and emergency services in town, particularly with respect to the position of Fire Marshal/Emergency Management Director. I do not believe that the proposal would impact the classification plan as presented, as the Fire Marshal would be paid the same regardless of whether he/she reports to the Town Manager or a department head.

As a separate project, we do have the consultant preparing a job description and conducting a wage study for a Fire Chief position. If the Town Council does approve the creation of this position, we would add it to our existing pay plan.

Also, I wish to point out that the consultant does have a correction for the classification plan. The position of Assistant Fire Marshal/Assistant Director of Emergency Management should be listed at nonunion pay grade 17, as opposed to grade 16. Our cost analysis did factor this position at the corrected grade.

Recommendation

In my January 10, 2005 communication, I presented the Council with a detailed recommendation to implement the classification and plan.

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

Move, effective January 24, 2005, to adopt the Classification and Pay Plan as prepared by the firm of Springsted, Inc. and dated October 2004; to implement the wage adjustments for nonunion personnel as proposed by the Town Manager in his correspondence dated January 10, 2005; and to authorize the Town Manager to negotiate with Local 760, Civil Service Employees Affiliates the recommended wage adjustments for union employees.

Attachments

- 1) Correspondence re Implementation of Classification and Pay Plan
- 2) Cost Analysis for Implementation

Memo

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
Date: January 10, 2005
Re: Implementation of Classification and Pay Plan

The Town's current pay and classification plan was originally developed in 1989. Best practices recommend that local governments conduct a classification and pay study a minimum of every ten years, to ensure that the plan is consistent with respect to internal relationships and compares favorably with market data. Consequently, in 2003 we issued a request for qualifications and hired the firm of Springsted, Inc. to review and update the classification and pay plan. Springsted has completed its work and issued its study, which we have presented to the Town Council for its review and action.

Our consultant found that, in general, Town of Mansfield employees are compensated equitably with respect to the market. The consultant did not suggest that we transition to new pay schedules. The study does, however, recommend a number of wage adjustments within the existing pay schedules.

In this memorandum, I will present the Town Council with a proposal to implement the classification and pay plan. I will review both nonunion and union positions, and provide an analysis of the costs necessary to implement the proposal.

A. Nonunion Positions

The rules, procedures and policies regarding the employment of nonunion personnel are specified within the Town of Mansfield Personnel Rules. The Personnel Rules are amended as necessary by the Town Manager, subject to the approval of the Town Council.

In the classification study, the consultant recommends a change in pay grade for the following eight nonunion positions:

- Maintainer
- Assistant Fire Marshal/Emergency Management Director

- Librarian
- Network Administrator
- Fire Marshal/Emergency Management Director
- Controller/Treasurer
- Assistant Town Manager
- Director of Parks and Recreation

The proposed changes result from one or more factors and conditions. For three of the positions listed above, the duties and responsibilities have changed so dramatically over time that a reclassification of those positions is warranted. For the remaining five positions, the recommended adjustment in compensation is due to either a change in internal relationships within the pay plan or to keep pace with changes in the external labor market.

1. Positions recommended for reclassification or promotion

It is commonly thought or assumed that a change in pay grade always equates to a reclassification. That assumption is not valid under our Personnel Rules, as the Town can modify the pay grade for a position without reclassifying that position. For example, the Town may change the pay grade of a position solely to keep pace with labor market data, and this change does not constitute a reclassification.

The Personnel Rules do not explicitly define the term "reclassification." However, section 4.4 is illustrative. Under this section, a reclassification occurs when "the duties of an existing position are so changed that the position in effect becomes one of a different class..." (Personnel Rules, Section 4.4). The term "class" or "classification" does not equal pay grade. "Class" is defined as "a group of positions sufficiently alike in duties, authority, and responsibility to justify the application of the same class title, qualifications, and salary range to all positions in the group..." (Personnel Rules, Definitions, #3).

Section 4.6 of the Personnel Rules explains the status of employees upon reclassification. With a reclassification, the new class may carry equivalent, lesser or greater responsibility than the employee's original class. To determine how compensation should be adjusted, section 4.6 references "the appropriate rules regarding transfers, demotions or promotions."

Under section 5.5-c, when an employee is transferred or reclassified "to a position in another class at the same grade" (a position of equivalent responsibility), he/she shall continue at the same rate of pay (Personnel Rules, Section 5.5-c). When an employee is demoted or reclassified to a position with a lower pay grade, he/she shall be paid at the rate "which provides the smallest decrease" if the action is without cause, or the "appropriate rate in the lower grade" as determined by the Town Manager if the action is for cause (Personnel Rules, Section 5.5-c).

When an employee is promoted or reclassified to a class with greater responsibility, the employee shall be paid at the step in the higher grade that will provide an increase of approximately ten percent (Personnel Rules, Section 5.5-d). If the pay grade for the new

class does not allow for a ten percent increase, the increase shall be the highest rate available within the new grade (Personnel Rules, Section 5.5-d).

Looking at the proposed classification and pay plan, the study has recommended a wage increase for three nonunion employees because of a significant change in duties and responsibilities. These employees are the Controller/Treasurer, the Director of Parks and Recreation, and the Fire Marshal/Emergency Management Director. In the recent past, the Controller has assumed the responsibilities of the Treasurer, the Director of Parks and Recreation now also serves as the director of our community center and the Fire Marshal manages the Town's communications budget and program.

Because the Controller, the Director of Parks and Recreation, and the Fire Marshal have all assumed a significant change in duties and responsibilities, these three employees should be reclassified to a class with a higher pay grade. Therefore, the rules regarding promotions should apply and all should receive an increase of approximately ten percent or the rate closest to ten percent that is available within the new grade.

Concerning an effective date for the three reclassifications, I believe that July 1, 2003 would be reasonable. On that date, each of the three employees formally assumed the additional duties and responsibilities that led to his/her reclassification.

2. Positions recommended for an increase in pay grade

Returning to the five other nonunion positions proposed for an adjustment under the new classification plan, the classification study does not recommend these positions for an increase due to a significant change in duties and responsibilities. Instead, the study is recommending that the allocation of these positions within the pay plan be changed to a higher grade because of changes in internal relationships within the pay plan and/or changes in the labor market.

In regards to what sort of compensation adjustment may be warranted, the Personnel Rules do not specify a percentage increase for positions that are allocated to a higher grade because of changes in internal relationships and/or the labor market. Section 5.3 concerns pay surveys, and the classification study includes such a survey. When a pay survey has been completed, "adjustments in salary ranges shall be initiated by the Town Manager and submitted to the Town Council for action" (Personnel Rules, Section 5.3). Thus, subject to the approval of Town Council, the Town Manager has considerable discretion as to how to adjust compensation as a result of information derived from a pay survey.

For these five remaining nonunion positions, I propose that, effective January 1, 2005, the Town advance each employee to the step in the new grade that is closest to a five-percent increase in salary. For those employees who are not at the top of their current grade, we would need to make certain that the new step was at least in line with what they would receive for a merit increase. Under this proposal, each employee would receive future merit

increases on January 1st of each year, until such time as he/she reaches the top of his/her new pay grade.

B. Union Positions

In the new classification and pay plan, the consultant recommends increases for several positions within the professional and technical bargaining unit, as well as for the position of police officer. The consultant did not recommend any changes for the public works bargaining unit. And, because we were in the collective bargaining process at the time the consultant was hired, we did not include the firefighter/EMT position within the scope of the study.

Following the consultant's recommendation, we consciously negotiated a larger cost of living increase for the members of the police bargaining unit. Therefore, we have effectively addressed the police officer position.

The consultant has recommended a pay adjustment for the following seven positions within the professional and technical bargaining unit:

- Library Assistant
- Recycling/Refuse Coordinator
- Administrative Officer Supervisor
- Health and Fitness Specialist
- Property Appraiser
- Senior Services Coordinator
- Assessor

In addition, the consultant has recommended that the Finance Clerk who performs the payroll function be upgraded to a new position of Payroll Administrator.

For union positions, the collective bargaining agreement or contract is the controlling document. The contract does not contain any specific language relating to an overall study of a pay plan. However, the contract does have language concerning "working out of class," a "change in existing positions," a "reclassification" and the "creation of new positions" (Professional and Technical CBA, Article 8).

1. Positions recommended for an increase in pay grade

Looking at the eight affected professional and technical positions, the study recommends an increase in compensation for seven of these positions because of a change to internal relationships and/or labor market data. These seven positions have not experienced a significant change in duties and responsibilities in recent years.

For these seven professional and technical positions I am recommending that I be authorized to negotiate a proposal similar to the one outlined above for nonunion personnel.

Under this proposal, effective January 1, 2005, the Town would advance each employee to the step in the new grade that is closest to a five-percent increase in salary. Each employee would receive future merit increases on January 1st of each year, until such time as he/she reaches the top of his/her new pay grade.

2. *Payroll Administrator*

As stated earlier, the consultant has recommended that the Finance Clerk who performs the payroll function be upgraded to a new position of Payroll Administrator. This upgrade is warranted because the payroll duties are now much more complex than the typical duties performed by a Finance Clerk. The Finance Clerk at issue works in a fairly sophisticated software program, and manages the payroll for the Town, the two boards of education as well as for several smaller employers included within our system

The Town could establish the new Payroll Administrator position by negotiating with the union under either the "change in existing positions" or the "creation of new positions" sections outlined under the collective bargaining agreement (Professional and Technical CBA, article 8). I would utilize the "change in existing positions" approach, as we wish to retain the existing employee in the new position and do not want to conduct a competitive recruitment within the bargaining unit.

Under the "change in existing positions" section, the following procedure applies:

- Management meets with the Union to discuss any questions or concerns regarding the changed job and to negotiate the pay level.
- In the event that the Town and Union disagree on the pay range to be assigned to the changed job, the dispute shall be submitted to interest arbitration in accordance with *Connecticut General Statutes § 7-473c*.
- A change in an existing position pursuant to this section is not subject to the posting requirements of the contract.
- Pending the outcome of interest arbitration, the Town may pay the employee at the lower of the pay ranges proposed by the Town. Any award, however, shall be retroactive to the arbitrator's finding of the date of the change in the existing position (Professional and Technical CBA, section 8.3).

The Town has used the procedure outlined in the "change in existing positions" section once before, for the creation of the Property Appraiser position. In that process, we did negotiate an increase of ten percent for the employee. Therefore, consistent with the past practice, I would propose to the union a ten-percent increase for the Payroll Administrator position. Also, because the employee has performed these new duties for a period of time, a retroactive award dating from July 1, 2004 is warranted.

C. Cost Analysis and Summary

To reiterate, relying upon the consultant's report I am proposing that the town reclassify the three nonunion positions of Controller/Treasurer, Director of Parks and Recreation, and Fire Marshal/Emergency Management Director, and promote each of the three employees to the step closest to a ten-percent increase retroactive to July 1, 2003. I have also recommended that the Town negotiate with the union to upgrade the Finance Clerk responsible for the payroll to the new position of Payroll Administrator, and to award that employee a ten-percent increase retroactive to July 1, 2004.

To implement the wage adjustments for the remaining nonunion and professional and technical positions, I have suggested a proposal through which the Town would advance each employee to the step in the new grade that is closest to a five-percent increase in salary, effective January 1, 2005. Each employee would receive future merit increases on January 1st of each year, until such time as he/she reaches the top of his/her new pay grade.

Including the retroactive amounts for four positions highlighted above, the cost estimate for this proposal is \$76,032 for the current fiscal year, and \$81,730 for FY 2005/06, for a total of \$157,762 over both fiscal years. This amount could be funded through fund balance and the recreation program fund. While the amount to implement the study in this manner may appear to be high, the majority of the cost is attributable to the recommended retroactive awards. We knew going into the study that reclassifications for the Controller, the Director of Parks and Recreation, and the Fire Marshal were probably warranted, and we deliberately withheld any pay increase until the plan was finalized so that we would have a more concrete recommendation as to where these positions should be allocated. We also had a good idea that the Finance Clerk who performs the payroll function should be upgraded to a higher-level position.

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

Move, effective January 24, 2005, to adopt the Classification and Pay Plan as prepared by the firm of Springsted, Inc. and dated October 2004; to implement the wage adjustments for nonunion personnel as proposed by the Town Manager in his correspondence dated January 10, 2005; and to authorize the Town Manager to negotiate the recommended wage adjustments for union employees with Local 760, Civil Service Employees Affiliates.

Attachments

- 1) Cost Analysis for Implementation

Town of Mansfield
 Classification and Pay Plan
 Cost Analysis for Implementation

Fiscal Year 2004/05:

Adopted Salaries:			
Non-union personnel	\$ 600,233		
Union personnel	370,311		
		\$ 970,544	
*Adjusted Salaries:			
Non-union personnel	653,854		
Union personnel	384,358		
		1,038,212	
Salary Differential		67,668	
Fringe Benefits		8,364	
*Fiscal Year 2004/05 Differential			\$ 76,032

Fiscal Year 2005/06

Budgeted Salaries:			
Non-union personnel	\$ 621,992		
Union personnel	385,241		
		\$ 1,007,233	
Adjusted Salaries:			
Non-union personnel	671,014		
Union personnel	409,054		
		1,080,068	
Salary Differential		72,835	
Fringe Benefits		8,895	
Fiscal Year 2005/06 Differential			81,730
Total Differential Fiscal Year 2004/05 and 2005/06			\$ 157,762

*Includes all retro-pay adjustments

Source of Funding:

	04/05	05/06
Town of Mansfield General Fund	\$ 52,713	\$ 61,785
Mansfield Board of Education General Fund	2,360	3,594
Recreation Fund	20,959	16,351
	\$ 76,032	\$ 81,730

Town of Mansfield
 Classification and Pay Plan
 Cost Analysis for Implementation -- Summary

Fiscal Year 2004/05:

Adopted Salaries:

Non-union personnel	\$ 600,233	
Union personnel	<u>370,311</u>	
		\$ 970,544

*Adjusted Salaries:

Non-union personnel	653,854	
Union personnel	<u>384,358</u>	
		1,038,212

*Fiscal Year 2004/05 Differential \$ 67,668

Fiscal Year 2005/06

Budgeted Salaries:

Non-union personnel	621,992	
Union personnel	<u>385,241</u>	
		1,007,233

Adjusted Salaries:

Non-union personnel	671,014	
Union personnel	<u>409,054</u>	
		1,080,068

Fiscal Year 2005/06 Differential 72,835

Total Differential Fiscal Year 2004/05 and 2005/06 \$ 140,503

*Includes all retro-pay adjustments

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Martin Berliner, Town Manager *MHB*
CC: Matt Hart, Assistant Town Manager
Date: January 24, 2005
Re: Meeting with State Legislators

Subject Matter/Background

As you know, State Senator Donald Williams and State Representative Denise Merrill are scheduled to attend our meeting on January 24 to discuss the upcoming session of the General Assembly, as well as related legislative matters. I respectfully suggest that you move this item of business up on the agenda to accommodate their schedules.

For your reference, I have attached the legislative priorities of the town, and those of our statewide and regional organizations.

Attachments

- 1) Town of Mansfield Suggestions for CCM's 2005 Legislative Program
- 2) CCM 2005 State Legislative Priorities
- 3) COST 2005 Legislative Priorities
- 4) Draft WINCOG 2005 Legislative Priorities
- 5) OLR Research Report – 2005 Major Issues Report



TOWN OF MANSFIELD
SUGGESTIONS FOR CCM'S 2005 STATE LEGISLATIVE PROGRAM

Adopted by Town Council on September 13, 2004

Education

- Increase funding for the Education Cost Sharing Grant (ECS)
- Increase funding and separate Special Education funding
- Support adequate funding of the Operating Budgets for the state's public colleges and universities

Environment

- Expand the bottle bill to include non-carbonated beverage containers and channel the new unclaimed deposit revenues to fund recycling-related programs; or set up a task force to study the improvement and expansion of the bottle bill with a 2-year implementation. Also, increase the deposit revenue from 5 cents to 10 cents.
- Study and set-up a comprehensive construction and demolition debris recycling/reuse infrastructure in Connecticut
- Ban CRT's from landfills and incinerators
- Ban non-recyclable (contaminating) plastic beer containers

Health, Welfare and Social Services

- Increase state per capita grant contribution to Health Districts
- Increase state assistance to Connecticut Legal Services
- Establish a statewide kinship caregiver navigator system for CT to allow caregivers to better obtain reliable information and referral to community resources
- Subsidize guardianship for grandparents and other relatives raising kin children
- Subsidize supportive housing for kinship care families; low interest loans for home improvement
- Establish an interim study group, composed of CT State Departments/Agencies, to examine the issues, the resources and propose a strategy for support kinship caregivers

Housing and Community Development

- Support programs that link rent subsidies, transitional housing and follow-up services to prevent homelessness

Licenses and Permits

- Convert annual fishing licenses issued free to persons with permanent disabilities to free lifetime licenses, similar to free lifetime licenses issued to persons over 65. Also extend this free lifetime benefit to persons who have suffered a permanent loss of a limb. This conversion would provide a greater service to the recipient and save municipal administration costs.

Municipal Labor Relations

- Amend municipal employee collective bargaining statutes to clarify the statutory definition of "department head" for purposes of excluding such personnel from collective bargaining. The definition of "department head" should include staff reporting directly to the chief executive officer and staff directly supervised by a board or commission.

Property Tax Relief and Reform

- Introduce legislation designed to promote community preservation by: (1) establishing a Geographic Information Systems Council to coordinate a uniform geographic information system capacity for the state and municipalities; (2) providing for technical assistance to municipalities for build out analysis; (3) requiring a tax incidence study biennially; and (4) establishing training for local land use officials.

Public Safety

- Encourage the state to study regulations pertaining to distractions while driving
- Enable the use of photo-radar for enforcement of traffic speeds on local roads, with the infraction established as a parking-type fine of a specified amount that does not count as a moving violation or a violation against one's license. (A few states do this successfully now.)
- Encourage the state to implement interoperable communications systems. The systems should follow the guidance provided by the FCC, be consistent with the APCO 25 standard, and function at the command and control, task (tactical), interdisciplinary and mutual aid levels.
- Increase operating budget to fully fund state's regional fire schools
- Appropriate federal homeland security monies to the Connecticut Fire Academy and the state's regional fire schools to assist with local and regional homeland security preparedness efforts

Transportation

- Revise statutes concerning truck prohibition on local streets so that non-delivery trucks can be prohibited from local streets by the Legal Traffic Authority (LTA). Also allow weight restrictions on local roads by the LTA.
- Require the DOT to provide technical assistance on Traffic Calming to municipalities
- Provide funding to implement phase II stormwater regulations in Connecticut municipalities
- Increase the total amount and funding percentages for the local bridge program (currently maxed out at 33%)
- Require the DOT to study and revise construction inspection requirements for enhancement and TEA-21 projects (they are currently inappropriately high)
- Enable municipalities to collect disturbed roadway excavation permit fees that include damages to roadways that were recently paved, surfaced or reconstructed
- Increased rural transit and commuter bus funding
- Expand mass transportation systems such as rail and bus service. This would relieve pressure on state and local roads and help spur development along existing transportation corridors.



2005 STATE LEGISLATIVE ACTION PROGRAM

Below are CCM's State Legislative Priorities for the 2005 session of the General Assembly. Beginning on page 2 is a list of other legislative proposals supported by CCM.

CCM State Legislative Priorities 2005

- **Lowering property taxes**
 - ✓ Adequately fund state aid to towns and cities.
 - ✓ Share more state revenue sources with municipalities.
 - ✓ Shoulder a greater state share of the costs of K-12 public education, including special education.
 - ✓ Begin to change the state-local tax system to reduce municipal reliance on property taxes.
 - ✓ Retain the local Real Estate Conveyance at \$2.50 per \$1,000.
- **Breaking the transportation gridlock**
 - ✓ Alleviate traffic congestion, which is strangling state highways and local roads.
 - ✓ Expand mass transit by adding commuter-rail cars, extending rail service, and enlarging commuter-parking facilities.
 - ✓ Speed-up necessary highway improvements.
 - ✓ Raise the revenues needed to fund transportation investments.
 - ✓ Support economic development and quality of life.
- **Investing in early childhood success**
 - ✓ Adequately fund school-readiness and other early childhood development services, which will diminish future costs of remedial education, welfare, and criminal justice programs.
- **Protecting the homeland**
 - ✓ Adequately fund and provide technology-support for preparedness and first responders to homeland security and other emergencies, commensurate with the risks.
 - ✓ Modernize and enhance communication-technology capabilities among all first responders.
- **Reforming state mandates**
 - ✓ Statutorily prohibit new unfunded state mandates on towns and cities.
 - ✓ Fund or eliminate existing unfunded mandates on municipalities.
- **Obtaining the information needed to make wise policy decisions**
 - ✓ Conduct a tax-incidence analysis to understand the real impacts on individuals, families, and businesses of federal, state, and local taxes and of proposed tax changes.
 - ✓ Undertake a 'build-out analysis' to show what CT will look like under present patterns and trends of development and land-use regulation.
 - ✓ Coordinate state, local, and regional Geographic Information Systems (GIS).

###

Please see the following pages for additional sp. 2 legislative proposals endorsed by CCM.

ADDITIONAL STATE LEGISLATIVE ACTION PROPOSALS 2005

Property Tax Relief

1. *Make permanent the increase, from \$1.10/\$1,000 to \$2.50/\$1,000, in the real estate conveyance tax.* This local revenue source was increased in 2003 and is scheduled to sunset on 6/30/05.
2. *Require the State to share a portion of its revenue sources with municipalities* (for instance sharing portions of the sales tax, hotel/occupancy tax, and other taxes with the municipality and region in which they are generated).
3. *Restore funding to state programs that have been cut, including reimbursement for mandated tax exemptions for veterans, elderly and disabled persons, etc.*
4. *Reform the revaluation system to maximize efficiency and reduce cost through economies of scale.* Specifically, require the State to (i) prepare a uniform "master" contract for voluntary use by all municipalities when hiring revaluation vendors, and (ii) redesign the schedule for revaluations so that they are undertaken at the same time by all municipalities in a region.
5. *Treat the personal property of telecommunications companies whose taxes are assessed and collected by the State in a manner similar to all other businesses' personal property by:*
 - a. Giving municipalities the information they need to plan for fluctuations in this PILOT payment by requiring telecommunications companies to report their *inventory of personal property by October 1st* of each year;
 - b. *Allowing municipalities to audit the state personal property filings of telecommunications companies;* and
 - c. *Establishing a minimum residual depreciation value of 20% for the personal property.*
6. *Share state revenue from moving violations with the enforcing municipality, by (a) sending a portion of the revenue from the fines directly to the municipality, (b) increasing funding to municipalities and regions for public safety answering points and other emergency response, and (c) using a portion of the fines to offset municipal training costs for police officers and personnel for emergency medical dispatch.*

Education and Children

1. *Reduce the dependence on property taxes to fund K-12 education by:*
 - a. Eliminating the ECS funding cap by 7/1/05, as called for by current statute.
 - b. Raising the ECS foundation level from the present \$5,891 to \$6,500 to adjust for inflation.
 - c. Reducing the state reimbursement threshold for special education from 5 to 4 times the average pupil cost in each school district in FY05, and establishing a schedule to reduce the threshold by 1% each year thereafter.
 - d. Undertake a *State of the State Education Report Card* study on adequate education funding in Connecticut.
2. Support a *state funding mechanism for universal preschool* that (a) is adequately funded, (b) includes private providers, (c) involves local government in design of programs and curriculum and (d) doesn't take funding away from ECS or other K-12 grant programs. The program should be aligned and coordinated with the existing school readiness legislation. Such initiative should be open to, but not limited to, all priority school districts.

Education and Children (Cont'd)

3. *Build the supply of affordable child care and preschool in schools and municipal-operated facilities through the development of financial incentives that significantly increase state rates of reimbursements for construction projects that include such facilities; the greater the construction, the greater the reimbursement rate.*
4. *Curb child and youth obesity by requiring nutritional standards for school cafeterias.*
5. *Develop a state-defined time schedule to encourage all childcare and preschool programs to be accredited in accordance with national child care and preschool standards.*
6. *Enhance the efforts of the Department of Social Services regarding young children by (1) increasing the refund to municipalities for infant and toddlers and 3-5 year-olds, (2) providing funds for the professional development of staff who assist young children, (3) restoring Care4Kids for low-income working families, and (4) continuing full-time slots for preschool as needed.*
7. *Simplify and strengthen the HUSKY child health insurance program by expediting payments to providers.*

Mandates Relief

1. *Amend CGS Section 8-268 to remove all municipal responsibility for items belonging to evicted persons. As a fallback measure, amend CGS Section 8-268 to exempt trailers, boats, and motor vehicles from items belonging to evicted persons that must be stored by municipalities.*
2. *Modify state-mandated compulsory binding arbitration laws under the Municipal Employee Relations Act (MERA) and the Teacher Negotiation Act (TNA) by (a) maintaining the power of local legislative bodies to reject arbitrated awards by a two-thirds vote, but provide that the contract goes back to negotiation in the event of such a rejection –*

instead of going to a second, final and binding arbitration panel, and (b) allowing local legislative bodies to reject stipulated board of education/teacher agreements. Stipulated agreements are voluntary agreements between boards of education and teachers within the arbitration process that are incorporated into arbitration awards. There are thus no “last best offers” from each side on the issues that were previously at impasse, thereby denying arbitrators a choice on such issues.

3. *Enact a statewide, three-year moratorium on Connecticut's prevailing wage law (CGS 313-53). Utilize the moratorium period to allocate savings to finance additional state and local infrastructure programs and to consider permanent structural reforms.*
4. *Amend the municipal employee collective bargaining statutes to clarify the statutory definition of "department head" for purposes of excluding such personnel from collective bargaining. Specifically, change the definition of "major" in CGS Section 7-467 to ensure it refers to a position of importance to the municipality, rather than a position having a major financial impact on the municipality. The definition of "department head" should include staff reporting directly to the chief executive officer and staff directly supervised by a board or commission.*
5. *Reform unemployment compensation statutes by making temporary and/or seasonal employees (8 months or less) ineligible for such benefits.*

Protecting Connecticut's Quality of Life

1. *Support the recommendations of the Blue Ribbon Commission on Property Tax Burdens and Smart Growth Incentives through increased funding for (a) open space and agricultural land preservation and (b) remediation of contaminated properties, particularly in urban areas and at sites posing potential health problems.*
2. *Lay the groundwork for a "smart growth" land-use policy by (a) commissioning a "build out analysis" to understand how Connecticut will look 25, 35 and 50 years from now under*

Protecting Connecticut's Quality of Life (Cont'd)

current patterns of development, (b) developing a *cost-of-sprawl* study, (c) establishing a *coordinated Geographic Information System* (GIS) that allows for information exchanges between state, regional and local planners and decision makers, (d) *reinvigorating the State Plan of Conservation and Development* to facilitate coordinated planning at the state, regional and local levels, and (e) adopting *incentive-based programs to coordinate local, regional, and state land-use planning*.

3. Increase funding for the state *Purchase of Development Rights (PDR) program* and the *Joint State-Town Farmland Preservation Program* and provide "lump-sum" authority under which the program would get all of the annual funding at once and could thus make grants on a timely, per-project basis.
4. Increase funding for the *Small Towns Economic Assistance Program (STEAP)* and the *Local Capital Improvement Program (LoCIP)* and allow such funds to be used for farm viability, including infrastructure for farmers markets.
5. *Revise the criteria for open space preservation grants* when used for farmland preservation to allow for active farming on preserved properties.
6. *Create a new designation in the State Plan of Conservation and Development map* reflecting important state agricultural resource areas.
7. *Revise the criteria of the joint State-Town Farmland Preservation program* to provide greater incentives for towns to protect farmland and promote agriculture through increased state shares.
8. *Increase funding to municipalities for meeting nitrogen reduction mandates for sewage treatment, including innovative on-site technologies for sewer avoidance and increasing treatment capacity.*

9. Allow the *use of PDR-protected land* for temporary non-agricultural purposes as long as there is no permanent change in the use. This could be accomplished with "special use" permits through either the municipality or DEP.

Enforcing Our Laws

1. *Allow municipal police departments to utilize photographic enforcement of traffic light violations* by amending CGS 14-107 to include traffic control signals (14-299) to the list of registered owner - presumed operator violations.
2. *Reform and centralize responsibility for the pistol-permit system by completely eliminating the local role in the process, i.e., require the State to issue all permits.*

Helping Local Government Work

1. *Provide municipal social service departments the right of first refusal to administer Department of Social Services grant programs,* prior to allowing DSS to bid them out.
2. Amend the *recreational land use statutes* (CGS 52-557) to *define an identifiable person subject to imminent harm.*
3. Add reason and clarity to the *affordable housing* statutes by ensuring (1) that developers comply with reasonable on-site health and safety regulations and engineering and environmental quality standards, (2) the State significantly increase *financial assistance to communities for the construction and rehabilitation of affordable housing,* and (3) providing incentives to establish smart growth zoning districts to aid municipalities in directing affordable housing to areas with preexisting infrastructure and access to community services and transportation (Massachusetts model).
4. Establish a *specific time frame that must be allotted before action can be taken on a legislative proposal that affects municipalities and/or quasi-public agencies.*



If you have any questions concerning these or other proposals affecting towns and cities, please call *Jim Finley*, Jr., Associate Director of CCM for Public Policy & Advocacy; *Gian-Carl Casa*, Director of Legislative Services; *Ron Thomas*, Manager of State and Federal Relations; *Bob Labanara*, Legislative Associate; *Kachina Walsh-Weaver*, Legislative Associate; or *Paul Nuñez*, Legislative Assistant, at (203) 498-3000.

Additional information on state-local issues can also be found at the CCM website: www.ccm-ct.org.

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CCM, 12/2004

Martin H. Berliner

From: Barton Russell [smalltowns@erols.com]
Sent: Monday, January 17, 2005 10:48 PM
To: Bart Russell
Subject: COST MEMBERSHIP SURVEY SUMMARY: 2005 Legislative Priorities

Good morning.

This Wednesday, January 19th, COST members attending the annual meeting will discuss and vote on a 2005 Legislative Platform.

The COST Board of Directors will be recommending that the membership adopt the legislative priorities listed below, which are based on responses to COST's 2005 Legislative Priorities Survey.

They will also recommend that COST focus a great deal of its attention to the issues that are more specific to smaller communities – like probate court consolidation, increased funding for the Town Aid Road program, refunding of the Small Town Economic Assistance Program, the proposed elimination of part time health districts, etc.

It is expected that COST would still work very hard on pushing the 2005 Legislative Platform as it relates to, for example, increased ECS and special education funding, continuing the increased municipal portion of the conveyance tax, etc. through coalitions with groups like CABE, CCM and others.

The Board's recommendation also assumes that COST will be aggressive in advocating cost-control measures like a statutory prohibition against new unfunded mandates, and continuing the fight to reform the binding arbitration and prevailing wage mandates. But, here too, COST would work with and through coalitions and new partnerships, like the new Municipal Consortium for Fiscal Responsibility.

The Board's idea is that COST should avoid the organizational syndrome of being "a mile wide and an inch deep" to avoid diluting its legislative influence - and its ability to get results - on your highest-priority budget and other policy concerns.

Fundamental to COST's success is an informed and action-oriented grassroots membership of town leaders who will lobby their legislators and come to Capital to testify on important issues.

Please review these proposed legislative priorities and come to *Connecticut's Town Meeting 2005* prepared to discuss and vote on a COST Legislative Platform for the 2005 session of the CT General Assembly.

Thanks, Bart

Barton Russell, Executive Director

CT Council of Small Towns

1245 Farmington Avenue, 101

West Hartford, CT 06107

860.676.0770 • 860.676.2662 Fax

www.ctccst.org

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Connecticut Council of Small Towns

Membership Survey Summary

2005 Legislative Priorities

VERY IMPORTANT

#1) Educational Cost Sharing grants

#2) Town Aid Road (TAR) grants

#3) Excess Cost Grants (special education funding)

#4) Prohibit Unfunded Mandates

#5) Increase Municipal Portion of the Conveyance Tax

#6) Property Tax Reform

#7) Sprinklers in School Additions

#8) Preservation of the Current Municipal Probate Judge System

#9) Small Town Economic Assistance Program

#10) Prevailing Wage Thresholds on Municipal Projects

IMPORTANT

LoCIP

Ban Against Volunteer Firefighters

Municipal Ethics Mandate

Binding Arbitration Mandates

Farmland Preservation

Optional Municipal Open Space Conveyance Tax

Pequot/ Mohegan grants

Pilot aid

State Plan of Conservation & Development

Promote Affordable Housing in Small Towns

DRAFT WINCOG 2005 legislative priorities

revised 12/3/04

Highest priority

1. Probate court proposal
2. Make permanent the conveyance tax increase.
3. Reauthorize the STEAP program and allow towns under 20,000 population to choose whether to apply under the STEAP or the Urban Act program.
4. Implement (fund) the Statewide Dial-a-Ride program established under CGS 13b-38bb.

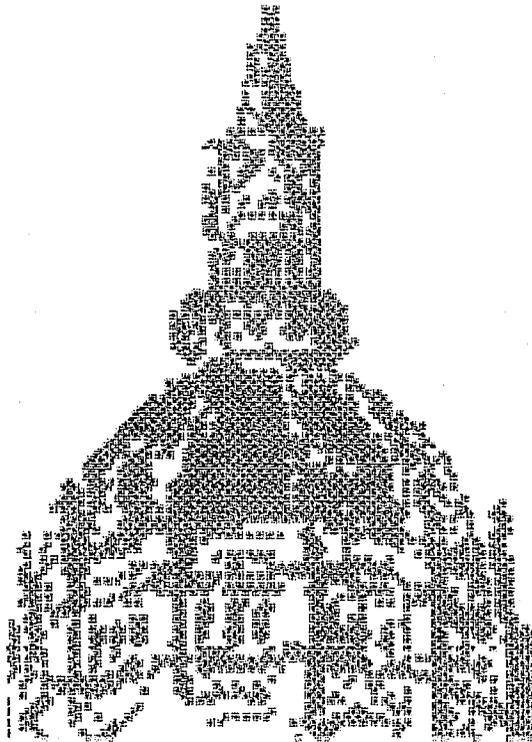
High Priority

5. Increase thresholds of prevailing wage (or eliminate).
6. No cost shifting of state expenses to towns (e.g. probate court proposal).
7. No requiring towns to raise money for state (e.g. fees on land use permits).
8. Lower property taxes (CCM)
 - increase state funding to towns and cities
 - share more state revenues with municipalities
 - increase state share of costs of K-12 public education, including special education
 - begin to change the state-local tax system to reduce reliance on property tax.
9. Invest in early childhood success (CCM)
 - increase funding for school-readiness and other early childhood development services which will diminish future costs of remedial education, welfare, and criminal justice.
10. Obtain the information needed to make wise policy decisions (CCM)
 - Conduct a tax-incidence analysis to understand the real impacts on individuals, families, and businesses of federal, state, and local taxes and of proposed tax changes.
 - Undertake a 'build-out analysis' to show what CT will look like under present patterns and trends of development and land-use regulation.
 - Coordinate state, local and regional Geographic Information Systems.
11. Costs of evictions



OLR RESEARCH REPORT

2005 Major Issues Report



Compiled by:

Judith Lohman, Chief Analyst

2004-R-0909

December 9, 2004

APPROPRIATIONS

Possible spending reductions may be considered in a variety of existing state agency programs and accounts, including municipal aid, to keep appropriations within the constitutional spending cap and balanced with revenues in FYs 2006 and 2007.

Structural Deficit

Faced with structural deficits in FYs 2006 and 2007 (exceeding \$600 million based on OFA's current services estimates and \$1 billion based on agency requests) and spending cap problems, the General Assembly will need to consider various spending reduction and revenue enhancement alternatives. The structural deficits largely result from (1) the use of \$382.7 million in one-time revenue sources to balance the budget in FY 2005, (2) the increase in the maximum property tax credit from \$350 to \$500 which will cost \$105 million in FY 2006 and subsequent fiscal years, and (3) a higher growth rate in expenditures versus revenues.

Spending Cap

In addition to the structural deficit, OFA's current services estimate exceeds the state's spending cap by \$515.8 million in FY 2006 and by \$710.5 million in FY 2007. In the current fiscal year (FY 2005), the state's appropriations are \$129.1 million under the cap. If this year's expenditures were raised by this amount, then the current services estimate would exceed the cap by \$381.6 million for FY 2006 and by \$571.5 million for FY 2007.

State Employee Collective Bargaining

Approval of state employee collective bargaining agreements and arbitration awards may put additional pressure on the FY 2006 and 2007 budgets. Of the 33 contracts, 16 (covering slightly more than half of state employees) are settled and funded and include a one-year wage freeze, and 17 have not agreed to any wage freeze. Preliminary estimates indicate that an additional cumulative cost of approximately \$124.5 million over FY 2005 through FY 2007 could result if a one-year wage freeze is not extended to the 17 remaining contracts.

EDUCATION

Education Cost Sharing (ECS) Grants

In 2004, the General Assembly abolished the ECS cap and appropriated money to begin phasing out its effects. This year, each capped town is set to receive just over 23% of the difference between its FY 2004 grant and its full FY 2005 ECS entitlement. In addition, no town can receive less than 60% of its full entitlement. But despite the formal abolition of the cap, towns still object to their ECS funding levels. Consequently, the General Assembly is likely to see proposals to fully fund ECS grants for the 107 towns that currently receive less than the formula says they should.

There may also be proposals to increase the ECS foundation amount from the current \$5,891 per

student - well below the almost \$9,000 that districts spent on average to educate each student in FY 2004. A higher foundation would give every town a bigger grant but would also require the state to increase its total ECS appropriation (currently \$1,562,870,000).

Special Education Costs

Although school districts are responsible for providing special education and related services to eligible students, the state is supposed to pay costs for any student that exceed five times his school district's average per-pupil spending for the preceding year. For example, if a district spent an average of \$9,000 to educate its students, it would be responsible for the first \$45,000 of special education costs for any student and the state would pay any additional or "excess" costs.

A 2001 law reduced the special education excess cost threshold from five to 4.5 times a district's average per-pupil expenditure for the preceding year. (Using our example, the change would reduce the local contribution from \$45,000 to \$40,500.) The change was to take effect on July 1, 2002. But in 2002, the legislature postponed the effective date to July 1, 2003 and in 2003, it put it off to July 1, 2005. The General Assembly also capped the total amount the state could spend for excess special education costs by requiring a proportional reduction in the grants if total grants to all towns exceeded the appropriated amount.

The General Assembly will likely face pressure to increase appropriations to both fully fund the excess cost grants and to implement the higher state contribution on July 1, 2005 as scheduled.

No Child Left Behind and School Accountability

As more schools face sanctions under the federal No Child Left Behind (NCLB) law for failing to make enough annual progress toward reading and math proficiency for all students, the state will be required to provide remedial help and alternative programs for students at these schools. In 2004, eight schools were cited for failure to make adequate progress for a fifth consecutive year. Under NCLB, if these schools fail to reach required achievement levels in 2005, they face one or more of the following sanctions: (1) closure and reconstitution as a public charter school, (2) replacement of most or all staff, (3) takeover by private management, (4) state takeover (if allowed by state law), or (5) some other fundamental reform.

To address achievement deficits at these and other schools, the General Assembly may consider proposals to increase the number of spaces in school readiness programs for low-income children in inner cities, raise the quality of those programs, and provide more and better pre-school facilities. Other likely proposals include increased financial aid to cities to support new teachers and financial incentives to both retain good teachers at, and attract highly qualified teachers to, schools in priority districts. The state may also be asked to help pay for programs to extend the school day or year at failing schools.

Finally, there may be requests to change state laws to allow or facilitate state takeovers of failing schools or school districts, or the reconstitution of failing schools as charter schools.

ENERGY AND TECHNOLOGY

Electric Transmission Lines

Legislation passed last year requires placing new electric transmission lines in residential and other sensitive areas underground, unless doing so reduces the electric grid's reliability. The proposal for the Norwalk-Middletown transmission line calls for the Norwalk-Milford segment to be buried and the Milford-Middletown segment to run overhead.

The Independent System Operator-New England, which operates the regional transmission grid and whose approval is needed to build new lines, has raised concerns that burying so much of the line could jeopardize reliability. But placing more of the line overhead may require the utilities to acquire more property to accommodate a wider right-of-way. On the other hand, a consultant retained by the Connecticut Siting Council has suggested that part of the Milford-Middletown segment could be placed underground without jeopardizing reliability. Finally, the Federal Energy Regulatory Commission, which will determine who will pay for the transmission line, has indicated that it will require Connecticut consumers to pay for the added costs of placing the line underground, rather than spreading these costs among all New England consumers.

In light of these developments, the legislature may revisit transmission line siting laws.

Electric Rates

Connecticut Light & Power has proposed a rate increase of approximately 17% starting next year to offset higher purchased power and transmission congestion costs. CL&P's rates will also increase in spring 2005 when a credit reflecting a settlement of CL&P's payment of previously incurred transmission congestion costs expires. If the 17% rate increase is approved, rates may go up as much as 35% between now and April 2005. Although it appears that the state has little jurisdiction to deny the rate increase, there may be pressure on legislators to address electric rates, particularly in light of price increases for other forms of energy.

ENVIRONMENT

Farmland Preservation and Farm Viability

The legislature may consider several proposals on farmland preservation and farm viability. Among the issues it may tackle are (1) new incentives for municipalities to preserve farmland, (2) creation of a Farm Investment Program and increased funding for farmland preservation, (3) encouraging individuals to preserve farmland through tax breaks and other incentives, and (4) helping farmers better market their products.

Wood-Burning Furnaces

The legislature may take up the growing use of outdoor wood-burning furnaces, for which no emissions standards now exist. Among the possibilities are banning the installation of new

furnaces until the Department of Environmental Protection can draft emissions regulations and requiring a minimum height for smokestacks.

FINANCE, REVENUE AND BONDING

State Taxes

A November 12, 2004 OFA forecast projects a General Fund surplus of \$251 million for FY 2005 followed by deficits of \$604 million and \$701 million for FYs 2006 and 2007, respectively. This fiscal outlook may lead the General Assembly to consider revenue increases in the coming session.

Possible revenue increases could include a so-called "millionaire tax" to raise the tax rate on income over \$1 million above the current 5%. The General Assembly may also consider a new state estate tax that is not tied to the federal tax. The state already has such a "decoupled" tax on estates valued at \$1 million or more, but it is temporary and applies only to deaths that occur between July 1 and December 31, 2004. The General Assembly may consider proposals to extend this tax or make it permanent.

The General Assembly may also consider tax reductions, including proposals to exempt some or all public, private, or military pension income from the state income tax.

Tax Expenditures

State law requires OFA to periodically compile a list of state "tax expenditures." Tax expenditures are tax exemptions, deductions, credits, or preferential rates for particular activities, situations, types of taxpayers, or types of goods or services. Tax expenditures reduce the amount of tax revenue that would otherwise be collected.

In the coming session, the General Assembly may consider proposals to (1) reduce or eliminate particular tax expenditures, (2) evaluate the benefits and costs of particular tax expenditures, or (3) require those benefiting from tax expenditures to make the benefit public.

Municipal Revenue Diversification

Property taxes are the main source of revenue for cities and towns. But with high property taxes becoming an increasingly contentious issue for municipalities and the legislature, the General Assembly may consider allowing towns to raise revenue in other ways.

One possibility is the municipal real estate conveyance tax. In 2003, the legislature temporarily increased the municipal real estate conveyance tax rate from .11% to .25% of a property's sale price. In addition, it allowed 18 towns to increase their rates to .5%, and 16 of them did so. The increases expire July 1, 2005. The General Assembly may see proposals to further extend the higher rates or make them permanent.

GOVERNMENT ADMINISTRATION AND ELECTIONS

Absentee Voting

In an effort to eliminate fraud in the absentee voting process, the legislature is likely to consider a bill to adopt absentee voting procedures based on the pilot program the State Elections Enforcement Commission administered in November 2003. That pilot limited the distribution of absentee ballot applications to town clerks, registrars of voters, and absentee ballot coordinators.

Election Day Registration

As a way to increase voters' participation in elections, a likely issue this session is Election Day registration, which allows voting age citizens to register to vote on Election Day with proper identification. PA 03-204 established this provision but the governor vetoed it.

Contracting Reform

There have been numerous reports in recent months of improprieties in the process for awarding state contracts. The governor's Contracting Reform Task Force studied this issue and submitted a final report with recommendations in early fall. The General Assembly will likely hear legislation to implement these recommendations, which include the adoption of a uniform procurement and contract code.

Another likely bill addressing this issue will be one limiting campaign contributions by businesses with state or local government contracts to candidates for state or local office.

Ethics

With numerous exceptions, the State Ethics Code prohibits registered lobbyists and people doing and seeking to do work for the state from giving gifts to state officials and employees. There will likely be proposals to tighten this gift ban.

After the termination of the executive director and general counsel of the State Ethics Commission and allegations of possible violations of the Freedom of Information Act by the commission this summer, the General Assembly will probably consider legislation to reorganize the commission.

Lastly, the legislature may once again consider bills to extend the Code of Ethics to municipal public officials and employees.

HOUSING

Housing Programs

Transferring authority for moderate-income rental housing from the Department of Economic and Community Development to the Connecticut Housing Finance Authority, revitalizing state-

owned public housing, and funding affordable housing initiatives are likely to carry over from last session as major issues. Supportive and assisted housing initiatives and lead paint remediation may also receive consideration.

Affordable Housing

The affordable housing land use appeals procedure, which gives affordable housing developers the opportunity to appeal to the Superior Court if a zoning board or commission denies a developer's application, will likely generate a number of proposals from opponents and advocates.

PLANNING AND DEVELOPMENT

Smart Growth

States across the nation are looking for ways to allow new homes, shopping malls, and office parks while preserving farms, forests, and other open spaces. Connecticut's five-year Plan of Conservation and Development tries to strike this balance by directing state agencies to spend development dollars in areas where roads, sewers, and other supporting infrastructure already exist. But the legislature may again debate proposals to strengthen the plan by restricting infrastructure funds to already developed areas and better coordinating local, regional, and state planning. It may also authorize new planning practices that allow developers to integrate different but compatible uses in the same plan.

Property Tax Reform

In 2004, the legislature allowed towns to postpone scheduled property tax revaluations, which would have captured significant increases in the assessed values of homes and thus increased taxes for homeowners. In 2005, the legislature may consider longer-term solutions, such as homestead exemptions, income tax credits for property tax payments, local option sales taxes, and development impact fees.

Eminent Domain

The U.S. Supreme Court's decision to hear a New London eminent domain case may cause legislators to take a second look at this significant governmental power. They may consider the conditions under which the state or a town can properly take land by eminent domain and transfer it to a private developer. Critics say that private development serves no public purpose while defenders claim new developments build the tax base and add jobs.

PUBLIC SAFETY

Homeland Security

The legislature may again consider proposals to address emergencies involving terrorism. It may also consider legislation relating to funding, staffing, resource allocation, and the structure and

responsibilities of the new Department of Emergency Management and Homeland Security, established in 2004.

TRANSPORTATION

Motor Vehicle Emissions Inspection Program

The state's motor vehicle emissions inspection program has been in disarray since July 2002 when the General Assembly decided to replace the troubled centralized inspection system with a decentralized system using motor vehicle dealers and repairers to conduct inspections. The new system operated only from October 2003 to April 2004 before it was suspended amid concerns over test accuracy and irregularities in how tests were being conducted by some inspection facilities. The program was restarted in November 2004, but remains controversial because some believe it is unnecessary, although federal law requires it. Any new questions that arise from the restarted program may lead to calls for its elimination, though certain federal sanctions could result.

Highway Safety Issues

Highway safety issues continue to be a high-interest area for the legislature. Certain restrictions on the number of passengers newly licensed 16- and 17-year-olds may transport went into effect on January 1, 2004. Some think these new requirements do not go far enough and there is likely to be interest in adopting additional restrictions, such as a nighttime driving prohibition. Others believe these restrictions are ineffective and may seek to revise or repeal them.

Among the other proposals likely to attract renewed interest in 2005 are initiatives regarding cell phone use while driving, distracted driving, drunk driving, speeding, the efficacy of the driver retraining program, broadening the reach of the child restraint law, and banning use of miniature motorcycles known as "pocket bikes."

Highway Congestion, Funding Transportation Initiatives, and Implementing the State Transportation Strategy Board's Proposals

Highway congestion, particularly along I-95, continues as a high-profile issue. Funding identified initiatives to reduce congestion becomes particularly critical in the face of constrained state resources and the likelihood of shrinking federal aid for Connecticut as Congress continues to wrangle over the multi-year federal transportation authorization bill. Two proposals likely to generate both interest and debate involve implementing and funding New Haven-Hartford-Springfield commuter rail service and "congestion pricing" on I-95 in Fairfield County through electronic tolls.

NOTE: Every year, legislative leaders ask the Office of Legislative Research (OLR) to identify and provide brief descriptions of important issues that the General Assembly may face in the coming session. OLR compiled this report on the major issues for the 2005 session in consultation with the Office of Fiscal Analysis (OFA) and the Legislative Commissioners' Office (LCO). This is an excerpted version of the OLR's 2005 Major Issues Report with a specific focus on issues affecting municipalities.

CONNECTICUT COUNCIL OF SMALL TOWNS

MEMBERSHIP SURVEY SUMMARY

2005 Legislative Priorities

VERY IMPORTANT

- #1) Educational Cost Sharing grants
- #2) Town Aid Road (TAR) grants
- #3) Excess Cost Grants (special education funding)
- #4) Prohibit Unfunded Mandates
- #5) Increase Municipal Portion of the Conveyance Tax
- #6) Property Tax Reform
- #7) Sprinklers in School Additions
- #8) Preservation of the Current Municipal Probate Judge System
- #9) Small Town Economic Assistance Program
- #10) Prevailing Wage Thresholds on Municipal Projects

IMPORTANT

- LoCIP
- Ban Against Volunteer Firefighters
- Municipal Ethics Mandate
- Binding Arbitration Mandates
- Farmland Preservation
- Optional Municipal Open Space Conveyance Tax
- Pequot/ Mohegan grants
- Pilot aid:
- State Plan of Conservation & Development
- Promote Affordable Housing in Small Towns



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Jeffrey Smith, Director of Finance; Matt Hart, Assistant Town Manager
Date: January 24, 2005
Re: Capital Projects Fund

Subject Matter/Background

The Director of Finance has prepared the attached recommendation regarding the Capital Projects Fund, to adjust for several changes that have occurred throughout the year.

Recommendation

The suggested adjustments to the Capital Projects Fund appear in order. Consequently, staff recommends that the Town Council adopt the recommendation as proposed.

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

Move, effective January 24, 2005, to adopt the adjustments to the capital projects fund, as recommended by the Director of Finance in his correspondence dated January 20, 2005.

Attachments

- 1) Recommendation from Director of Finance

INTER

OFFICE

MEMO

FINANCE DEPARTMENT, TOWN OF MANSFIELD

To: Martin H. Berliner, Town Manager
From: Jeffrey H. Smith, Director of Finance
Subject: Capital Projects Fund
Date: January 20, 2005

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

1. Officially close out completed/cancelled projects:

81607 Pool Car 2004/05	86252 S.E. School Portables
81911 Lands of Unique Value	86266 Modular Classrooms (Canc)
83604 Large Dump Truck (Canc)	86270 MMS Gymnasium Repairs (Canc)
84805 Carpet Extracting Machine	86271 MMS Heating Study Update (Canc)

2. Increase funding for the following completed/overspent/projects:

81607 Pool Car 2004/05	\$ 22
81911 Lands of Unique Value	\$500

3. Fund the salary and fringe benefits of the Capital Projects Coordinator for 2004/05.

4. Fund Project 81202 Old Town Hall Repairs at \$16,500 from CNR Funds.

5. Fund Project 81203 Community Center Architectural Study at \$10,000 from Recreation Program Funds.

6. Change the funding of Project 81607 Pool Car 2004/05 to include an expected Grant of \$4,205 from State of Connecticut DOT.

7. Officially set up Project 82813 P.A.S. System at \$84,650 of which \$76,185 is from a FEMA Grant and \$8,465 from Management Services Fund – Voice Communications.

8. Rename Project 82814 from “SCBA Equipment Upgrade” to “Airbags and Foam Tank Repair”.

9. Reduce available CNR Funds in Projects 83303, 83308, 83401, 83510 and 83524 by \$25,000, \$25,000, \$740,000, \$10,000 and \$9,000 respectively. These funds will be used in funding Projects 83508 Birch Road Bikeway, 83525 Clover Mill Road Upgrade and 83526 Separatist Road Bikeway.
10. Rescind/Reduce the following projects because of a lack of funds:

83604	Large Dump Truck	\$100,000
83202	Roof Replacement	\$ 12,500
83302	Small Bridges	\$ 25,000
83303	Large Bridges	\$ 37,500
85104	Lions Club Park	\$ 25,000
85105	Open Space	\$100,000
86263	Elementary Schools Shelving	\$ 10,000
11. Charge incurred costs of \$27,750 for completed Project 86270 and \$7,000 for completed Project 86271 to Project 86260 – Deferred Maintenance projects and rescind the previously committed CNR funds of \$35,000.
12. Increase the LoCIP budget and decrease the CNR Budget in Project 83524 Road Resurfacing by \$5,693 to recognize a grant that was larger than budgeted.
13. Officially set up Project 83526 Separatist Road Bikeway with a total budget of \$750,000, made up of \$650,000 CNR Funds plus a \$100,000 contribution from UConn.
14. Set up Project 84121 – MDP Legal and Consulting Expenses and fund it in the amount of \$35,000 from the REBG Grant.
15. Designate CNR Funds in the amount of \$30,285 to eliminate a receivable in that amount from the State of Connecticut DOE in connection with Project 86252 Southeast Portables. We closed this project in 2002, but overestimated the State reimbursement to be received.
16. Officially recognize a transfer of \$30,000 at June 30, 2004 from the Education General Fund to Project 86260 Deferred Maintenance Projects.
17. Fund Project 86268 – Public Address Systems in the amount of \$10,000 from the Management Services Fund rather than the CNR Fund.

JHS:imp

Attachment

PROPOSED CAPITAL FUND BUDGET CHANGES

Page 1 of 2

JOB #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET					EXPENDITURE BUDGET			ACTUAL EXPEND.	BALANCE TO SPEND (OVERSPEND)
			CURRENT BUDGET	BUDGET CHANGE	PROPOSED BUDGET	ACTUAL REVENUES	OVER/ (UNDER) PROPOSED	CURRENT BUDGET	BUDGET CHANGE	PROPOSED EXPEND.		
80101	Capital Projects Coordinator	CNR		\$56,450	\$56,450						\$19,956	\$36,494
81202	Old Town Hall Repairs	CNR		16,500	16,500				16,500	16,500	1,292	15,208
81203	Community Center Architects Study	Rec Fund		10,000	10,000				10,000	10,000		10,000
81607	Pool Car 2004/05	CNR Slate	20,000	(4,183) 4,205	15,817 4,205	20,000	4,183 (4,205)					
	Total 81607		20,000	22	20,022	20,000	(22)	20,000	22	20,022	20,022	
81911	Lands of Unique Value	CNR	55,000	500	55,500	55,000	(500)	55,000	500	55,500	55,500	
82813	P.A.S. System	MSF FEMA		8,465 76,185	8,465 76,185		(8,465) (76,185)					
	Total 82813			84,650	84,650		(84,650)		84,650	84,650		84,650
82814	Airbags & Foam Tank Repair	CNR	20,000		20,000	20,000		20,000		20,000		20,000
83202	Roof Replacement	CNR	110,000	(12,500)	97,500	110,000	12,500	110,000	(12,500)	97,500	90,169	7,331
83302	Small Bridges and Culverts	CNR LoCIP	236,084 50,000	(25,000)	211,084 50,000	236,084 50,000	25,000					
	Total 83302		286,084	(25,000)	261,084	286,084	25,000	286,084	(25,000)	261,084	200,526	60,558
83303	Large Bridge Maintenance	CNR Lo-CIP Other	408,100 70,000 37,636	(62,500)	345,600 70,000 37,636	408,100 70,000 37,636	62,500					
	Total 83303		515,736	(62,500)	453,236	515,736	62,500	515,736	(62,500)	453,236	265,095	188,141
83308	Transportation Enhancements	CNR	825,000	(740,000)	85,000	825,000	740,000	825,000	(740,000)	85,000	97,598	(12,598)
83401	Road Drainage	CNR TA/R GF	225,311 80,000 40,000	(25,000)	200,311 80,000 40,000	225,311 80,000 40,000	25,000					
	Total 83401		345,311	(25,000)	320,311	345,311	25,000	345,311	(25,000)	320,311	184,441	135,870
83508	Birch Road Bikeway	ISTEA CNR	639,500 160,000	(111,060) 138,440	528,440 298,440	154,303 160,000	(374,137) (138,440)					
	Total 83508		799,500	27,380	826,880	314,303	(512,577)	799,500	27,380	826,880	335,986	490,894
83510	Guard Rails	CNR TA/R	24,197 10,000	(10,000)	14,197 10,000	24,197 10,000	10,000					
	Total 83510		34,197	(10,000)	24,197	34,197	10,000	34,197	(10,000)	24,197	23,062	1,135
83524	Road Resurfacing	CNR Lo-CIP	169,959 520,041	(14,693) 5,693	155,266 525,734	169,959 525,734	14,693					
	Total 83524		690,000	(9,000)	681,000	695,693	14,693	690,000	(9,000)	681,000	636,183	44,817
83525	Clover Mill Road	CNR TA/R Slate of CT		18,400 15,000 110,800	18,400 15,000 110,800		(18,400) (15,000) (110,800)					
	Total 83525			144,200	144,200		(144,200)		144,200	144,200		144,200

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PROPOSED CAPITAL FUND BUDGET CHANGES

JOB #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET				EXPENDITURE BUDGET			ACTUAL EXPEND.	BALANCE TO SPEND (OVERSPENT)
			CURRENT BUDGET	BUDGET CHANGE	PROPOSED BUDGET	ACTUAL REVENUES	OVER/ (UNDER) PROPOSED	CURRENT BUDGET	BUDGET CHANGE		
83526	Separatist Road Bikeway	CNR Uconn		650,000 100,000	650,000 100,000		(650,000) (100,000)				
	Total 83526			750,000	750,000		(750,000)	750,000	750,000	48,776	701,224
83624	Large Dump Truck	CNR	100,000	(100,000)		100,000	100,000	100,000	(100,000)		
84121	MDP Legal and Consulting	CNR		35,000	35,000		(35,000)		35,000	35,000	35,000
84805	Carpet Extraction Machine	CNR	5,000		5,000	5,000		5,000		5,000	
85104	Lions Club Park	CNR Other	481,000 61,000	(25,000)	456,000 61,000	481,000 61,000	25,000				
	Total 85104		542,000	(25,000)	517,000	542,000	25,000	542,000	(25,000)	517,000	411,944
85105	Open Space Purchase	CNR Other	1,950,245 1,293,610	(100,000)	1,850,245 1,293,610	1,950,245 1,293,610	100,000				
	Total 85105		3,243,855	(100,000)	3,143,855	3,243,855	100,000	3,243,855	(100,000)	3,143,855	2,574,626
86252	SE School Portables	CNR		30,285	30,285		(30,285)		30,285	30,285	
86260	Deferred Maintenance Projects	CNR GF Board Other	65,000 136,436	30,000	65,000 136,436	65,000 136,436					
	Total 86260		201,436	30,000	231,436	231,436		201,436	30,000	231,436	147,156
86263	Elementary Schools Shelving	CNR	20,000	(10,000)	10,000	20,000	10,000	20,000	(10,000)	10,000	2,800
86266	Modular Classrooms	Bonds	800,000	(800,000)				800,000	(800,000)		
86268	Public Address System - Elem. Schools	CNR MSF	10,000	(10,000) 10,000	10,000	10,000	10,000 (10,000)				
	Total 86268		10,000		10,000	10,000		10,000		10,000	10,000
86270	MMS Gymnasium Repairs	CNR	30,000	(30,000)		30,000	30,000	30,000	(30,000)		
86271	MMS Heating Study Update	CNR	5,000	(5,000)		5,000	5,000	5,000	(5,000)		
	TOTALS		\$8,658,119	(\$769,013)	\$7,889,106	\$7,408,615	(\$480,491)	\$8,658,119	(\$769,013)	\$7,889,106	\$5,150,417

* Indicates Closed or Cancelled Project

Recap of Funding Changes:

Bonds	(\$800,000)
CNR Fund	(228,301)
General Fund (Board)	30,000
ISTEA	(111,060)
State of CT (DOT)	115,005
Lo-CIP	5,693
Uconn	100,000
Town Aid Road	15,000
FEMA	76,185
Management Services Fund	18,465
Recreation Fund	10,000
	<u>(\$769,013)</u>

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**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: January 24, 2005
Re: Capital Nonrecurring Fund (CNR)

Subject Matter/Background

As you are aware, the FY 2004/05 CNR Fund Budget assumed revenues of \$2,097,300 and expenditures of \$2,461,800. The balance of the expenditures (\$364,500) was to be funded from the CNR Fund balance. Subsequent to the adoption of the budget we were notified that our Pequot Grant would be \$426,720 less than anticipated. In addition to the Pequot Grant, the CNR Fund is also funded by estimated ambulance user fees of \$230,000 and interest income of \$100,000.

Based on our current estimates it appears that interest income will be short by \$80,000 and ambulance fees by \$50,000. In addition to the above, we had anticipated that the CNR Fund balance on June 30, 2004 would be \$404,859. Actual Fund Balance was \$304,825, primarily because of lower ambulance user fees than expected.

Financial Impact

The result of the following changes is a \$616,395 projected deficit in the CNR Fund at June 30, 2005. In order to balance the budget, I am recommending that the following actions be taken:

1. Adopt the changes proposed in my memo on the Capital Projects Fund. That will save us \$228,301.
2. Rescind or reduce the following CNR Fund transfers:
 - a. Reduce the transfer to the Management Services Fund by \$18,000.
 - b. Rescind the \$25,000 appropriation to the Property Tax Revaluation Fund.
 - c. Rescind the \$100,000 transfer to the General Fund for the Emergency Services Administrator and amend the General Fund Budget by increasing estimated revenues – Pilot payment by \$100,000. That will change the funding for the Emergency Services Administrator from the CNR Fund to the General Fund.
 - d. Rescind the \$150,000 transfer to the Retiree Medical Insurance Fund.
 - e. Rescind the \$100,000 transfer to the compensated absences Fund.

The result of the actions will be to reduce the transfers out of the CNR Fund during the current year by \$621,301 bringing the fund back into balance.

Recommendation

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

Move, effective January 24, 2005, to authorize staff to implement the transfers and adjustments to the Capital Nonrecurring Fund and Capital Projects Fund, as recommended by the Director of Finance in his correspondence dated January 24, 2005.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Martin Berliner, Town Manager *MHB*
CC: Jennifer Kaufman, Parks Coordinator; Matt Hart, Assistant Town Manager
Date: January 24, 2005
Re: 2005 Recreational Trails Program Grant

Subject Matter/Background

Town staff proposes to submit an application to the Department of Environmental Protection's (DEP) Recreational Trails Program to obtain funding to improve public access and interpretation of the Colonel Experience Storrs meadow and bog and the Commonfields. These properties are significant agricultural, scenic and historical landmarks in Mansfield Center and are permanently preserved by the Town. In addition, these properties provide a link to Joshua's Trust's Pond Lot, the State of Connecticut's Echo Woods, and the newly completed Mansfield Center Streetscape.

Financial Impact

The total project cost is \$15,340.00. If funded, the grant would contribute \$12,272.00 or 80 percent to the project. In-kind services would be provided by existing Town personnel and would total \$3,068.00.

Legal Review

No legal review of the project is required.

Recommendation

For the reasons outlined above, staff recommends that the Town Council authorize staff to submit the proposed application to the DEP. If the Town Council supports this recommendation, the following motion is in order:

Resolved, effective January 24, 2005, to authorize the Town Manager, Martin H. Berliner, to submit an application seeking funds in the amount of \$15,340 from the Connecticut Department of Environmental Protection's Recreational Trails Program to fund a trail improvement project in the vicinity of Mansfield's Commonfields. In furtherance of this resolution alone, the Town Manager is duly authorized to enter into and to sign contracts on behalf of the Town of Mansfield. The Town Manager is further authorized to provide such additional information and to execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions and revisions thereto.

Attachments

- 1) Project Description and Budget
- 2) Map

**2005 RECREATIONAL TRAILS PROGRAM GRANT
PROJECT DESCRIPTION AND BUDGET
COMMONFIELDS IMPROVEMENTS**

The Town of Mansfield proposes to improve public access and interpretation of the Colonel Experience Storrs meadow and bog and the Commonfields. These properties are significant agricultural, scenic and historical landmarks in Mansfield Center and are permanently preserved by the Town. In addition, these properties provide a link to Joshua's Trust's Pond Lot, the State of Connecticut's Echo Woods, and the newly completed Mansfield Center Streetscape.

These properties were part of a common field shared by early settlers, as established by a Town Meeting vote in 1703. Colonel Experience Storrs, an important figure in early Mansfield History at the time of the Revolution, owned the farm. Field A is said to have been a militia mustering ground during the Revolutionary War. It has been used intermittently for various public functions and was the site of a Revolutionary War Reenactment in celebration of Mansfield's tercentennial. Field A abuts the historically significant Old Mansfield Center Cemetery (1693), which is on the National Register of Historic Places. Fields C and D consist of prime agriculture soil (Enfield silt loam) have remained in production and are leased to a local farmer.

In 1998, the Town Council approved a management plan for the property. The Town seeks funding to implement the following goals outlined in the management plan for this property and marked on the attached map.

- | | |
|---|-----------------|
| A. Define a small gravel parking area along Bassetts Bridge Road with a wooden guardrail and appropriate landscaping. Install gate over farm road to provide public access and protect trail from motorized vehicles. | \$ 5,150.00 |
| B. Define new mowed footpath that allows public access while respecting the agricultural uses of the property. Clean and repair stone wall along Route 195. | \$ 2,290.00 |
| C. Install a bird blind and benches to provide view of bog for birders. | \$ 2,500.00 |
| D. Install appropriate signage at entrance and interpretive signs within the property. | \$ 2,700.00 |
| E. Develop an online interpretive trail guide highlighting the historical, agricultural, and natural features as well as the linkages to other permanently preserved property in Mansfield Center. | \$ 2,700.00 |
| Total Cost | \$15,272 |
| Total Funds Requested (80% of Total Project Cost) | \$12,272 |
| Total Funds/In kind services provided by the Town of Mansfield | \$ 3,068 |

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Joshua's Trust
Paved Lot

CEMETERY

BASSETTS



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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Joan Gerdson, Town Clerk
Date: January 24, 2005
Re: Proposed Amendments to Mansfield Code of Ordinances Chapter A192,
Committees, Boards and Authorities

Subject Matter/Background

The Committee on Committees has proposed the attached amendments to the town regulation concerning committees, boards and authorities. The Committee believes that the proposed amendments would assist with the administration and management of its responsibilities. With respect to the amendment to Article II in particular, many of the committees listed are no longer in existence. Consequently, it would be useful to remove the list from the code of ordinances and have it maintained by the Town Clerk where it can be more readily modified as necessary.

It is important to note that Chapter A192 is a town regulation as opposed to a town ordinance. We do file our more significant regulations within the codebook. When amending a regulation, the Town Council does not need to hold a public hearing regarding the proposed amendment.

Recommendation

Staff recommends that the Town Council amend Chapter A192 as proposed by the Committee on Committees.

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

Move, effective January 24, 2005, to amend Chapter A192 of the Mansfield Code of Ordinances, as recommended by the Committee on Committees in its draft dated January 24, 2005.

Attachments

- 1) Proposed Amendment
- 2) Mansfield Code of Ordinances, Chapter A192



Town of Mansfield
**Proposed Amendments to Mansfield Code of Ordinances Chapter A192, Committees,
Boards and Authorities**

January 24, 2005 Draft

Amendment to Article I, Section A192-7 – Membership

Add the following two sub-sections:

- G. The chair of the committee will notify the town clerk of any changes in membership that occur in the case of members who serve by virtue of their office.
- H. Unless otherwise provided by statute, town ordinance or town council resolution, any committee member whose term has expired will continue to serve until re-appointed or replaced.

Amendment to Article II – Boards, Authorities and Committees

Substitute the following for this article:

The town clerk shall maintain a list of active boards, authorities, and committees, which shall be available for public inspection.

Housing Authority -- See Ch. A193.

ARTICLE I, General Guidelines [Adopted 2-25-1974]

§ A192-1. Purpose.

The purpose of this ordinance is to establish guidelines for the organization and procedure of appointive boards, committees and commissions of the Town of Mansfield, hereinafter collectively called "committees."

§ A192-2. Meetings.

- A. Each appointed standing committee shall file with the Town Clerk, by January 31 of each year, a schedule of regular meetings and provide at least twenty-four (24) hours' advance notice to the Town Clerk for special meetings.
- B. All committee meetings shall be open to the public except when a majority of the members of such body present and voting shall vote to hold the meeting in executive session.
- C. All appointed committees may meet at the call of the appointing authority as well as at the call of their chairperson.
- D. All committees advisory to the Town Manager should advise the Manager of all meeting dates in advance.

§ A192-3. Officers. [Amended 9-23-1974]

A chairperson of each committee, if not designated by the appointing authority, shall be elected by the committee at its first regular meeting. The election of a vice chairperson is also recommended. A secretary shall also be elected at this first meeting. At the first meeting of each successive year, the committee should elect officers.

§ A192-4. Procedure.

- A. Each committee may formulate its own procedures for conducting meetings. The chairperson should have the same privileges of voting as any other committee member.
- B. Any questions relating to committee structure, procedure or membership should be directed to the Town Manager and to the Committee on Committees of the Town Council.

§ A192-5. Minutes.

CODE OF THE TOWN OF MANSFIELD, CONNECTICUT, v6.3 Updated 2-15-2004

APPENDIX

Chapter A192, COMMITTEES, BOARDS AND AUTHORITIES

ARTICLE I, General Guidelines [Adopted 2-25-1974]

§ A192-5. Minutes.

- A. Each committee is to keep minutes of action taken at meetings with votes of members recorded.
- B. One (1) copy of the secretary's minutes is to be sent to the appointing authority and one (1) copy either sent to each committee member or passed out prior to the start of the following meeting.
- C. It is the responsibility of the chairperson to keep the Town Manager advised as to matters of substance under consideration by the committee.
- D. The development of an agenda for each meeting is therefore desirable. A brief summary of action taken at meetings and submitted to the Manager within forty-eight (48) hours would be helpful.

§ A192-6. Quorum.

A majority of the committee's membership constitutes a quorum. Without a quorum, no action may be taken.

§ A192-7. Membership.

- A. The secretary should take notice of expiration dates of terms of office and notify the Town Manager one (1) month in advance of such dates.
- B. Ordinarily, no person appointed to a committee shall serve more than three (3) consecutive terms or ten (10) consecutive years.
- C. Resignations are to be submitted in writing to the appointing authority through the office of the Town Clerk and to the chairperson of the respective committee.
- D. No town employee may be a member of a committee advisory to his or her department unless it is specifically permitted in the ordinance or resolution establishing such committee.
- E. Committee members should notify their chairperson in advance if they cannot attend a meeting.
- F. Any committee member absent for three (3) consecutive meetings without justifiable reason as determined by majority vote of the committee shall be considered to have resigned, and the chairperson should so notify the appointing authority through the office of the Town Clerk.

§ A192-8. Committee reports.

- A. All committees are accountable to the appointing authority and shall serve under its jurisdiction. The official actions and/or recommendations of all such bodies shall be reported periodically to their respective appointing authority.

CODE OF THE TOWN OF MANSFIELD, CONNECTICUT, v.3 Updated 8-15-2004

APPENDIX

Chapter A192. COMMITTEES, BOARDS AND AUTHORITIES

ARTICLE I, General Guidelines [Adopted 2-28-1974]

§ A192-8. Committee reports.

B. All standing committees are to report annually, in writing, to the Town Manager for submission to the Town Council.

C. Ad-hoc committees of the Town Council are to report periodically to the Council through the Manager and should act promptly and faithfully on their assignment.

§ A192-9. Publicity.

Each appointed committee should clear its publicity material through its chairperson.

§ A192-10. Outside contacts.

Official committee contacts with agencies outside of local town government should be cleared through the Town Manager.

§ A192-11. Purchasing.

A. No purchase shall be made by any committee except through the Town Purchasing Agent.

B. All purchases of supplies, materials, equipment and other commodities are to be accomplished by the Purchasing Agent based on requisitions signed by the chairperson of the committee or by a responsible representative appointed by him.

C. All purchases of professional services are to be accomplished through and with the concurrence of the Town Manager. No committee shall involve the town in any obligation to spend money for any purpose in excess of the amount appropriated therefor.

ARTICLE II, Boards, Authorities and Committees

Boards, authorities and committees for the Town of Mansfield shall be as follows:

- ADA Grievance Committee
- Beautification Committee
- Building Board of Appeals

CODE OF THE TOWN OF MANSFIELD, CONNECTICUT, v6.3 Updated 8-15-2004

APPENDIX

Chapter A192, COMMITTEES, BOARDS AND AUTHORITIES

ARTICLE II, Boards, Authorities and Committees

CATV Advisory Committee
Cemetery Committee
Civil Preparedness
Commission on the Aging
Committee on the Physically and Sensorily Impaired
Community Sewerage System
Connecticut's Quiet Corner
Conservation Commission
Correctional Facilities Liaison Committee
Design Review Panel
Eastern Regional Mental Health Committee
Economic Development Commission
ECSU Athletic Fields Advisory Committee
E.O. Smith Building Committee
Facilities/Code Compliance Project Committee



CODE OF THE TOWN OF MANSFIELD, CONNECTICUT, v6.3 Updated 8-15-2004

APPENDIX

Chapter A192. COMMITTEES, BOARDS AND AUTHORITIES

ARTICLE II. Boards, Authorities and Committees

Fire and Emergency Services Committee
Grievance Committee (Small Cities Project)
Historic District Commission
Housing Authority
Jury
Kirby Mill Ad Hoc Committee
Landlord-Tenant Committee
Legal Traffic Authority
Library Board
Middle School Roof Committee
Open Space Preservation Committee
Parks Advisory Board
Personnel Appeals Board
recreation Advisory Committee
Recycling Committee



CODE OF THE TOWN OF MANSFIELD, CONNECTICUT, v.3 Updated 8-18-2004
APPENDIX
Chapter A192, COMMITTEES, BOARDS AND AUTHORITIES
ARTICLE II, Boards, Authorities and Committees

- Route 195 Scenic Road Designation Application Committee
- Social Services Advisory Committee
- Town Council
- Transit District Board of Directors
- Transportation Committee
- University of Connecticut Educational Properties, Inc.
- University-Town Relations Committee
- Wellness Center Advisory Board
- Windham Area Community Action Plan
- Windham Regional Community Council
- Windham Regional Federated Services for Older Americans, Inc.
- Windham Regional Planning Agency
- Youth Counsel Advisory Board

Chapter A193, HOUSING AUTHORITY



[HISTORY: Adopted by the Town Council of the Town of Mansfield 9-23-1974. Amendments noted where applicable.]

GENERAL REFERENCES

- Authorities -- See Ch. 5.
- Conservation Commission -- See Ch. 11.
- Economic Development Commission -- See Ch. 17.
- Historic Districts -- See Ch. 31.
- Housing Partnership -- See Ch. 34.
- Planning and Zoning Commission -- See Ch. 67.
- Regional Planning Agency -- See Ch. 82.
- Zoning Board of Appeals -- See Ch. 94.
- Committees, Board and Authorities -- See Ch. A192.

§ A193-1. Authority created; effective date.

The Town Council of the Town of Mansfield declares there is a need for a Housing Authority in the Town of Mansfield, and in accordance with Sections 8-40 and 8-41 of the Connecticut General Statutes, as amended, does hereby create a Housing Authority to be known as the "Housing Authority of the Town of Mansfield." The effective date of the creation of this Housing Authority is October 1, 1974.

Chapter A194, PARK RULES AND REGULATIONS

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: January 24, 2005
Re: Fire Service Reorganization

Subject Matter/Background

At our previous meeting, Council member Hawkins presented the Town Council with information regarding the reorganization of our fire service, particularly with respect to the position of Fire Marshal/Emergency Management Director. As explained in my earlier correspondence, I do not believe that the proposed reorganization would impact the Classification and Pay Plan, as the Fire Marshal would be paid the same regardless of whether he/she reports to the Town Manager or a department head. Furthermore, if the Council were to establish a Fire Chief position, we could incorporate that position within the existing pay plan.

Recommendation

At this point, I recommend that we study this issue as part of our larger Emergency Services Operations and Management Improvement Project, in which we are developing and implementing a number of recommendations to enhance the management and the delivery of fire and emergency services in town. We are actively working to create a new municipal Department of Fire and Emergency Services, and to consolidate our two existing volunteer fire departments. A review of the merits of a reorganization of the fire service would fall within this larger project, and I could present the Town Council with a recommendation as part of this process.

Attachments

- 1) Correspondence from Council member Hawkins

To: Mansfield Town Council Members, Town Manager

From Al Hawkins

January 10, 2005

Fire Service Re-Organization

The town of Mansfield's organizational structure has maintained the Fire Marshal and Emergency Preparedness Director as direct reports to the town manager. There has been little choice in past years since there was no town Department of Fire and Emergency Services. Coincident to establishing a Mansfield Department of Fire and Emergency Services we have an opportunity to better align our organization with national standards that suggest models for fire and emergency services organizational structure. This move could accomplish a number of strategic objectives:

1. Provide for Unity of Command of all functions within the new organization.
2. Provide for the economy of consolidating two town departments into one.
3. Provide for a department head that has clear authority over human resources necessary to accomplish mission objectives.
4. Provide for an organizational structure that would comply with operational mandates of the United States Department of Homeland Security, Federal Emergency Management Agency.

There are three principal textbooks that are utilized to train firefighters in the United States. They are; Essentials of Firefighting developed by the International Fire Service Training Association and published by Oklahoma State University; Fundamentals of Fire Fighter Skills, developed jointly by the International Association of Fire Chiefs and the National Fire Protection Association; and Firefighter's Handbook: Basic Essentials of Firefighting by Delmar publishing. These textbooks were compiled by a vast array of fire service professionals across the country and were developed to reflect the best practices to provide for compliance with several national fire service consensus standards. All three texts train firefighters to a standard organizational tree that places the functions of the Fire Marshal and Emergency Management under the Fire Chief (see attached).

Recently, the United States Department of Homeland Security, Federal Emergency Management Agency has developed volumes of organizational standards for site control and emergency incident management under their standard "National Response Plan". Their objective is to promote a unified national system that permits federal agencies to interface with local agencies on a standard model at all emergencies operations. All of their text emphasizes "Unity of Command" and cites the Incident Command Systems model developed by the United States Fire Service. As is typical, the federal agency will mandate that agencies have been trained in and have implemented, or plan to implement the National Incident Management System in order to qualify for future federal funding.

I suggest that this issue be addressed at this time because it directly impacts upon the Classification and Pay Plan as well as the upcoming budget preparation.

I have also attached four organizational charts from well established career fire departments across the country.

Attachments:

- Organizational chart from "Essentials of Firefighting", 4th edition
- Organizational chart from "Fundamentals of Fire Fighter Skills", 1st edition
- Organizational chart from City of Medford, Oregon
- Mission statement, Organizational chart, and budget pie chart from Berkeley, CA
- Organizational chart from Carlsbad, CA
- Organizational chart from Virginia Beach, VA

ESSENTIALS

FOURTH

EDITION

IV



OF FIRE FIGHTING



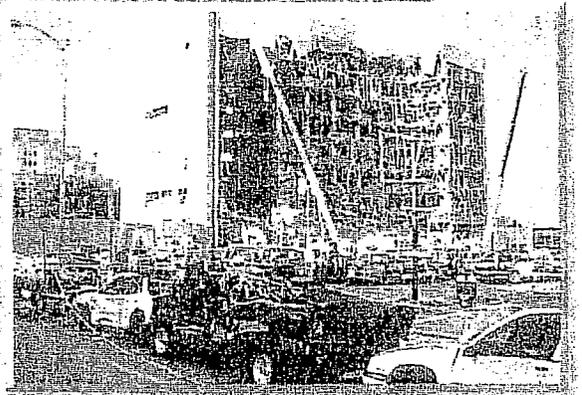
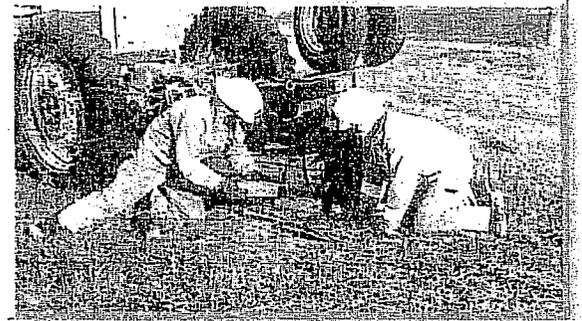
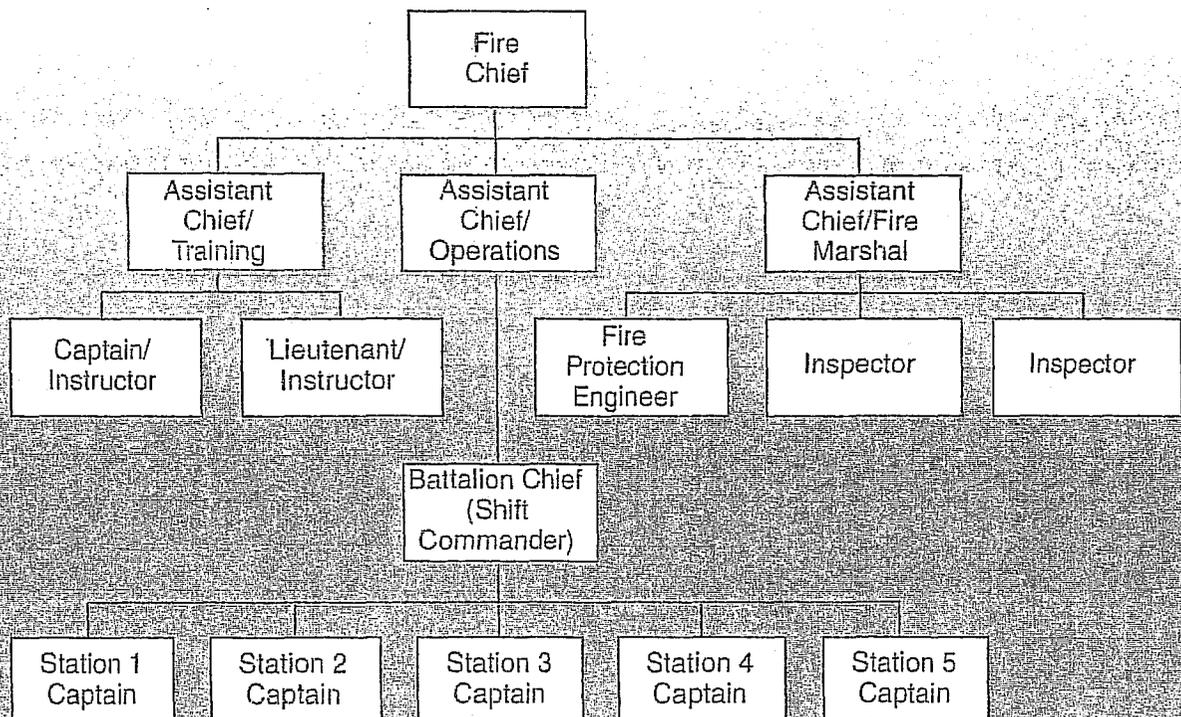


Figure 1.1 Firefighters respond to many different types of emergencies. Photos courtesy of Steve George, Robert J. Bennet, and Carl Goodson.



ORGANIZATIONAL CHART FOR A MEDIUM-SIZED FIRE DEPARTMENT





International
Association
of Fire Chiefs

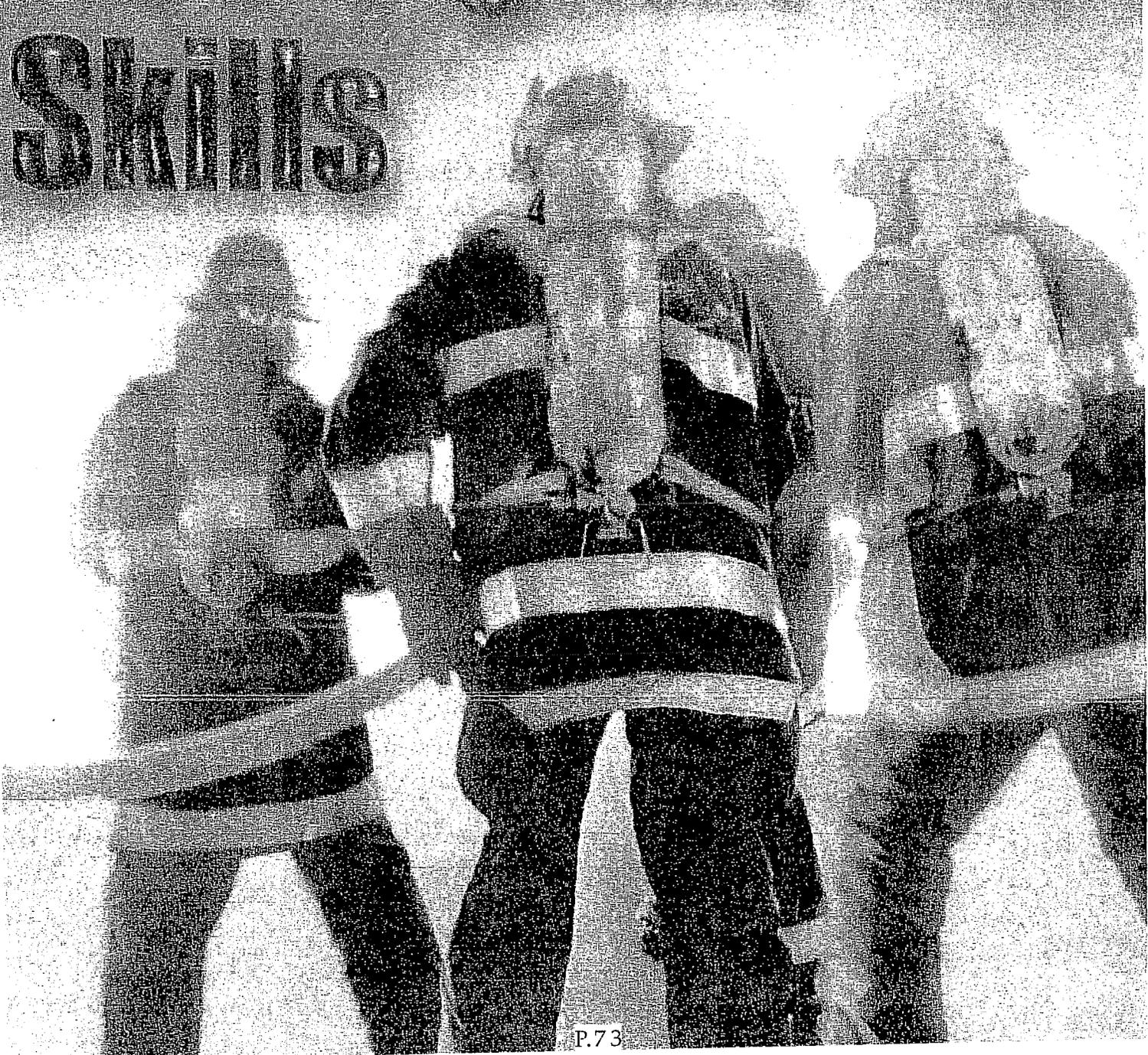


National
Fire Protection
Association

Fundamentals of

Fire Fighting

Skills



Organizational Chart for a Fire Department

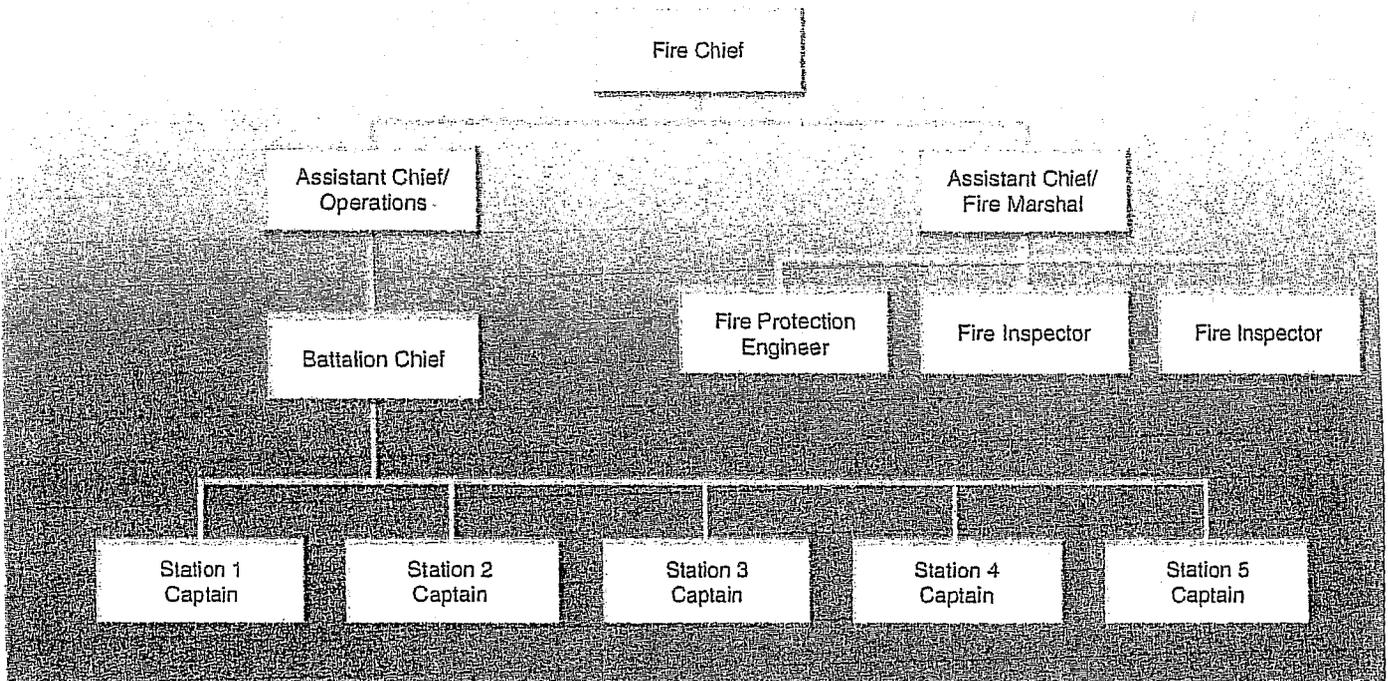


Figure 1-7 The organization of a typical fire department.

Unity of Command

Unity of command is the theory that each fire fighter answers to only one supervisor (A Figure 1-7). Each supervisor answers to only one boss, and so on. In this way, the chain of command ensures that everyone is answerable to the fire chief and establishes a direct route of responsibility from the chief to the fire fighter.

At a fire ground, all functions are assigned according to incident priorities. A fire fighter with more than one supervising officer during an emergency may be overwhelmed with various assignments and the incident priorities may not get accomplished in a timely and efficient manner.

Span of Control

Span of control is the number of people that one person can supervise effectively. Most experts believe that span of control should extend to no more than five people in a complex or rapidly changing environment, but this number can change, depending on the assignment or task to be completed.

Division of Labor

Division of labor is a way of organizing an incident by breaking down the overall strategy into smaller tasks. Some fire departments are divided into units based upon function. For example, the functions of engine companies are to establish water supplies and flow water; truck companies perform forcible entry and rescue functions. Each of these functions can be divided into multiple assignments, which can then be

assigned to individual fire fighters. With division of labor, the specific assignment of a task to an individual makes that person responsible for completing the task and prevents duplication of job assignments.

Discipline

Discipline is the set of guidelines that a department establishes for fire fighters. Standard operating procedures, suggested operating guidelines, policies, and procedures are all forms of discipline, because they outline how things are to be done, and usually how far a person can go without requesting further guidance. Firefighting needs strong discipline, both positive and corrective, to operate safely and effectively.

Chain of Command

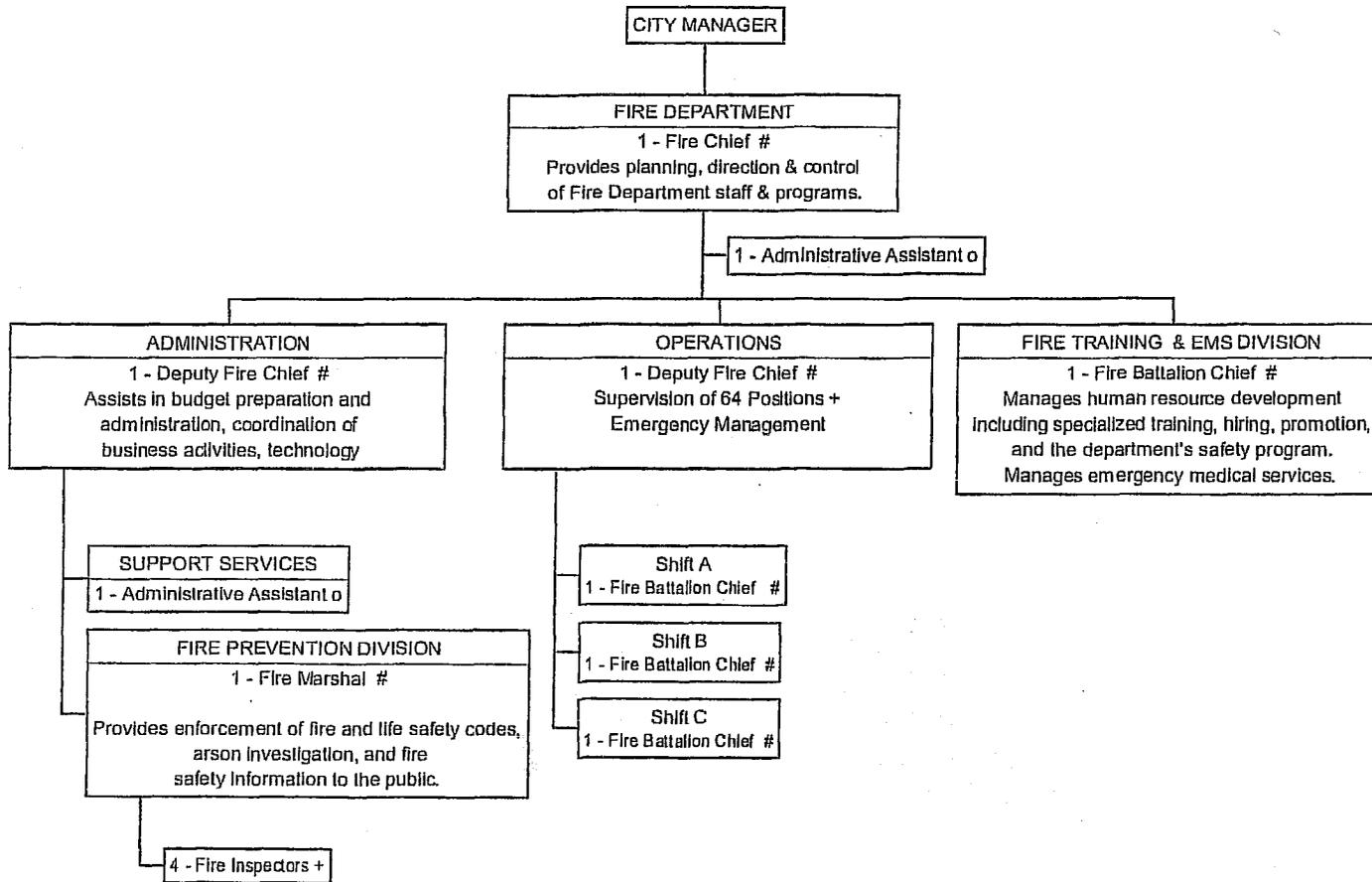
The organizational structure of a fire department consists of a chain of command. The ranks may vary in different departments, but the basic concept is the same. The chain of command creates a structure for managing the department and the fire ground operations. Fire fighters usually report to a lieutenant, who is responsible for a single fire company (such as an engine company) on a single shift. Lieutenants can provide a number of practical skills and tips to new recruits.

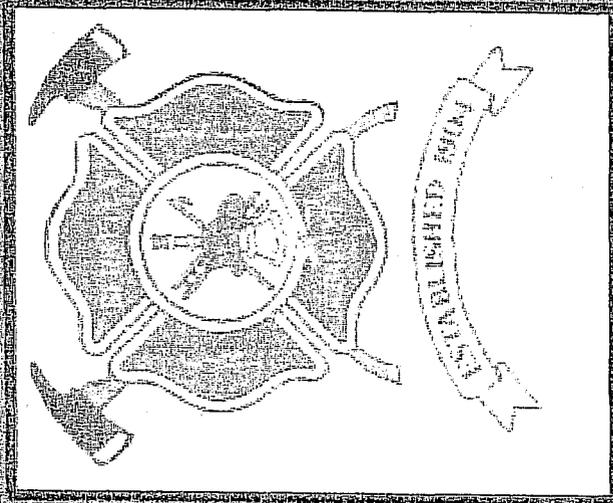
The next level in the chain of command is the captain. Captains are not only responsible for a fire company on their shift, but are also responsible for coordinating the company's activities with other shifts. A captain may be in charge of the activities of a fire station.



2003-2004 Organization Chart

FIRE DEPARTMENT

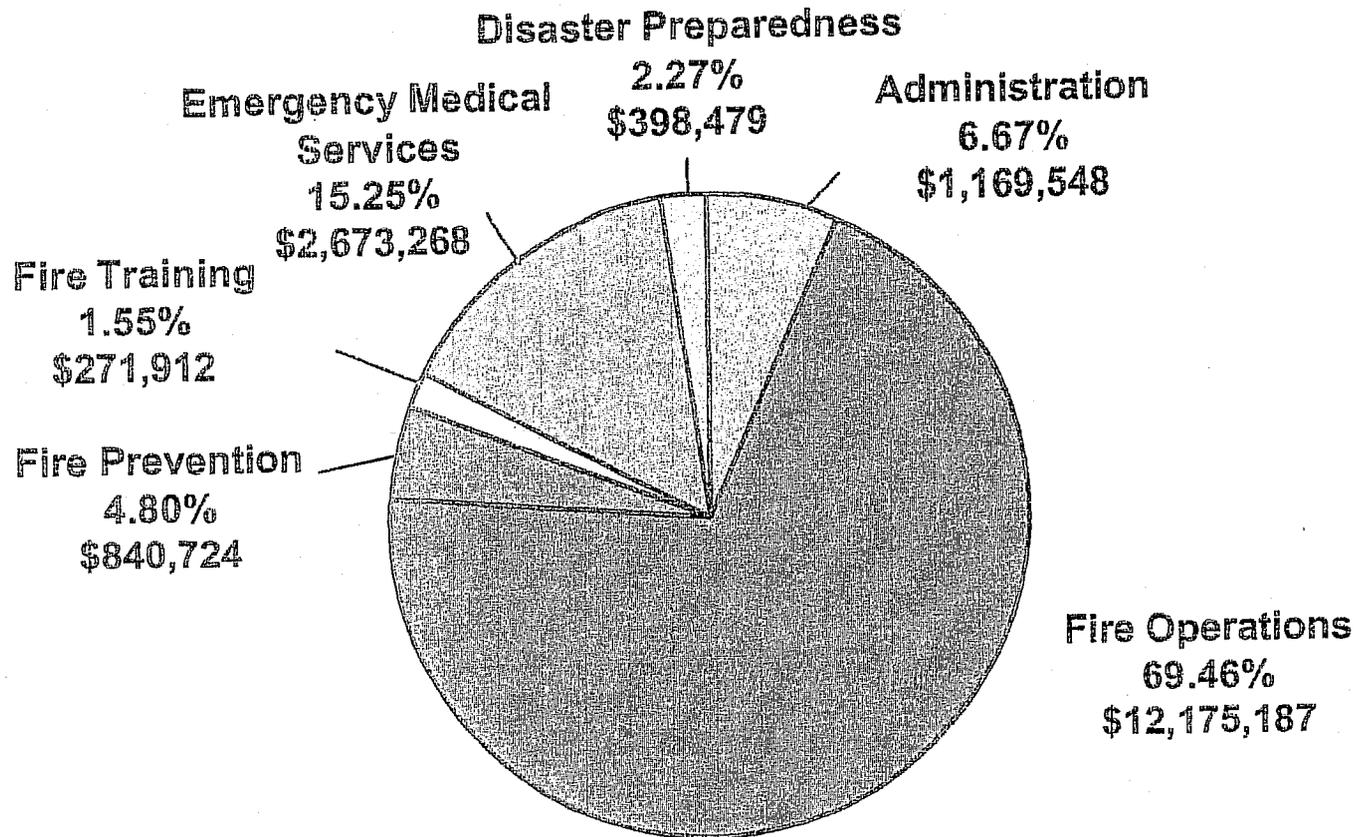




Berkeley Fire Department Mission Statement

The men and women of the Berkeley Fire Department are committed to providing comprehensive fire protection, emergency medical, disaster preparedness, rescue, and other related services in an efficient, effective and caring manner to the diverse Berkeley community."

FY2004 – Fire Department General Fund \$17,529,118



Fire Department Organizational Chart FY04-05

Fire Chief
Authorized: 1
General Fund

**Admin
Secretary**
Authorized: 1
General Fund

Office of Emergency Services

Authorized: 3.5
General Fund

Emergency Svs Mgr
Associate Mgmt Analyst (2)
Police Specialist III (.5)

Administrative Services

Authorized: 5.25
General Fund

Senior Management Analyst
Office Specialist III (.5)
Accounting Office Specialist
III (3.75)

Deputy Fire Chief

Authorized: 1
General Fund

Info Systems

Authorized: 1
General Fund
Information
Systems Specialist

Fire Prevention

Authorized: 7
General Fund

Assistant Fire Chief/Fire Marshal
Deputy Fire Marshal
Fire Prevention Inspector EMT (2)
Fire Prevention Inspector (Vacant)
Fire and Life Safety Plans Examiner
Office Specialist III

Operations

Authorized: 86
General Fund

Assistant Fire Chief (4) (Vacant – 1)
Fire Captain (9)
Fire Lieutenant (18)
Fire Apparatus Operator (33)
Fire Prevention Inspector – Shift (3)
Firefighter Paramedic EMT (19)

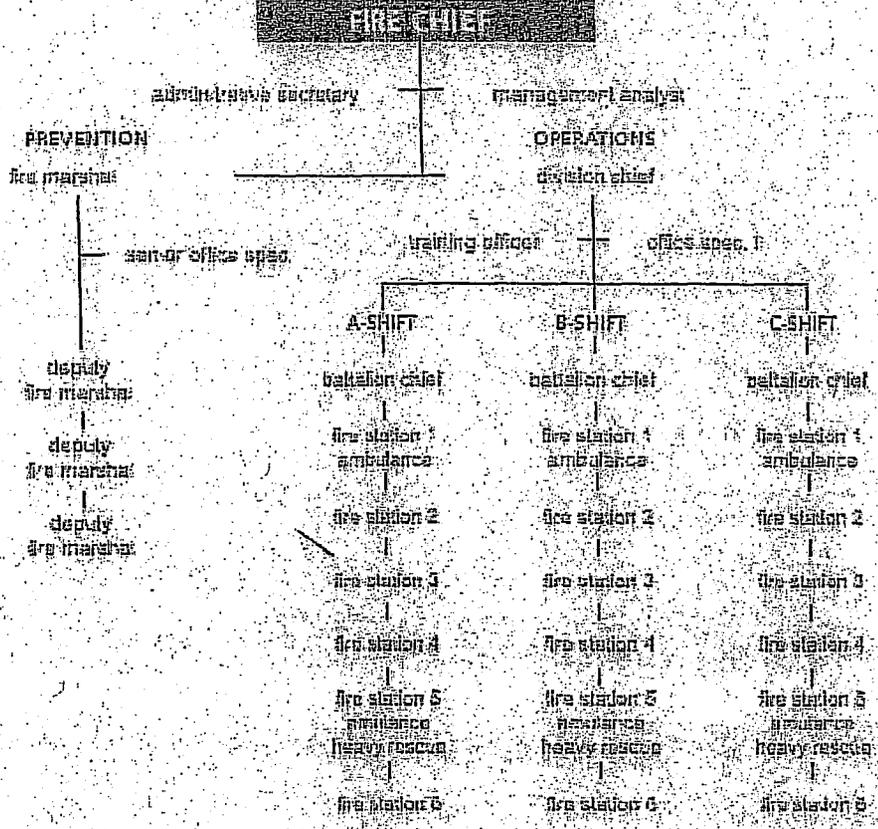
Training/Emergency Med Services

Authorized: 37
General Fund and Paramedic
Assessment Fund

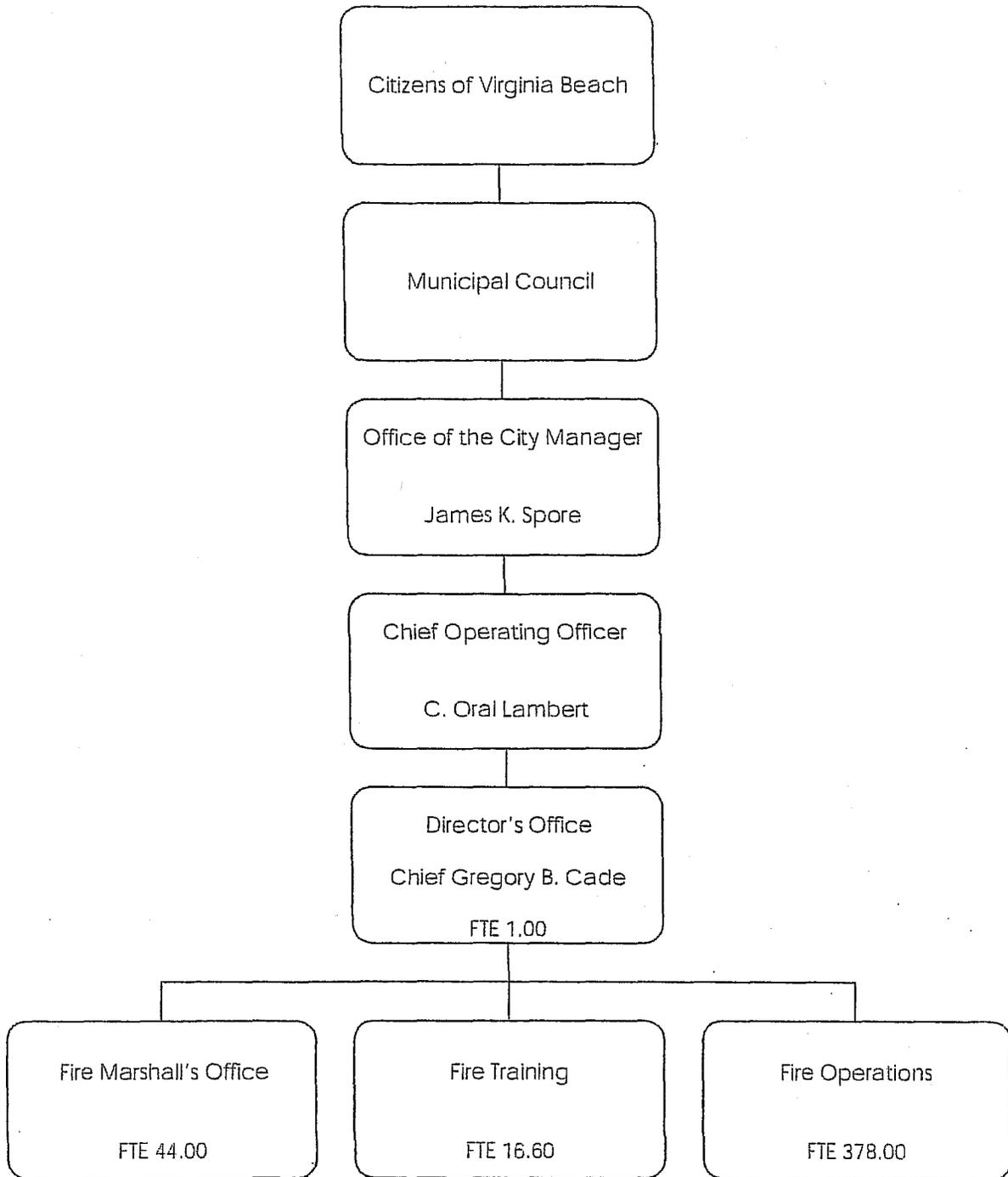
Assistant Fire Chief
Fire Lieutenant
Paramedic Program Supervisor
Paramedic Supervisor 1 (3)
Firefighter Paramedic EMT (30)
Office Specialist III



carlsbad fire department organization chart



Fire Organizational Chart



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ATTACHMENTS NOT INCLUDED

Mansfield Advisory Committee on the Needs of Persons with
Disabilities

Regular Meeting
Tuesday, October 26, 2004

Minutes

- I. **Attendance:** members: Scott Hasson, Wade Gibbs, Tom Miller; staff: Sheila Thompson, Kevin Grunwald; interested party: Curt Vincente

- II. **Minutes:** Minutes of Sept. 28, 2004 were reviewed and approved.

- III. **New Business:** none

- IV. **Old Business:**
 - a) **Membership:** It again was expressed that the Committee has need for members who are able to serve

 - b) **ADA Corridor:** No report.

 - c) **Report on Community Center ADA compliance:** Copies of letters from Scott Hasson (10/13/04) and Curt Vincente (10/25/04) were reviewed by the Committee addressing ADA compliance issues which had been brought to the Committee by resident, Joan Sidney. Mr. Vincente was present to further inform the Committee that a compliance review report is being prepared by David Hoyle and will be shared with the Committee once this is received. Mr. Vincente reminded the Committee that the pool lift was selected as a result of the Committee's review and recommendation, and that this lift provides more advantages to usage, both for individuals and staff, in addition to being Code compliant. He also indicated that other modifications, such as relocation of a few coat hooks, soap and paper towel dispensers, are being made to allow for more accessibility. The Committee then toured the Community Center shower facilities, finding that the designated-accessible facilities are compliant. It was recommended to Mr. Vincente that the Community Center revise its brochures to advise the public with special needs that the Center is not a treatment or rehabilitation facility, and as such, cannot provide special services apart from the facility compliance provided through ADA regulations. Staff are recreation employees and are not rehabilitation or treatment providers. To ask them to perform these duties increases the risk of liability to staff and to the Center, and limits staff availability to users of the Center, in general. It was also advised that the Center suggest to the public with special needs that individuals be accompanied by caregivers who would be able to assist with the individual's specialized needs, in order to better P.83 itate use of the Center's equipment and

Having completed discussion of all business brought forward, the meeting adjourned at 3:55 PM. Next meeting is Nov. 29, 2004.

Respectfully submitted,

Sheila Thompson

MINUTES

MANSFIELD ADVOCATES FOR CHILDREN

Wednesday, November 17, 2004

Mansfield Public Library

5:30-7:30 PM

PRESENT: K. Grunwald (staff), S. Baxter, J. Buck (Chair), P. Wheeler, M. Crowley, J. Daniels, J. Goldman, B. Maines, L. Bailey, D. Adams, B. Lehmann, N. Hovorka, S. Daley, K. Paulhus, P. Wheeler, J. Daniels (facilitator)

I. INTRODUCTIONS/MINUTES

- Minutes: October 21, 2004: Minutes were accepted as written, with the correction that members are appointed through the Committee on Committees, not by.
- Meeting Purpose: J. Daniels reviewed the agenda and underlined the focus for tonight's meeting; encouraged the group to think about who we are?

II. GOVERNANCE

- Relationship to Town Council: K. Grunwald reported on his discussion with Town Manager, M. Berliner, and explained that the Town Manager believes that this group should continue to function as it has, and does not need additional sanction from the Town Council. L. Bailey raised the question as to whether or not this group can have input on budget and policy, and whether or not this is an "advisory council"? J. Buck stated that she has contacted the Town Clerk's office, and has questioned where this fits relative to the Town's charter. M. Crowley advocated for creating a structure that is "user friendly" and will attract new members. She expressed concern that too much formality will discourage parents from wanting to be a part of this. Extensive discussion re: the extent of the need for some formal sanction from the council that reinforces the mission and roles that have been defined by this committee. There appeared to be consensus that the group wants a formalized statement that the MAC is a successor organization to MSRC and is tasked with advocating for the needs of young children in the Town of Mansfield. J. Goldman proposed that we provide the Town Council with MAC's mission statement and definition of our role. B. Lehmann recommended that we make a presentation to the Town Council and Board of Ed. to explain who we are and to answer questions, and that we do this on an annual basis. She also pointed out that this group differs from other advisory

IV. Next Steps/Adjournment

The next meeting will be on January 19. Meeting adjourned at 8:45 PM.

Respectfully submitted,

Kevin Grunwald

Mansfield Board of Education Meeting

Date: January 13, 2004

Minutes

Attendees: William Simpson, Chairman; Mary Feathers, Vice Chair;
Dudley Hamlin, Christopher Kueffner, Shamim Patwa, Mary Perry,
Anneliese Reilly, John Thacher, Gordon Schimmel, Superintendent;
Jeffrey Smith, Finance Director

Absent: April Holinko, Secretary

I. Call to Order

The meeting was called to order at 7:40 p.m. by Mr. Simpson, Chair.

II. Approval of Minutes from 12/09/04

- MOTION: by Mr. Hamlin, seconded by Dr. Patwa, to approve the minutes of 12/09/04.

VOTE: unanimous in favor.

III. Hearing for Visitors

- No visitors stepped forward.

IV. Communications

- No new communications.

V. Additions to present Agenda - Executive Session to discuss negotiations.

VI. Committee Reports

- Mr. Kueffner reported the progress of E.O. Smith Depot campus continues, in addition, Policy Handbook would be ready for presentation at the 1/27 BOE meeting.

VII. Report of the Superintendent

- Math Program Review
 - Mr. Baruzzi reviewed the current math program and the sequence options for math curriculum, a combination that can serve needs of all students. Major issues are K-12 articulation and professional development time for staff/faculty. We are still seeking a text that would serve grades 1-4.
- Home Schooling Report
 - Mr. Baruzzi provided a summary of the numbers of home-schooled children over the past several years.

- Technology Infrastructure Grant
 - Mr. Baruzzi presented an application for a competitive grant tied to State initiative to bring high-speed access to towns through schools. MOTION: by Mr. Thacher, seconded by Mr. Hamlin. VOTE: unanimous in favor.
- Teacher Quality Partnership Grant
 - Mr. Baruzzi presented the grant application. MOTION: by Mr. Thacher, seconded by Dr. Patwa. VOTE: unanimous in favor.
- 2005-2006 Budget Overview
 - Dr. Schimmel started with thanks to the administrators, Mr. Smith and the central office staff in the production of the document. Dr. Schimmel and Mr. Smith reviewed the budget proposal for the 2005-2006 school year.
- Personnel
 - MOTION : Mr. Thacher, seconded by Ms Perry to accept resignations. VOTE: unanimous in favor.

VIII. Suggestions for Future Agenda

- None

IX. Executive Session

MOTION: by Mr. Kueffner, seconded by Mr. Thacher to move into executive session at 10:00 p.m. VOTE: unanimous in favor.

MOTION: by Dr. Patwa, seconded by Ms Perry to return to open session at 10:21 p.m. VOTE: unanimous in favor.

MOTION: by Mr. Hamlin, seconded by Mr. Kueffner to adjourn at 10:22 p.m. VOTE: unanimous in favor.

Mary Feathers Lang

Mary Feathers, Vice Chair, Board of Education

Mansfield Commission on Aging: Minutes
Tuesday, December 13, 2004 2:30 PM – Senior Center

PRESENT: Karna Secker (guest), M. Thatcher, S. Thomas (chair), B. Acebo, D. Mercier, C. Phillips, N. Stevens, C. McMillan, K. Grunwald (staff)

REGRETS: P. Secker

- I. **Call to Order:** Chair S. Thomas called meeting to order at 2:34 PM.
- II. **Appointment of Recording Secretary:** K. Grunwald agreed to take minutes for the meeting.
- III. **Acceptance of Minutes of the November 8 meeting:** The newsletter identified in correspondence was for the CT Coalition on Aging. The question was raised as to how members can get on the mailing list for the newsletter of the CT Coalition on Aging. K. Grunwald will get information on this. The minutes were accepted as written.
- IV. **Correspondence** - Chair and Staff: letter received from the Town Clerk reappointing Ken Doeg and Carol Phillips through 9/30/07.
- V. **Optional Reports on Services/Needs of Town Aging Populations**
 - A. **Health Care Services**

Wellness Center and Wellness Program – J. Kenny was not present. A copy of her report for November was distributed.
Mansfield Center for Nursing and Rehabilitation – no report.
 - B. **Social, Recreational and Educational**

Senior Center – P. Hope was not present. A copy of her report was distributed.
Senior Center Assoc. – John Brubacher was not present; no report.
 - C. **Housing**

Assisted Living Project: no report; some discussion of the recent presentation by the Mansfield Downtown Partnership on the development of the Storrs downtown.
Juniper Hill, Jensen's Park, Other: no report.
 - D. **Related Town and Regional Organizations**

Com. on Physically and Sensorily Impaired – no report.
Senior Resources of Eastern CT: no report.
Town Plan of Conservation and Development – Carol Phillips: no report.
Town Community Center: no report.

VI. Old Business

Preparation of The Long Range Plan (2005-2014) - Kevin Grunwald
Discussion of the Plan of 1994-2004: Reports on sections of the Plan and what has been accomplished.

Services and Support (D. Mercier): She began by reviewing the existing 10-year plan; looking at the question of where to get information about services for seniors? One suggestion was to use the Sparks newsletter to promote one service on a monthly basis. M. Thatcher mentioned the publication "At Your Fingertips", which is available at the Senior Center. There is a need to remind people where this is, and it needs to be updated. There are multiple sources of information: the Social Services Department, the Library, the internet, etc. Not all seniors are likely to go on the internet. A suggestion was made that there be one phone number identified for people to call; look at using J. Kenny to promote her role as disseminating information. Also look at using the Town Calendar as well to promote/disseminate information. Infoline is another option.

Transportation (B. Acebo): Beth contacted Greg Paddick in the Town Planner's Office to obtain a copy of the Regional Transportation Plan. This identifies all plans and priorities for all transportation initiatives in Mansfield. She also spoke with Barbara Levine at Juniper Hill, who said that there have been several studies done on transportation. Other suggestions were to contact Rose Fowler at the McSweeney Center, who is the Chair of the Transportation Coalition of Eastern CT; advocate for better transportation in Eastern CT. K. Grunwald and P. Hope participate in this committee.

Technology: K. Secker presented an updated report for P. Secker. This includes some focus on the need for TTY listening technology.

VII. New Business

S. Thomas and D. Mercier will not be here for the January meeting; someone else will facilitate.

VIII. Adjournment: meeting adjourned at 4:22PM. The next meeting is scheduled for January 10 at 2:30 pm at the Senior Center. K. Grunwald will provide an outline for remaining steps in the development of the long-range plan. S. Thomas needs to submit a list of meeting dates for 2005 to the Town Clerk; there will be no meeting in July and August.

DRAFT Minutes of the December 15, 2004 Meeting
Conference Room B, Audrey P. Beck Building

Present: Robert Dahn (chair), Jennifer Kaufman, Quentin Kessel, John Silander, and Robert Thorson.

Absent: Denise Burchsted, Lanse Minkler, and Frank Trainor.

Town Staff: Grant Meitzler

Guest: Edward Pelletier

1. The meeting was called to order at 7:30 PM.
2. Members had not received the usual meeting packets with the minutes of the November meeting so the approval of these minutes was tabled until the January meeting.

3. IWA Referrals (taken out of sequence to accommodate Mr. Pelletier).

a) W1280 - Highland Development Associates, LLC - Browns Road/Crane Hill Road. Map date, 10/01/04. This application is for a 13 lot subdivision, "Sawmill Valley Estates," with frontage on both Browns Road and Crane Hill Road. Pelletier reviewed the planning process for this subdivision, including a 15 lot plan that might have been possible prior to Town's recent zoning revision and the proposed 13 lot subdivision. It was agreed to split the discussion into two parts: first, the three lots of a shared driveway off Brown's Road and second, the ten lots off Crane Hill Road.

Brown's Road, Lots 1,2 and 3: Pelletier discussed the layout with lots 2 and 3 sharing a pond. He pointed out that where feasible, they used existing stone walls for natural boundary lines and that the conservation easement was a generous one, approximately twice the required area. Kessel still questioned the easement, which includes only a portion of the pond and wetlands and asked why the pond and a buffer area, including the wetlands near the western boundary of Lot 1 should not be included in the easement. He also suggested that the easement should contain provisions for the maintenance of the man-made pond. Silander thought protections for the pond might be provided by writing specific protections into the subdivision approval, e.g., including a buffer area and provisions to prevent lawn/garden fertilizer runoff into the pond (which is reportedly clear and devoid of green algae and duckweed). Kessel moved, and Thorson seconded that the proposed construction on lots 1,2, and 3 should not have a significant negative impact on the wetlands as long as the pond is protected and appropriate sedimentation and erosion controls are in place during the construction and removed after the site is stabilized. The motion passed unanimously.

Crane Hill Road, Lots 4-13: The discussion centered on the number of structures and septic areas within the regulated areas. The northern boundary of this part of the subdivision is bounded by wetlands which intrude in several places into the area to be developed. Thorson moved, and Kessel seconded, the following motion: The CC commends the reduction in the number of curb cuts in the overall subdivision and the alignment of property boundaries with existing stone walls where possible. With regard to lots 4-13, the CC expresses concern for potentially significant negative impacts resulting from this concentrated land use in such a steep, rocky area interspersed with wetland areas. Specifically, it was noted that Lots 10, 11 and 13 all have both the structures and septic systems located in regulated areas. The motion passed unanimously.

b) W1278 - Kielbania - Brown's Road. Map date, revised 11/9/04. This application is for an office addition to an existing dwelling with the work to be carried out approximately 70 feet from a wetland. Kessel moved and Silander seconded that there should be no significant negative impact on the wetlands if sedimentation and erosion controls (not indicated on the map) are in place during the construction and removed after the site is stabilized. The motion passed unanimously.

c) W1279 - Fredericks - 69 Circle Drive. Map date 11/17/04. The CC declined to comment on this application to construct the already existing structure.

d) W1281 - Abramson - Wormwood Hill Road. Map date 12/1/04. This application is for a studio/office building approximately 25 feet square in a regulated area. Meitzler pointed out that a corner of the proposed building would be approximately 10 feet from the wetland's edge. Kessel moved, and Silander seconded, that because of the closeness to the wetland, a significant negative impact on the wetland was possible, especially during the construction phase. Also, although CC members had not visited the site, from the map there appear to be alternate sites available for this project that would be further from the wetlands. The motion passed with four in favor and one opposed.

4. Plan of Conservation and Development: The CC reviewed and discussed the PZC's Plan of Conservation and Development Committee's December 9, 2004 minutes. The CC noted with approval the decision to eliminate the interior forest roadside buffer areas where appropriate.

In response to the CC's recommendation that the Town develop a system of classification for stone walls within the town, for inclusion in the Town's revision of its Plan of Conservation, the minutes reflected a lack of information of a system that might be used for stone wall classification.

Thorson suggested a simplified classification system (in comparison to the more extensive taxonomy in his upcoming book). This is:

a) Abandoned Walls - those that are enmeshed into both the woodland ecosystem and our cultural heritage. These are the most evocative, especially to those seeing them for the first time. With regard to their conservation they should be left as is, and developers and builders should minimize cuts through them.

b) Heritage Walls - those which grace historic properties and are usually well maintained. They resonate with local culture and help to link scattered historic sites into a coherent whole. With regard to their conservation, they must be identified, inventoried, maintained and protected.

c) Recent and Rebuilt Walls - these usually honor the folk art traditions of the past. The simple authenticity of the unmortared fieldstone wall is most common and helps link us moderns to the past. Many of these walls are owner-built, and the Town should encourage the use of quarry stone and local traditions for these walls.

Implementation of such a classification and the protection of existing walls was discussed. It was pointed out that the PZC presently requires stone walls to be indicated on the maps used during the approval process. It was agreed that the above classification is simple and obvious enough that it should not be a major hardship for applicants to indicate which of the three categories apply to their stone walls. One value of requiring this would be to raise applicant's awareness of the value to the Town and its residents and visitors of the stone walls on the properties being developed.

Thorson agreed to meet with Town Planner Padick on behalf of the CC to assist in the Town's efforts to preserve its stone walls.

10. The meeting adjourned at 9:01 P.M.

Respectfully submitted,

Quentin Kessel
Secretary

TOWN OF MANSFIELD CORRECTIONAL FACILITY LIAISON COMMITTEE

October 20, 2004

Minutes

Members and Staff Present: Same as DOC Public Safety Committee

I. CALL TO ORDER

Chairman Pro Temp Cole called the meeting to order at 3:30 p.m.

1. Selection of Recorder – Wunderly Stauder volunteered to serve as the recorder for the meeting.
2. Minutes – Richard Pelligrine moved approval of the minutes of July 21, 2004. Walt Solenski seconded. The motion passed unanimously.

II. COMMUNICATIONS – None

III WARDEN'S REPORT AND DISCUSSION

1. Programming Updates – Warden Higgins reported that Bergin was the recipient of new computer equipment, desks, software, and a teacher from the Manson Correctional Institution. This has made it possible for the implementation of a computer class on business, finance and accounting at the facility. In addition, the facility held a GED graduation on October 19.

Bergin has also received a greenhouse that will allow inmates to learn more about horticulture. This is a topic of interest as shown by the success of the vegetable garden at the facility. Food from that garden was taken to the St. Paul's soup kitchen in Willimantic.

IV. OPPORTUNITY FOR PUBLIC TO SPEAK - None

V. OLD BUSINESS - None

VI. NEW BUSINESS – None

VII. ADJOURNMENT

Chairman Pro Temp adjourned the meeting at 3:45 p.m.

Respectfully submitted,

George F. Cole
Chairman Pro Tempore

**EASTERN HIGHLANDS HEALTH DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING
THURSDAY – December 16, 2004
COVENTRY TOWN HALL – BOARD ROOM B**

Meeting was called to order at 4:31 pm.

Present: R Field, M Berliner, P Schur, W Kennedy, J Elsesser, E Paterson, M Kurland, J Devereaux

Absent: T Tieperman, J Stille (Alternate), Charles Johnson, L Eldredge (Alternate)

Staff present: R Miller; Dr Dardick

A MOTION was made by J Elsesser, seconded by J Devereaux, to approve the minutes of the October 21, 2004 meeting with the following amendments: Absent from the meeting was Paul Schur; under New Business, delete Grand and add Grant. THE MOTION PASSED with M Berliner, P Schur, W Kennedy, J Elsesser, M Kurland, J Devereaux voting yea and R Field and E Paterson abstaining.

PUBLIC COMMENTS

No public attending

NEW BUSINESS

EHHD Public Health Emergency Preparedness Plan

A MOTION was made by R Field, seconded by M Berliner, to adopt the Bioterrorism Public Health Emergency Preparedness Plan for the Eastern Highlands Health District, attachment 1 to Annex G of Appendix 1, Attachment 1 to Annex G of Appendix 2 to each local EOP dated December 9, 2004, subject to updates. W Kennedy expressed concern that, as written, the plan could be committing the health district to more than it's capable of handling and also expressed concern that the mental health components are under-developed. J Elsesser suggested that plan components that identify area hazards be deleted and replaced with existing Hazard Mitigation Plan citation to avoid redundancy. R Miller stated that a specific plan caveat would be added to identify it as a guidance document only and that this and other updates would address each of the Board suggestions. THE MOTION PASSED unanimously.

Flexible Benefit Plan

A MOTION was made by M Berliner, seconded by W Kennedy, to adopt the following resolution: RESOLVED, effective December 16, 2004, to elect to participate as an affiliate in the amended and restated Town of Mansfield Flexible Benefits Plan, which is effective January 1, 2005, and to endorse the resolutions adopted by the Mansfield Town Council necessary to approve the Plan. A discussion followed. THE MOTION PASSED unanimously to adopt the resolution as presented.

M Kurland arrived at 4:45.

Budget for 05/06

M Berliner expressed concern over the Town of Mansfield's rate increase and asked how the revenue estimates were generated. J Elsesser and R Field too expressed concern regarding proposed increases to towns. R Field suggested proposing an alternative budget with no increase to the town contribution rate for the purpose of evaluating impact. The Board agreed and by consensus, the Director of Health was directed to present such a budget at the next regular meeting. J Elsesser, after By-Law clarification provided by R Miller, noted that the Board, as an option, could wait until aftP.9 5bstantial progress is

made on local Town budgets before finalizing amendments and adopting the Health District's budget. A MOTION was made by M Berliner, seconded by J Elsesser, to set a public hearing date of January 20, 2005 at 4:30pm in the Coventry Town Hall, Board Room B, to hear public comments regarding the proposed FY 05/06 Budget and associated fee schedule as presented. THE MOTION PASSED unanimously.

TOWN REPORTS

COVENTRY – Terrapin Deli has closed, Popeye Deli is opening in its place; Meet Me on Main Coffee Shop and Bakery to open in January; sewer project progressing, approximately six months ahead of schedule; Kenyon Mill has new roof; Village project moving along; nineteen downtown businesses to be participating in a façade improvement grant program; Village STEPS Grant available to businesses to connect to sewers; subway coming into town; Coventry on record as being against the proposed DEP FOG general permit; Coventry disputing DPH citation of Patriot's Park water system.

MANSFIELD – Approval for school water system improvements received from DPH; UConn water system problems discussed; Roma Restaurant reopened with new owners; Hill Restaurant closed; Fran's Fish & Ribs closed; Kohl's getting permits; movie theatre at Eastbrook Mall moving along slowly; Downtown Partnership plan progressing.

WILLINGTON – nothing to report.

TOLLAND – Acting Town Manager appointed; Big Y project progressing well; sewer project on schedule; new businesses going into industrial park

ASHFORD – nothing to report.

BOLTON – Sewer project progressing; Georgina's moving into old Batone's building; Town Board of Health may be disbanding.

DIRECTOR'S REPORT

R Miller updated Board on flu vaccine shortage and local efforts to support redistribution and health education.

R Miller updated Board on Bob DeVito's military activation. By consensus, the Board directed the Director of Health to draft a letter of support for the Chairperson's signature and coordinate the sending of a care package.

R Miller presented quarterly reports.

COMMUNICATIONS

EHHD Guide to Building Projects discussed and J Elsesser suggested revising the guide to reflect stand pipe monitoring protocols and adding website contact information.

The meeting adjourned at 6:06pm.

Respectfully submitted,



Robert R Miller
Secretary

MINUTES
MANSFIELD PLANNING AND ZONING COMMISSION
Regular Meeting, Monday, January 3, 2005
Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 8:36 p.m., designating all three Alternates to act as voting members.

12/20/04 Minutes – Gardner MOVED, Zimmer seconded to approve the Minutes as submitted; MOTION PASSED unanimously.

Zoning Agent's Report – The December Activity Report was acknowledged. Mr. Padick reported that the property-owner at 497 Middle Turnpike says the business-owner has agreed to remove materials in violation immediately.

Old Business

Bender, proposed rezoning from Flood Hazard to R-20, Thornbush/Briarcliff Rds., file 1123-2 – Goodwin MOVED, Gardner seconded to approve the application of John R. Bender (file 1123-2) to rezone approximately 4,500 square feet of land, located at the corner of Thornbush and Briarcliff Roads, owned by the applicant, from Flood Hazard to Residence-20, as shown on a map dated 10/22/04 and as heard at Public Hearing on 12/20/04. This zone change shall become effective as of February 1, 2005, provided a boundary description as per the provisions of Article XIII, Section B.6 is submitted and approved by the Mansfield Town Planner. To appropriately establish a clear zone boundary, the subject zone change map shall be modified to create a more uniform zone line configuration. Approval is granted for the following reasons:

1. The applicant has provided adequate evidence that the subject area of rezoning is elevated above the 100-year storm flood elevation of the Willimantic River in the subject area;
2. The proposed rezoning is considered to be consistent with local, regional and State land use plans, as all areas subject to flooding during a 100-year storm event will remain in a Flood Hazard zone;
3. The proposed rezoning is considered consistent with the provisions of Art. I of the Zoning Regulations and Section 8-2 of the State Statutes.

The Commission's 7/15/02 special permit approval, which authorized fill to be placed on this site, included two conditions which in part remain applicable. Accordingly, the applicant and any subsequent owner should take notice of the following:

- A. No Certificate of Compliance shall be issued for a new home on the subject lot until a Professional Engineer certifies that the new house has its lowest floor elevation at least one foot above base flood level. The appropriate elevation certificate shall be submitted and it shall be verified that all provisions of Article X, Section H.4 have been met;
- B. The owner/applicant shall contact his insurance carrier and the Federal Emergency Management Agency (FEMA) to review flood insurance requirements. It is recommended that the owner/applicant obtain a FEMA Letter of Map Revision. MOTION PASSED unanimously.

The following 3 items were all tabled:

Chatham Hill, Sec. 2, Lot 26, proposed revisions to approved envelopes, file 1131-2 – Tabled, awaiting a field trip viewing (on 1/13/05).

Modification request for new dance studio use at former AV Assocs. building, 1768 Storrs Rd., file 1223

Proposed acceptance of MaxFelix Dr., Maplewoods subdivision, Sec. 2, file 974-3

Mansfield Downtown project – Mr. Padick reported that draft Minutes of a joint Town Council/PZC meeting on this topic were distributed before the meeting tonight. The Downtown Partnership will next meet on Jan. 4th. The Partnership's planners are now preparing a revised Municipal Development Plan for submission to the State, and it is hoped that State action will be taken by February or March. No proposed regulations or zoning regulations revisions have yet been presented. Members discussed building heights and parking, and Mr. Padick responded that plans have not yet been completed.

New Business

Kohl's Dep't. Store, East Brook Mall, proposed modification request, 95 Storrs Rd., file 432-2 – Mr. Padick's 12/29/05 memo was noted. Gardner MOVED, Pociask seconded to refer the East Brook Mall/Kohl's modification request regarding property at 95 Storrs Rd. to the staff for review and comment, and to schedule a field trip to visit the site. MOTION PASSED unanimously.

Field trip – By consensus, scheduled for 1 p.m. on Thursday, Jan. 13th.

Proposed PZC/IWA fee revisions – Mr. Padick's 12/28/04 memo, with attached 12/28/04 draft revisions, was noted. Because three members were absent, discussion was postponed until the 1/18/05 meeting.

New PZC Vice-Chairman and representatives to the Town/University Relations and Correctional Facility Liaison and Public Safety Committees – With the resignation of Mrs. Barberet, other PZC members will be needed to fill these positions. After discussion, it was unanimously agreed to recommend to the Town Council that Gary Zimmer be appointed the Planning and Zoning Commission representative to the Town/University Relations Committee. Anyone interested in serving on the Corrections Committee or as Vice-Chairman is asked to contact Mr. Favretti or Mr. Padick. Action was postponed until 1/18/05.

Communications and Bills – As listed on the agenda.

Mr. Padick briefly discussed item #2, the UConn Master Plan, saying there are some items that still need review, such as parking, potential construction sites for student housing and a proposed new recreation center. A draft update of the Master Plan may be ready by spring.

Attention was drawn to the notice of a DEP public information meeting and Public Hearing on plans for the closure of the UConn Landfill. The events are scheduled for 1/27/05 in the Bishop Center, beginning at 5 p.m.

The meeting was adjourned at 9:08 p.m.

Respectfully submitted,

Peter Plante, Secretary *pro tem*.

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: January 5, 2005



Re: **Monthly Report of Zoning Enforcement Activity**
For the month of December, 2004

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	17	18	15	109	108
Certificates of Compliance issued	12	13	18	98	88
Site inspections	33	44	48	106	241
Complaints received from the Public	0	6	4	26	17
Complaints requiring inspection	0	5	3	21	13
Potential/Actual violations found	12	2	3	29	17
Enforcement letters	8	7	11	51	45
Notices to issue ZBA forms	1	0	1	3	13
Notices of Zoning Violations issued	8	4	6	30	24
Zoning Citations issued	5	0	2	11	5

Zoning permits issued this month for single family homes = 8, multi-fm = 0
 2004/05 Fiscal year to date: s-fm = 25, multi-fm = 4

TOWN OF MANSFIELD/DEPARTMENT OF CORRECTION
PUBLIC SAFETY COMMITTEE
WEDNESDAY, October 20, 2004
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING

Minutes

Members Present: G. Cole, R. Gergler, Warden Higgins, C. Lary, C. Paulhus, R. Pellegrine, W. Solenski, W. Stauder, S. Thomas

Members Absent: A. Barberet

Staff: Deputy Warden K. Mayda, Counselor J. Roache

I. CALL TO ORDER

Chairman Pro Temp Cole called the meeting to order at 3:05 p.m. and welcomed new member Christopher Paulhus.

1. Wunderly Stauder volunteered to serve as the recorder/secretary for the meeting.
2. Richard Pellegrine moved approval of the minutes of July 21, 2004. Walt Solenski seconded. The motion passed unanimously.

II. COMMUNICATIONS

1. A memo from the Town Manager's Office concerning the absence of the name of resident Amy Moore on the notification list was received. It was passed on to Warden Higgins who reported that Ms. Moore's name is now on the list.

III. WARDEN'S REPORT AND DISCUSSION

1. Population Status Report/List of Offenses – Deputy Warden Kelly Smayda reported that the current population is 966 inmates, and reviewed the list of offenses with the committee.

Warden Higgins reported that Bergin is accepting more Level 2 inmates. They are still strict on inmates with mental health problems. More of the incoming inmates are cleared (Level 1) for outside work. This will mean that more inmates will be available for outside work details. Bergin is now the only strictly Level 2 facility in the state.

2. Counselor Roache presented details concerning the escape and recapture of an inmate on August 8, 2004. He was a Level 1 inmate waiting for discharge, who left the facility at 11:48 a.m. A passing motorist and his daughter saw the inmate come

out of the bushes next to the barrier fence and run across Route 44. He called the Connecticut State Police. The prison staff undertook an emergency count and at 11:58 confirmed the escape. At 12:09p.m., the Community Notification System was activated as well as the police of surrounding communities. The Notification System ended its action at 2:42 p.m. At 3:05 p.m. the inmate was captured behind the Willimantic Stop and Shop.

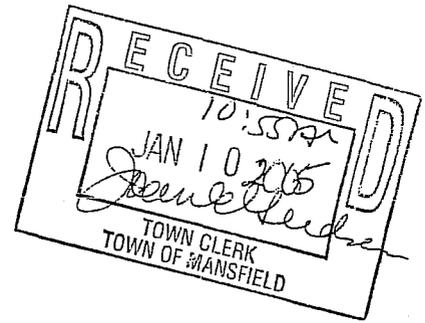
- IV. CHAIRMAN'S REPORT - None
- V. OPPORTUNITY FOR THE PUBLIC TO SPEAK – None
- VI. OLD BUSINESS – None
- VII. NEW BUSINESS – None
- VIII. ADJOURNMENT

Chairman Pro Temp Cole adjourned the meeting at 3:29.

Respectfully submitted,

George F. Cole
Chairman Pro Tempore

REGIONAL SCHOOL DISTRICT #19
BOARD OF EDUCATION MINUTES
FOR JANUARY 4, 2005
EDWIN O. SMITH HIGH SCHOOL
1235 STORRS ROAD
STORRS, CONNECTICUT 06268



The meeting was called to order at 7:30 p.m. by chairperson, Elena Tapia.

PRESENT: Francis Archambault, Herbert Arico, Janice Chamberlain, Steve Curry, Karen Fisherkeller, Elizabeth McCosh-Lilie, Debbie Potvin, Linda Sabatelli, Mike Sibiga, Bruce Silva, Elena Tapia and student representative, Tiki Viswal

ABSENT: Bob Jellen, Bob Kremer

OPPORTUNITY FOR THE PUBLIC TO SPEAK: No Requests

COMMITTEE REPORTS:

Debbie Potvin reported that the personnel committee had met on December 21st and there is an item on these evening's agenda.

Bruce reported that the curriculum committee would be meeting on January 18th.

Herb Arico informed board members that the EASTCONN executive committee would be meeting on January 25th. Paula Colen has taken over as Director of EASTCONN.

Mike Sibiga shared scrapbooks with board members showing activities of students and staff in agriculture education.

Tiki Viswal updated board members on activities of student congress and upcoming activities within the school.

SUPERINTENDENT'S REPORT:

Superintendent Silva reviewed his report with board members.

SPECIAL COMMITTEE REPORTS:

Principal DeLoreto spoke to board members about Robert Hoyt, 2001 graduate of E.O. High School who was killed in action in Iraq. On behalf of his family, Mr. DeLoreto expressed their gratitude to the E.O. Smith staff members for their support during this difficult time. Mr. DeLoreto will be working with the family to set up a memorial in Robert's name.

CONSENT AGENDA:

MOTION: by Herb Arico, seconded by Mike Sibiga that the following items on the consent agenda be approved:

That the Regional School District #19 Board of Education approve the minutes of the December 7, 2004 board meeting.

That the Regional School District #19 Board of Education approve the following policies: Use of Automatic External Defibrillators (AEDs) Policy (new), and Medication Policy (revision).

That the Regional School District #19 Board of Education approve the following curriculums: Advanced Pre-Calculus A, AP Computer Science, and Discovering Geometry.

That the Regional School District #19 Board of Education approve overnight trip to Stamford, CT, March 11-12, 2005, submitted by Lenore Grunko.

VOTE: Unanimous in Favor

MOTION: by Debbie Potvin, seconded by Elizabeth McCosh-Lilie, that the Regional School District #19 Board of Education adopt the revised non-certified staff salary plan and health benefits effective, July 1, 2005.

VOTE: Unanimous in Favor

Discussion Item: Reynolds School

Superintendent Silva reviewed tentative project schedule should the board decide to move forward with the EOS Depot Campus School project. Discussion was had on the type of student the Depot Campus School would service. Board members were concerned about the cost of educating students at the Depot Campus School and the cost of transportation. Superintendent Silva will provide cost estimates at a future board meeting. Ongoing discussion on this proposed project would take place at future board meetings.

Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Lynda C. Breault, Board Clerk

draft

DRAFT

**WINDHAM REGION COUNCIL OF GOVERNMENTS
MINUTES
December 3, 2004**

A meeting of WINCOG was held on December 3, 2004 at the Scotland Fire House, 87 Brook Road, Scotland, CT. Chairman Daniel McGuire called the meeting to order at 8:37 a.m.

Voting COG Members Present: Ralph Fletcher, Ashford; Rusty Lanzit, Chaplin; Robert Skinner, Columbia (alt); John Elsesser, Coventry (alt.); Margaret Haraghey, Hampton; Dan McGuire, Lebanon; Liz Wilson, Scotland; Michael Paulhus, Windham.

Staff Present: Barbara Buddington

Public Present: Roger Adams, Windham Area Chamber of Commerce; Roberta Dwyer, NE Alliance; Jeff Beadle, Windham Region Community Council.

Chair McGuire thanked Liz Wilson for hosting the meeting.

MINUTES

MOVED by Mr. Paulhus, **SECONDED** by Ms. Haraghey, **to approve the minutes of the 11/5/04 regular meeting as submitted. MOTION CARRIED UNANIMOUSLY.**

TRANSPORTATION

STIP amendments: Statewide Amendments (all are new projects)

- a) Project #0170-E127: STP Enhancement Program Design Activities (PE, 2005, Advance Construction Entry, \$0.
- b) Project #0170-E127: STP Enhancement Program Design Activities (PE, 2005, Advance Construction Conversion, Total Cost: \$600,000.
- c) Project #0170-E127: STP Enhancement Program Design Activities (PE, 2006, Advance Construction Conversion, Total Cost: \$600,000.
- d) Project #0170-E127: STP Enhancement Program Design Activities (PE, 2007, Advance Construction Conversion, Total Cost: \$600,000.

MOVED by Ms. Wilson, **SECONDED** by Mr. Paulhus, **to approve the STIP amendments as submitted. MOTION CARRIED unanimously.**

CHAMBER OF COMMERCE / WINCOG COMMON LEGISLATIVE ISSUES

Roger Adams noted that there are several issues that the General Assembly will be facing during the upcoming session that may greatly affect both businesses and municipalities, including corporate tax policy, outsourcing of jobs, workers compensation and family leave policies, transportation to jobs, housing affordability, health care costs, and, most recently, the issue of DEP's recent General Permit for regarding grease disposal in sewer systems. In addition, the Chamber is interested in several issues already on WINCOG's legislative priority list. He offered to work with WINCOG to move our common agenda forward.

In the discussion that followed, Mr. Adams and Mr. Elsesser expressed great concern about the effect that the DEP grease trap policy would have on small businesses. Coventry has taken a position against the policies expressed in the general permit, noting that requiring a 1,000 gallon exterior tank was excessive for many of the businesses that would be affected. Mr. Elsesser suggested that the local WPCF should have a say in what measures should be required to address the grease disposal problem in each town. Newer sewer systems that are well-maintained have less of a problem with accumulating grease than older systems and those that are not well-maintained. There should be some flexibility. Mr. Paulhus requested that WINCOG not take a position on this until he has had a chance to confer with his WPCF staff. The consensus was, however, that there should be some flexibility to accommodate local conditions. This item will be on the January agenda for possible action.

STREETLIGHTS

Ms. Wilson reported that Scotland accepted the check offered by CL&P as compensation for overcharges, but, on the advice of her attorney, did not sign any release, and sent a letter to CL&P stating that her accepting the check in no way indicated that the matter was closed. [She noted that Scotland has responsibility for the light fixtures on Route 14. As ConnDOT completes projects on state highways, the department transfers responsibility for the light fixtures to the town.] Mr. Elsesser reported that he has just signed a 35-month contract for electricity through a CCM energy program.

WINCOG PLANNING LUNCH - postpone scheduling this lunch meeting until after the holidays.

EMERGENCY MANAGEMENT TRAINING

Ms. Buddington noted that there are two training opportunities being offered by the CT Homeland Security Education Center next week - Senior Officials training for WMD and NIMS training. She reported that Mansfield Director of Emergency Management had requested that we look into having this training offered in the Windham Region, so that those elected officials and emergency responders who might someday be cooperating on a regional emergency would have the chance to work together in the training. Because the training is being provided through contractors to FEMA, it is evidently not possible to arrange such region-specific training for these workshops - at least at this time. We will continue to talk with the HLS Education Center to see what we can arrange. By consensus, the best time for setting up such training opportunities would be on a Saturday. Evenings are too busy and many emergency responders have other "day jobs" that would make it difficult for them to attend weekday training.

REIMBURSEMENT OF VOLUNTEERS - HOMELAND SECURITY TRAINING

FEMA allows states to set up policies and guidelines to reimburse volunteers for attending homeland security training. The State of CT does not have such policies in place, and therefore does not allow any reimbursement or payment of stipends to volunteer responders. Ms. Buddington reported that over the last couple of weeks, the Division of Homeland Security has been getting a lot of encouragement (pressure?) to take advantage of all of the flexibility allowed by FEMA. **MOVED by Mr. Fletcher, SECONDED by Mr. Elsesser, that WINCOG send a letter to the Division of Homeland Security supporting this change in policy to allow stipends or reimbursement for volunteers to attend homeland security training. MOTION CARRIED UNANIMOUSLY.**

FY 2006 BUDGET

Ms. Buddington distributed a proposed dues schedule and rough draft budget showing anticipated income and expenses for FY 2006. By consensus, it was agreed to postpone action on the dues schedule and working budget until the January 7 meeting.

PROBATE COURT FUNDING PROPOSAL

Mr. Elsesser reported that Tolland had a large meeting on this issue, but he not yet heard the outcome. As it is a legislative issue, it will remain on our agenda for discussion.

CT HUMANE SOCIETY

Ms. Buddington reported that she had received a brief communication from Joanne Lincoln, but it did not provide much of the information requested by WINCOG at the November meeting. She will be sending additional information (size of parcel needed, water flow, etc.) as soon as she has it.

Mr. Paulhus reported that Windham may be looking at reconfiguring the space now used by its public works facility in North Windham, and may be interested in discussing the possibility of having a regional facility. Coventry also expressed an interest in continuing to explore such a facility - especially if they could use an old mill building which has sewer service available.

LEGISLATIVE AGENDA

Ms. Buddington distributed copies of the legislative agenda as revised at the November meeting, and noted that Mr. Beadle has requested that WINCOG consider adding the Statewide Dial-a-Ride program to the priority list. He described the program (enacted, but unfunded) about five years ago, and spoke briefly about the resources that might be available to WINCOG towns if the legislature funds the program.

Copies of proposed telecommunications legislation language will be provided at the next meeting. Ms. Buddington attended a workshop on the regulatory environment for towers in November, and the presenters stressed the need for having town policies and preferences for the siting of towers that are separate from their zoning regulations (as the zoning regulations don't apply). Communications companies have been very willing to work with towns, and there have been successes in those towns that are willing to work pro-actively with the

companies to meet the needs of the companies and the needs of the communities for service. Mr. Elsesser and Mr. Skinner both noted how beneficial it is to the towns to have the revenue stream from cell towers that are on town property. Mr. Elsesser has worked with two consultants who do the preliminary work on the siting of towers for the communications companies, and suggested that we invite one of them to attend our January meeting to discuss how we might get better service coverage in our region. Ms. Buddington will contact the Citing Council and get a map for each town which shows what areas are and are not covered by service. Mr. Fletcher volunteered to host the January WINCOG meeting in Ashford, which has a problem with coverage.

EWIB UPDATE (from 12/2/04 CEO Council meeting)

The Eastern CT Workforce Investment Board has a new web site and features prevailing wage information for prospective employers: www.EWIB.org. EWIB is seeking nominations for private sector board representatives. A current list of board members is available on the web site.

The CT Small Business Development Center's web site is highly recommended for its on-line training to assist small businesses. The link to the site is: <http://www.business.uconn.edu/csfdc> - click on "on-line resources" on this page. One selectman at the EWIB meeting reported great feedback when he sent what he called a letter to each of the businesses in his town, letting them know how much he appreciated having them in town. You may wish to use such a letter to spread the word about the CSBDC's online workshops.

CT EAST UPDATE

No report from CT East staff, but Mr. Lanzit reported that he, along with Ms. Haraghey, Ms. Wilson, and Mr. Paulhus, attended CT East's legislative breakfast yesterday morning. He complimented Donna Simpson from the work that she had done for CT East. One bit of information from this meeting is that while the casino hotels collect a 12% tax, they keep this - it does not go to the state, as does the off-casino hotel tax. Mr. Elsesser expressed the hope that CT East and QSHC will work together to promote their mutual interests in tourism for the northeast corner of the state.

DIRECTOR'S REPORT

Ms. Buddington distributed the written director's report and called particular attention to items under transit and emergency planning. After brief discussion, it was agreed by consensus that WINCOG should explore opportunities to co-locate with WRD administration in a new transit facility, if a location can be found and if the project moves forward. She also called attention to copies of the Capitol Region Purchasing Council rules, which were distributed at the start of the meeting (yellow copies).

MEMBERS FORUM

Ms. Haraghey raised the issue of unemployment compensation for *very* part-time workers. Mr. Elsesser invited everyone to attend events in Coventry this weekend: Saturday's Historic House tour and Sunday's Old Fashioned Christmas in Coventry Village events. Details are on their web site www.coventryct.org.

Next Meeting: JANUARY 7, 2005, Ashford Fire House.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted by Barbara Buddington, staff.

ADMINISTRATION

- *Happy New Year!* December has been relatively quiet; this report will be correspondingly brief.
- *Get well wishes to John Elsesser* who is “mobility-challenged” because of a broken ankle.
- *FY 2004 audit:* WINCOG’s audit for FY 2004 has been completed and distributed to the town clerks in each member municipality for filing. Our audited indirect rate (burden, fringe, and overhead as a percentage of direct salary costs) was 115%, down from 119% in FY 2003. The lower rate results from having a larger budget over which to spread the overhead costs. The Pre-disaster Hazard Mitigation planning grant, Homeland Security planning funds, and the WRTD vehicle storage/maintenance facility feasibility study all contributed to the (temporary) higher budget.
- *FY 2004 Annual Report:* WINCOG’s Annual Report for FY 2004 is now available and will be distributed at today’s meeting.
- *Capitol Region Purchasing Cooperative:* As the year progresses, please let us know whenever you take advantage of the CRPC process. We’d like to keep track so that we can get a sense of its value to member municipalities.
- *Technical assistance contracts active in FY 05:*

Contract #	Description	Status
Ashford	POCD assistance	Completed
Mansfield	Mapping assistance	continuing
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	Began 1/3/05; continuing under contract

UPCOMING DATES OF INTEREST

- January 10 GIS Training at UCONN
- January 11 7:00 - 9:30 p.m. - CERT training course begins
- January 18 3:00 p.m. Windham Region Emergency Planning Workgroup meeting, Coventry Town Hall Annex
- January 19 9:00 a.m. COST Town Meeting (Cromwell)
- February 1 2:00 p.m. Northeastern CT Economic Partnership meeting
5:00 – 8:30 p.m. GVI seminar: Smart Growth in RI & MA (Dayville)
- February 4 Next scheduled WINCOG meeting

ECONOMIC DEVELOPMENT

- EDA Planning Grant: No word yet.

TRANSPORTATION

- Route 97, Hampton and Scotland: Improvements to Route 97 between Route 14 in Scotland and Route 6 in Hampton were originally proposed when it was assumed that there would be an interstate connecting Hartford and Providence, with an interchange near Route 97. When plans for the interstate were abandoned, improvements to Route 97 were no longer a regional priority. ConnDOT has determined, however, that in a drastically scaled-down version – which is all that is needed now – it qualifies as a “maintenance” project. Staff from ConnDOT and WINCOG met with the chief elected officials of the two towns in December to agree to the final scope of the project.
- Regional Transportation Plan: Work is progressing, but slowly. The Regional Planning Commission is working on recommended changes to the goals and policies sections of the plan which will better reflect the Regional Land Use Plan as revised iP. 107. In addition, ConnDOT has determined that

accident data (SLOSSS - Suggested List of Surveillance Study Sites) is not public information, so that section is being removed.

TRANSIT

- Storrs/Willimantic Prepaid Fares Program: We are pleased to report that the UConn administration has agreed to participate in the prepaid fares program and has committed enough funds to cover their share for one year. This, however, is just a short-term fix, and WRTD and the Town of Mansfield are still in discussions with UConn to come up with a long-term solution to continue the program.

LAND USE PLANNING

- Regional Planning Commission: The RPC meeting scheduled for January 5 was cancelled because of the weather.
- Mansfield Plan of Conservation and Development Maps: In an ongoing project, GIS staff is assisting in the preparation of maps for the Mansfield Plan of Conservation and Development.
- Chaplin Technical Assistance: Senior Planner Jana Butts is now providing zoning enforcement services and planning technical assistance to Chaplin for 6 hours per week under contract.

EMERGENCY PLANNING UPDATES

- Homeland Security - Regional Emergency Planning: WINCOG has received the DMIS software, but it has not yet been installed. When it is ready to function, we will be notifying emergency management directors in the region and inviting their participation.
- Emergency Management and Homeland Security Coordinating Council: This council met in December to endorse final recommendations for consideration by the new Commissioner of the Department of Emergency Management and Homeland Security (DEMHS). Your director, as a representative of the fifteen RPO’s, participated on the planning workgroup for this process.
- Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through Department of Environmental Protection (DEP): In consultation with DEP, Planner Kristie Beaulieu prepared a draft mitigation plan for one town and submitted it for review to FEMA. She and Jana took advantage of FEMA’s offer to meet with organizations preparing these plans - a sort of “mid-course review” – and an opportunity for “mid-course corrections,” if needed. The meeting took place in Waterbury this past Wednesday, and they returned with many compliments on what we had done so far, and some good direction for making a few minor changes and for addressing the mitigation portions. FEMA has now developed a template for these plans.
- Community Emergency Response Team (CERT): Our region’s first training course will begin next Tuesday evening, January 11. Six Tuesday evening classes and one double Saturday class are scheduled. As of this writing, there are still a few openings.

CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests for data from two municipal school systems and one non-profit.

LOCAL ASSISTANCE

TOWN	ASSISTANCE	# HOURS
<i>Chaplin</i>	• Site Walk on property proposed for development and provided maps (aerials and soils)	3
<i>Columbia</i>	• Provided First Selectman with aerial print of potential development parcel	1
<i>Coventry</i>	• Printed aerial photos with property lines for ZEO	7
	• Provided information to PZC concerning stormwater management	1
	• Printed wall poster of Coventry aerials	1
	• Assistance with data corrections to GIS tax parcel map	1
<i>Windham</i>	• Provided aerial photo to Windham Recreation Director	1
	• Provided information to Conservation commission re: signs	1
	• Provided map of Willimantic Reservoir dam failure impact area to Recreation Director (for WWPCF)	3.5
<i>All Towns</i>	• Prepared Regional Zoning Report on lot coverage / imperviousness	7

OTHER ASSISTANCE

- Continued to participate in Willimantic White Water Partnership.
- Provided historical housing data to CHFA staff.

MEETINGS

- Dec. 3 - WINCOG Board meeting / Scotland (BB)
- 7 - Meeting with Mansfield Downtown Partnership staff and consultants / Storrs (BB, JB)
- 8 - Dial-A-Ride Advisory Committee (BB, MP)
- 9 - Meeting with ConnDOT staff, Hampton and Scotland First Selectmen on Route 97 improvements /Scotland (BB)
 - Willimantic Whitewater Partnership/ UCONN L.A. student presentation (JB*)
 - CCAPA workshop on Eminent Domain / Hartford (BB)
- 15 - Meeting with GVI GIS technician re: Windham/Scotland conservation planning (JB)
- 16 - Emergency Management and Homeland Security Coordinating Council / Rocky Hill (BB)
- 21 - DPH Focus Area A (Public Health Planning) / Middletown (BB)
 - WINCOG Regional Emergency Planning Workgroup / Coventry (BB)
- 22 - Meeting with Coventry officials and John Harmon of CCSU re: GIS (JB)
- Jan 5 - Eastern Connecticut Transportation Cooperative meeting / Norwich (BB, MP)
 - Meeting with FEMA staff re pre-disaster hazard mitigation plans / Waterbury (JB, KB)

* Time not charged to WINCOG

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THE PUBLIC SCHOOLS OF MANSFIELD, CONNECTICUT

GORDON L. SCHIMMEL, ED.D., SUPERINTENDENT

FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3350 TELEPHONE
(860) 429-3379 FACSIMILE

Item #10

January 10, 2005

Dear Mansfield Families:

I write to inform you that at its regularly-scheduled meeting on Thursday, January 20th, I will present a proposal to the Mansfield Board of Education to implement full-day Kindergarten in our schools, beginning in the fall of 2005.

As many of you know, the Board and staff members have been investigating implementation of a full-day Kindergarten program for the past two years. Our investigation included the following activities: an initial presentation to each elementary school parent-teacher organization; the publication of available research on the topic; three focus groups to help construct a local survey of public opinion; a series of "Community Conversations" sponsored by a grant from the Graustein Foundation and the League of Women Voters; and visits to four existing programs in the area. Copies of the research summary and the public opinion survey are available from the principal's office at each of the elementary schools.

For a variety of reasons that benefit children and families here in Mansfield, we are ready to recommend this program change to the Board. In keeping with our long-standing commitment to honor the wishes of parents who want their child to remain in a half-day program, the model we present will include a morning half-day option at each of the schools. Half-day students will attend Kindergarten with full-day students and can take a mid-day bus home or be transported by a parent. There is no plan for a separate class for the half-day program.

The Board of Education will discuss our proposal as part of its budget review process on January 20th and 27th. If the Board approves our plan, administrators and staff members will present details to interested parents at the February meetings of the parent-teacher organizations at each of the elementary schools. If you are interested in this program, we invite you to attend the Board meetings or the parent-teacher organization meeting that is most convenient for you.

Sincerely,

Gordon L. Schimmel

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STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

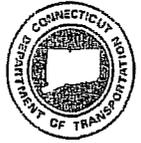
DISTRICT II

171 Salem Turnpike

P. O. Box 1007

Norwich, Connecticut 06360

Phone: (860) 823-3217



Item #11

January 5, 2005

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

Dear Mr. Berliner:

Subject: Tentative Vendor-in-Place Paving Program
2005 Construction Season
State of CT - District II

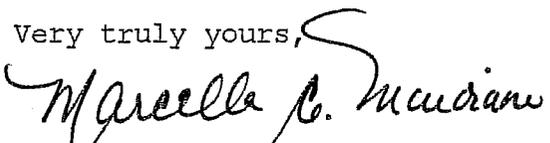
This letter is to advise you of the Department's tentative Vendor-in-Place Paving Program scheduled for your community during the 2005 construction season.

The attached list indicates the tentative sections of state highways selected for resurfacing in your community. In some cases, a situation may develop causing adjustments to the selected projects.

Incidental rehabilitative activities are included in projects of this nature. This may include roadway drainage revisions, selected termini roadway reclamation, replacement of obsolete protective fences with metal guide rails, sign replacement, minor geometric revisions, and any other items that promote safe traveling conditions.

As previously stated, this is a tentative program and is dependent upon legislative approval of the Department's budget request during the 2005 legislative session.

If you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,

Marcella C. Maiorano
Transportation Supervising
Maintenance Planner
Bureau of Engineering and
Highway Operations

Attachment

2005 VIP
DISTRICT 2

RTE	TOWN	TERMINI	MILES BGN LOG	MILES END LOG	LOG LENGTH	2-LANE MILES	CUM MILES	CL	DEPTH Inches
SECTION 21									
12	THOMPSON	RT 131 TO MASS S L	51.95	54.46	2.51	2.51	2.51	SP-2	2
82	EAST HADDAM	SALEM RT 156 TO .30 MI W/O SHINGLE MILL RD	12.53	16.86	4.33	4.57	7.08	SP-2	2
87	FRANKLIN	LEBANON .60 MI N/O BOZRAH TL TO RT 289	1.19	7.46	6.27	6.27	13.35	SP-2	2
97	SCOTLAND	SPRAGUE TL TO BGN OVLP RT 14	8.27	11.26	2.99	2.99	16.34	SP-2	2
97	SCOTLAND	HAMPTON END OVLP RT 14 TO RT 6	11.94	16.80	4.86	4.86	21.20	SP-2	3
101	POMFRET	RT 44 TO .06 MI W/O YOUNGS RD	0.00	0.78	0.78	0.78	21.98	SP-2	2
131	THOMPSON	RT 12 TO RT 197	0.00	3.53	3.53	3.53	25.51	SP-2	2
195	WINDHAM	RT 66 TO MANSFIELD TL	0.00	0.99	0.99	0.99	26.50	SP-2	2
197	THOMPSON	QUINABAUG RV TO RT 131	10.40	10.66	0.26	0.26	26.76	SP-2	2
615	COLCHESTER	ACC TO W/B RT 2 TO RT 85	0.00	1.32	1.32	1.32	28.08	SP-2	2
632	MANSFIELD	MANSFIELD CITY RD TO RT 195	0.00	0.80	0.80	0.96	29.04	SP-2	2
633	MANSFIELD	MANSFIELD CITY RD TO RT 195	0.00	0.79	0.79	0.79	29.83	SP-2	2

SECTION 21 TOTAL ==>>> 29.43 29.83

SECTION 23

1	GROTON	I-95 TO RT 12	102.21	102.95	0.74	0.97	0.97	SP-4	3	NIGHT
81	KILLINGWORTH	RT 80 TO HADDAM TL	5.97	10.05	4.08	4.08	5.05	SP-2	2	
85	NEW LONDON	WATERFORD RT 1 TO LORENZO ST	0.00	0.89	0.89	0.93	5.98	SP-2	2	
85	WATERFORD	.05MI N/O TOWN GARAGE TO .08MI S/O DOUGLAS LA	3.06	3.21	0.15	0.30	6.28	SP-3	2	
95	OLD LYME	S/O LIEUTENANT RV TO FLAT ROCK HILL RD	79.59	82.28	2.69	5.60	11.88	SP-4	3	NIGHT
97	NORWICH	SPRAGUE CANTERBURY TPKE # 2 TO SCOTLAND TL	2.94	8.27	5.33	5.33	17.21	SP-2	2	
163	MONTVILLE	DR TO FIREHOUSE TO FELLOWS RD	0.38	3.94	3.56	3.56	20.77	SP-2	2	
169	NORWICH	OX HILL RD TO LAMBERT DR	0.52	1.25	0.73	0.73	21.50	SP-2	2	

SECTION 23 TOTAL ==>>> 18.17 21.50

DISTRICT 2 TOTAL ==>>> 47.60 51.33

SP-1 = SUPERPAVE LEVEL 1
 SP-2 = SUPERPAVE LEVEL 2
 SP-4 = SUPERPAVE LEVEL 4
 Night = POSSIBLE NIGHT PAVING
 * = POSSIBLE QC/QA

PROJECT 58-302

95	GROTON	STONINGTON	END GOLD STAR BRIDGE TO RT 27	94.71	101.34	6.63	21.51	21.51	SP-4	3	NIGHT
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(SKIP APPROX. .66 MILE IN VICINITY OF RESERVOIR)

P.114



MUNICIPAL MANAGEMENT BULLETIN



CONNECTICUT CONFERENCE OF MUNICIPALITIES

900 CHAPEL STREET, 9th FLOOR, NEW HAVEN, CT 06510-2807 PHONE (203) 498-3000 • FAX (203) 562-6314

www.ccm-ct.org Your source for local government management information on the Web

Item #12

Retention of Email and Voice Mail *Public Records Administrator Guidelines*

CGS Section 7-109 states that public agencies must follow records retention guidelines set by the State Public Records Administrator, including those regarding email and voice mail. The PRA has the statutory authority to determine record maintenance schedules for public agencies (see CGS Sections 11-8 and 7-109). Eunice G. DiBella is the State Public Records Administrator. She may be reached at (860) 757-6540.

The guidelines cover a plethora of records and specific retention schedules, including land use and development, personnel and education records. Copies of the PRA's guidelines may be obtained at www.cslib.org/reloc.htm or by contacting Kachina Walsh-Weaver of CCM at kweaver@ccm-ct.org or (203) 498-3026.

Public Records Administrators' Guidelines

Email

The PRA determined that there are 3 **email-related** categories for retention purposes:

1. *Transitory records*: records that do not contain any substantive information relating to the conduct of the public's business. These records would not need to be retained;
2. *Less than permanent records*: records that, if they were in paper format, would have to be retained for a period of time. Such records would include compliant records, correspondence and reports. These records should be retained according to the record retention guidelines established by the PRA; and
3. *Permanent or permanent/archival records*: minutes of meetings or final decisions by agencies are included in this category. These records must be retained permanently.

Voice Mail

The PRA has determined that, although "voice mail (including answering machines) can be considered a type of electronic mail communication", voice mail is "transitory in nature, and may be deleted at will". The exceptions would be cases involving messages that may be "potentially used as evidence in a trial, such as a bomb threat, or in some other illegal activity." In other words, the PRA has set an extremely high threshold for retaining voice mail messages.

- over -

The PRA has detailed retention schedules for various records relating to town/city clerks, school districts, police departments and others. These schedules may be obtained at www.cslib.org/retschedules.htm, or by contacting Kachina Walsh-Weaver of CCM at kweaver@ccm-ct.org or (203) 498-3026.

* * *

If you have any questions, please contact Ron Thomas (rthomas@ccm-ct.org), Kachina Walsh-Weaver (kweaver@ccm-ct.org), or Jim Finley (jfinley@ccm-ct.org) of CCM at (203) 498-3000.



TOWN of TOLLAND / 21 tolland green, tolland, connecticut 06084

Item #13

January 7, 2005

Ms. Elizabeth C. Paterson
Mayor & Town Council Chairperson
Town of Mansfield
4 South Eagleville Road
Storrs, CT 06268

Re: Probate Court Financing and Reorganization Issues

Dear Ms. Paterson:

The Tolland Town Council currently has under consideration a proposal presented to it by Probate Court Administrator James J. Lawlor on November 23, 2004 pertaining to future means of financing the Probate Court system and possible reorganization of its geographic jurisdictions. As you probably understand, the financing aspect involves a major increase in funding from municipal property taxes.

In subsequent discussion of the matter, our Councilors have expressed the need for further information, especially about the recent history of the system's funding and whether the outlook for its financial self sufficiency was as grim as Judge Lawlor's projections portrayed. There is, of course, also concern about how Tolland residents will be served under any reorganization which might be enacted. Additionally, the changes that have been advocated seem to be motivated by considerations apart from those of a strictly fiscal nature. Fuller disclosure of all the reasons behind the proposal is needed

The Council was in definite consensus that the Town should seek to coalesce with other municipalities and with organizations in which the Town participates, too. There should be a concerted effort to frame the issues and, hopefully, to put forward a broadly supported position. Please inform us of whether you are interested in acting in concert with us.

January 7, 2005
Probate Court Financing and Reorganization Issues

We would also appreciate hearing about what position your town may have taken regarding this issue. The Coventry Town Council has taken an assertive position on the matter and we have enclosed a copy of its letter to Coventry's State Representative.

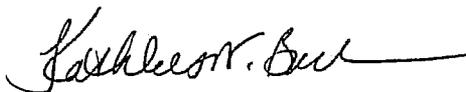
Very Truly Yours,



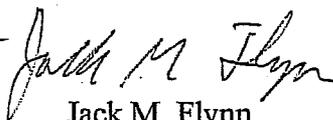
Richard J. Field
Council Chairman



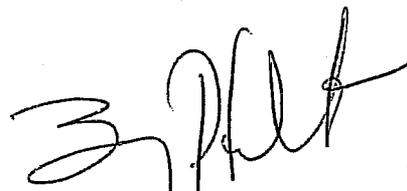
Frederick M. Daniels
Council Vice Chairman



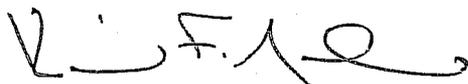
Kathleen W. Bach
Council Member



Jack M. Flynn
Council Member



Bryan P. Hurlburt
Council Member



Kevin F. Juber
Council Member



April C. Teveris
Council Member

Enclosure

RJF/kmw



Town of Coventry

1712 Main Street • Coventry, CT 06238 • Fax (860) 742-8911

December 13, 2004

Representative Denise Merrill
Legislative Office Building
Hartford, CT 06106

Dear Representative Merrill:

The Coventry Town Council is opposed to the current proposal of the Probate Court Administrator for the reorganization and future funding of the Probate Court System.

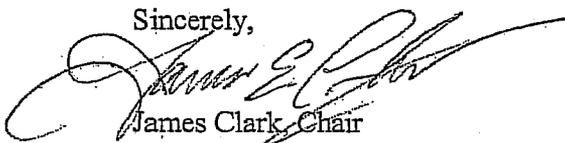
We oppose this plan for the following reasons:

1. It is another immediate unfunded mandate imposed upon the towns which must be funded by: a) further increases in property taxes; or b) cuts to already underfunded town services and infrastructure maintenance.
2. Under the current system, the Coventry/Mansfield Court functions efficiently and is paying its expenses by turning \$30,000 per year back to the court system.. This cost is currently borne by those who use the court and not by every citizen.
3. The proposal would take important matters into large city probate courts which are already overburdened, as noted in the report. That would remove the involvement of local probate court judges in local cases. It is important in small communities to have personnel handling personal problems who know, understand, and care about the local people.
4. The problem of funding additional state courts should not fall to the probate court system but rather to a responsible and thoughtful legislative solution.
5. The report notes that there are varying degrees of training and backgrounds among current probate judges. The legislature should grandfather current judges, unless they have been determined not to be competent, and then establish the qualifications required by future judges in order to be able to run for election to these positions.
6. Health Insurance should be funded for judges and retirees in the same manner the State of Connecticut funds other in the state health insurance system.
7. The Probate Court Administrator **should not** be granted financial powers that remove all financial authority from the locality. Local towns **should not** be forced to comply with the current proposal. Funds should be available through an adequately funded Probate Court Trust Fund to provide equal probate services in each court.

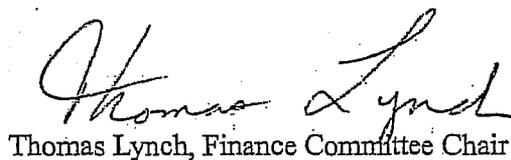
Probate Court Funding
December 13, 2004

8. We urge the legislature to revisit the elimination of the succession tax. This tax provided the funding for the court system. It is a wealth tax. Thus, it does not distribute the cost burden of probate work to low income local citizens. A halt should be called during this legislative session to the phase out of this tax. Then a thorough legislative review of this prior legislative action can be put in place.
9. In order to balance the state budget the legislature has exacerbated the Probate Court System funding by removing \$15,000,000 over two prior legislative sessions. In effect, this action amounts to stealing from local communities because property taxes must be raised, rather than the legislature taking responsible tax actions to provide income for the state.
10. This is another example of a funding proposal that will fall unfairly on non-shoreline small towns and communities in Eastern Connecticut. It relieves wealthy people of paying a wealth tax and shifts the burden to all regardless of ability to pay and regardless of whether they will ever have sufficient wealth to require payment of the succession tax.
11. Transportation issues for poor people in Eastern Connecticut are real. If contested matters were to go to Manchester or New London, low income people without transportation will be further burdened by difficulty in accessing the courts.

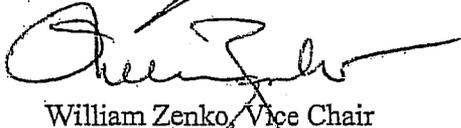
Sincerely,



James Clark, Chair



Thomas Lynch, Finance Committee Chair



William Zenko, Vice Chair



Barbara Riordan, Steering Committee Chair



Charlotte C. Kennedy, Secretary



Brendan Putnam, member Finance Committee



Steven Anderson, member Steering Committee

C: Claire Twerdy, Probate Judge, Coventry/Mansfield Court
Betsy Pattersen, Mayor, Town of Mansfield