



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, February 14, 2005
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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CALL TO ORDER	
ROLL CALL	
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EXECUTIVE SESSION



**TOWN OF MANSFIELD
Special Town Council Meeting
Council Chambers
Audrey P. Beck Municipal Building
January 31, 2005**

Minutes

Present: B. Clouette, G. Haddad, A. Hawkins, H. Koehn, E. Paterson, C. Paulhus,
C. Schaefer

Staff: M. Berliner, M. Hart, J. Smith

1. Call to Order

The Mayor called the meeting to order at 7:32 p.m.

2. Classification and Pay Plan

Matt Hart led off with a presentation regarding the proposed Classification and Pay Plan. The presentation covered the following subjects:

- Why the town conducted the study
- Process used to conduct the study
- Classification system used to prepare the plan
- Plan recommendations
- Proposal to implement the plan
- Cost analysis
- Requested Town Council action

Bruce Clouette made a motion, seconded by Alan Hawkins, to remove the item from the table. The motion passed unanimously.

Gregory Haddad made a motion, seconded by Bruce Clouette, 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.

Bruce Clouette spoke in favor of the motion. He believes that the regular preparation and adoption of a classification plan represents good management, and that the Town Council endorsed the project when it appropriated funds for the study as part of the capital fund budget. Also, it is positive that the plan's recommended adjustments are relatively few in number.

Helen Koehn stated that in her view parts of the study were conducted well, but others less so. For example, the positions recommended for a reclassification either fall on the salary line or above it. Also, she believes that there are problems with the way the labor market study was conducted. The consultant used a summary of each surveyed position and did not compare actual job descriptions for those positions. Consequently, she is not prepared to vote this evening.

Carl Schaefer stated that it reflects well upon the town that the classification plan recommends relatively few changes. He defers to the judgment of the firm that conducted the study. Every town is going to structure a position somewhat differently; therefore, comparisons are going to be loose at best.

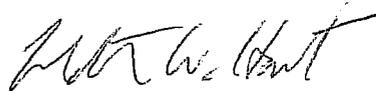
Alan Hawkins explained that he generally supports the project. However, he is concerned about the proposal for the Fire Marshal/Emergency Management Director's position, and is not certain that the recommendation is justified. He would like more information concerning the percentage breakdown of the major responsibilities for that position.

The Mayor called the question. The motion passed 5-2-0, with Clouette, Haddad, Paterson, Paulhus and Schaefer in favor, and Hawkins and Koehn opposed.

3. Adjournment

Bruce Clouette made a motion, seconded by Gregory Haddad, to adjourn the meeting at 8:12 p.m. The motion passed unanimously.

Respectfully submitted,



Matthew W. Hart
Assistant Town Manager

REGULAR MEETING –MANSFIELD TOWN COUNCIL-JANUARY 24,2005

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:40 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building. This meeting followed a reception for Audrey Barberet who retired from the Planning and Zoning Commission at the end of December. Ms. Barberet has served on many committees and boards and served the Town as Mayor. Many people thanked her for her years of dedicated service to the Town and wished her well.

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Haddad moved and Mr. Hawkins seconded to approve the minutes of December 13, 2004 meeting with Planning and Zoning as presented.

So passed unanimously.

Mr. Haddad moved and Mr. Hawkins seconded to approve the minutes of January 10 as corrected.

So passed unanimously.

III. MOMENT OF SILENCE

Mayor Paterson asked for a moment of silence for all those people serving in uniform abroad, for all those citizens who lives have been disrupted in Iraq, and also the Tsunami victims.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE PUBLIC

Ms. Blair moved and Ms. Koehn seconded to move up item # 4. under new business-“Meeting with State Legislators”

So passed unanimously.

4. “Meeting with State Legislators”

Senator Donald Williams and Representative Denise Merrill spoke to the Council on the upcoming session of the General Assembly. Discussion

followed on the state deficit, increased funding for ECS and Special Education and possible reorganization change of probate courts. The town recognized the legislators; Senator Williams who has now become Majority Leader and Rep. Merrill who now chairs the appropriations committee. The legislators also spoke on reforming contracting procedures and the need to discuss ethics on both the state and local level. The legislators are awaiting the Governor's budget at the beginning of February.

V. OLD BUSINESS

1. Acceptance of Max Felix Drive

Mr. Haddad moved and Mr. Paulhus seconded that 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.

Mr. Greg Padick, Town Planner, explained the process of the bond issue. So passed unanimously.

2. Classification and Pay Plan

Ms. Blair moved and Mr. Clouette seconded that 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.

Mr. Clouette moved and Mr. Hawkins seconded to table this item until staff can present council members with actual figures in addition to the pay plan

So passed unanimously.

The Town Manager will meet with Council members who request further clarification on this plan. Assistant Town Manager will send to all members actual proposed salary changes in figures. Mr. Hart explained the classification and pay study process. The study cost \$15,000.00.

3. University Spring Weekend and Campus/Community Relations

VI. NEW BUSINESS

4. Meeting with State Legislators

Already completed.

5. Capital Projects Fund

Ms. Blair moved and Mr. Hawkins seconded that 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.

Mr. Jeff Smith, Director of Finance discussed the analysis of current and proposed revenue and expenditure budgets for specific capital projects.

Council member Ms. Koehn asked if the Council had any options as to the proposed change in the capital projects fund. The Town Manager and Director of Finance spoke on the specific funds and the reason for the recommendations.

Motion so passed unanimously. Suggestion that the budget pages be listed with the changes so the items can be researched quickly.

6. Capital Nonrecurring Fund

Mr. Hawkins moved and Mr. Paulhus seconded that 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.

So passed unanimously.

7. 2005 Recreational Trails Program Grant

Ms. Koehn moved and Ms. Blair seconded the following resolution:

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

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			(56,450)	\$56,450	\$56,450	\$19,956	\$36,494	
81202	Old Town Hall Repairs	CNR		16,500	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		10,000	
81607	Pool Car 2004/05	CNR State	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		
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	189,959 520,041	(14,693) 5,693	155,266 525,734	189,959 525,734		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 State 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	

PROPOSED CAPITAL FUND BUDGET CHANGES

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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	650,000		(650,000)				
	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	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	1,850,245 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	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				
	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		88,658,119	(\$769,013)	\$7,889,106	\$7,408,615	(\$480,491)	88,658,119	(\$769,013)	\$7,889,106	\$5,150,417

* Indicates Closed or Cancelled Project

Recap of Funding Changes:

Bonds	(5800,000)
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>(5769,013)</u>

P.7



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.

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 revision thereto.

So passed unanimously.

8. Proposed Amendments to Mansfield Code of Ordinances Chapter A192
Committees, Boards and Authorities

Mr. Hawkins moved and Mr. Paulhus seconded that effective e 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.

Mr. Clouette, Chair of the Committee on Committees explained the reasons behind this change. This change would assist with the administration and management of the committees' responsibilities. The Council only needs to approve this change as it is a town regulation as opposed to an ordinance, and needs only to have Council approval.

Motion so passed unanimously.

9. Fire Services Reorganization

This is information for the Council, no action necessary.

VII. QUARTERLY REPORTS

No comments.

VIII. DEPARTMENTAL REPORTS

No comments.

IX. REPORTS OF COUNCIL COMMITTEES

Mr. Clouette reported that the Committee on Committees had met and discussed appointments. The following are recommendations to be approved:

Historic District Commission

Reappoint: Isabelle Atwood, Anita Bacon to full five year terms, and alternates Richard Roberts, and John Nardi. The appointment of Herman Marshall for 5 years as an alternate.

So passed unanimously.

X. REPORTS OF COUNCIL MEMBERS

Council Member Hawkins requested that material, not in council packet and given to members the evening of a council meeting, be included, scanned in to packets and placed with other material on the web page. Assistant Town Manager said that this was possible.

Mayor Paterson reported that she and the Town Manager had attended a Campus Community Partnership meeting. At that meeting the committee reviewed the recommendations of the University President's Task Force that dealt with off campus issues. There were 4 or 5 students present at the meeting who gave good input into the discussion. One possible suggestion was a letter from the Mayor welcoming new students living off campus to the Town. Also proposed was a possible Off-Campus housing office at the University. Discussions will continue with this committee.

XI. TOWN MANAGER'S REPORT

Town Manager and the Assistant Town Manager attended a meeting on clean energy options for municipal buildings.

Town Manager and Director of Public Works have met with UConn/DEP/Health Dept to discuss the water supply at the University. The University has hired another consultant to look at the water supply and the report will be given out in the future.

The Town's share of running The Eastern Highland Health District will be increased this year. This rate increase was based upon population.

The Town Manager and Mayor thanked Senator Williams and Rep. Merrill for their support of the Downtown Partnership project.

The Town Manager and Director of Finance met with Rep. Merrill on the State Pension plan affecting municipal workers who move from town to town.

XII. FUTURE AGENDAS

XIII. PETITIONS, REQUESTS AND COMMUNICATION

10. G. Scheme re: Full-day Kindergarten Proposal

Council members asked if this had been approved by the Board of Education. The Town Manager said that it will be discussed at the next Board of Education meeting.

11. Connecticut Department of Transportation re: Tentative Vendor-in-Place Paving Program, 2005 Construction Season

12. Connecticut Conference of Municipalities Municipal Management Bulletin-“Retention of Email and Voice Mail”

13. Town of Tolland re: Probate Court Financing and Reorganization Issues

The Mayor asked Council if the Council wished to write a letter regarding possible change in probate court financing. No consensus.

XIV. EXECUTIVE SESSION

Not needed.

XIV. ADJOURNMENT

At 9:40 p.m. Mr. Paulhus moved and Ms. Blair seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk



THE MANSFIELD BUSINESS AND
PROFESSIONAL ASSOCIATION INVITES
YOU TO ATTEND THEIR FEB 2ND
MEETING

The February monthly meeting of The Mansfield Business and
Professional Association will feature
Senator Don Williams
And
State Representative Denise Merrill

Senator Williams and Representative Merrill will speak about the
upcoming Legislative Session and the implications of it for
The Town of Mansfield
The University of Connecticut
And
The Mansfield Downtown Partnership Project

The meeting will be held in the Community Room of
The Mansfield Community Center
February 2nd at 8:00 AM

You do not need to be a member of the Mansfield Business and Professional
Association to attend this meeting

For information call the Chamber at 423-6389 or Dianne Doyle at
NewAlliance Bank at 487-7026



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Martin Berliner, Town Manager *MHB*
CC: Matt Hart, Assistant Town Manager; Lon Hultgren, Director of Public Works
Date: February 14, 2005
Re: An Ordinance Regulating Litter

Subject Matter/Background

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

Our police officers do now have the ability to enforce the state litter law (Connecticut General Statutes 22a-248 *et seq.*), but that provision is designed for those situations where the officer has actually witnessed someone engaged in the act of littering, and is not truly designed to address problem properties. (The state statute is also targeted at illegal dumping of waste material.) Similar to the state litter law, the proposed town ordinance would prohibit littering in public places and on private property. However, the town ordinance would also put the onus on landlords, tenants and other persons in control of a problem property to clean up the site. Furthermore, in certain limited circumstances the ordinance would allow the town to enter private property to dispose of litter and to address blighted conditions. In addition, the town ordinance could be enforced by any number of designated enforcement officers, which could include our police officers, the refuse and recycling agent and the zoning enforcement officer.

At the previous meeting, the public and members of the Council expressed some concerns regarding the draft, particularly with respect to the town's ability to enforce certain provisions of the ordinance that are targeted against persons actually observed in the act of littering. We also received some comments that the ordinance was too heavily biased against landlords and property owners, as opposed to tenants and other persons in control of a property.

In addition, the Town Council had questioned the use of the term "putrescible" waste. The word is defined by Webster's as "liable to become putrid." Consequently, we believe that the word helps to define the term "garbage" and is particularly appropriate for this ordinance. Most of the sample litter ordinances that we had collected do use the term "putrescible" to help define garbage.

Staff and the town attorney are currently in the process of revising the ordinance to address the concerns noted above. We will distribute copies at Monday night's meeting.

Financial Impact

At the moment, we believe the ordinance could be effectively enforced with existing personnel, including the refuse and recycling agent, the zoning enforcement officer and our police officers. After we gain some experience with the ordinance, our opinion on this issue could change. Our enforcement of the ordinance would raise some revenue that would help to cover administrative expenses, but we do not anticipate that it would be sufficient to cover the cost of additional personnel.

Legal Review

Staff is preparing the proposed ordinance in consultation with the town attorney.

Recommendation

Because the revisions to the ordinance are substantive in nature, staff recommends that the Council schedule another public hearing to solicit additional feedback regarding the proposal.

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

Move, effective February 14, 2005, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on February 28, 2005, to solicit public input regarding the proposed Ordinance Regulating Litter.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
Martin Berliner
From: Martin Berliner, Town Manager
CC: Jeffrey Smith, Director of Finance; Matt Hart, Assistant Town Manager
Date: February 14, 2005
Re: Comprehensive Annual Financial Report for Year Ended June 30, 2004

Subject Matter/Background

Staff distributed copies of the Comprehensive Annual Financial Report for Year Ended June 30, 2004 (CAFR) to the Council at its meeting on January 10, 2005. The Finance Committee will discuss the report in detail at its meeting on February 14th prior to the Council meeting.

Recommendation

Based upon the Finance Committee's recommendation, staff suggests that the Town Council accept the financial report as presented.

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

Move, effective February 14, 2005, to accept the Comprehensive Annual Financial Report for Year Ended June 30, 2004, as prepared by the Department of Finance.

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**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: February 14, 2005
Re: Proposed Fiscal Year 2005/06 Budget Review Calendar

Subject Matter/Background

Attached please find the proposed budget review calendar for fiscal year 2005/06. The calendar is similar to those used by the Town Council in years past. We have, however, adjusted the start time for all dates except for the town meeting to 6:30 p.m.

Recommendation

If the suggested dates work for the majority of the Council, staff recommends that adopt the calendar as proposed.

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

Move, effective February 14, 2005, to adopt the Fiscal Year 2005/06 Budget Review Calendar, as proposed by staff.

Attachments

1) Proposed Fiscal Year 2005/06 Budget Review Calendar

TOWN OF MANSFIELD
 PROPOSED BUDGET REVIEW CALENDAR
 BY TOWN COUNCIL
 2005/06

<u>DATE</u>	<u>SUBJECT</u>	<u>LOCATION</u>	<u>Page Numbers</u>
Mar. 28 (Mon.) 6:30 p.m.	Budget Presented to Town Council Issues and Options General Government Capital Projects CNR	Council Chambers	
Mar. 30 (Wed.) 6:30 p.m.	Town-Wide Public Safety Public Works Solid Waste Town Aid Revenues Operating Transfers Out	Council Chambers	
Apr. 6 (Wed.) 6:30 p.m.	Mansfield Board of Education Daycare Debt Service Internal Service Funds	Community Center	
Apr. 11 (Mon.) 6:30 p.m.	Public Hearing Health and Social Services Community Services	Council Chambers	
Apr. 13 (Wed.) 6:30 p.m.	Library Area Agency Contributions Community Development Recreation	Council Chambers	
Apr. 25 (Mon.) 6:30 p.m.	Adoption of Budget and Recommended Appropriations	Council Chambers	
Apr. 27 (Wed.) 6:30 p.m.	Adoption of Budget and Recommended Appropriations (if necessary)	Council Chambers	
May 10 (Tues.) 8:00 p.m.	Town Meeting	Mansfield Middle School	

**AGRICULTURE COMMITTEE
MINUTES OF JANUARY 12, 2005 MEETING**

PRESENT: Al Cyr, Bill Palmer, Bob Peters, Charlie Galgowski, Vicky Wetherell, Jennifer Kaufman.

1. Bill Palmer was acting chairman.
2. Minutes of the December meeting were not available (there was no quorum so the meeting was canceled.)
3. Review of agricultural leases for town properties
The committee and Jennifer Kaufman (Parks Coordinator) reviewed existing leases for the Commonfields (cropland and mowed), the Eagleville fields (cropland) and drafts of leases for Crane Hill field (cropland) and Torrey, Mt. Hope and Baxter fields (mowed). Suggestions included sending a reporting form to the lessees to use for the April and the November reports to make it easier for the lessees to comply with this requirement. The committee will work on a draft at the next meeting. It was also suggested that there be a consequence for not submitting the reports, such as a late charge.
4. 2005 Recreational Trails Grant Commonfields Improvements
The committee and Jennifer reviewed the proposed Commonfields recreational improvements being submitted for a DEP Recreations Trail Grant. The committee recommended not extending a trail along Fields C and D since these fields are in active agricultural use. They also recommended that Jennifer contact the lessee about the proposed trails in Fields A and B, which he mows.
5. 2005 Work Plan
The committee began scheduling work for 2005: February: Mansfield Agricultural Products and Services brochure mailing, draft report form for lessees; Other: Fall event, such as Walking Weekend, Know Your Town Fair, or Fall Festival.
6. Town Plan Update
The committee decided to review types of agriculture zoning that could be recommended for the Town Plan. Options will be researched for the next meeting.
7. Membership
Mary Kegler (Gary Zimmer's replacement as UConn farm manager) is interested in serving on the committee. Jennifer will send her the mailing for the next meeting.

Animal Control Activity Report

REPORT PERIOD

2004 / 2005

PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	This FY to date	Last FY to date
Complaints investigated:													0	
phone calls	221	242	209	228	201	225	180						1506	1575
road calls	12	12	6	22	21	15	15						103	128
dog calls	93	74	40	56	56	36	36						391	743
cat calls	59	68	40	40	22	31	13						273	479
wildlife calls	14	8	5	6	3	2	6						44	82
Notices to license issued	10	10	2	2	8	5	11						48	139
Warnings issued	4	4	5	164	5	7	5						194	75
Warning letters issued	2	3	1	1	0	0	0						7	0
Infractions issued	1	2	0	0	4	2	0						9	2
Misdemeanors issued	0	0	1	0	0	0	0						1	0
Dog bite quarantines	0	0	0	0	0	1	0						1	7
Dog strict confinement	0	0	0	0	0	0	0						0	4
Cat bite quarantines	0	3	0	1	1	0	0						5	1
Cat strict confinement	0	0	0	0	0	0	0						0	0
Dogs on hand at start of month	6	4	4	4	9	5	4						36	43
Cats on hand at start of month	27	15	23	15	7	15	10						112	69
Impoundments	38	39	31	33	31	30	15						217	183
Dispositions:														
Owner redeemed	8	7	4	4	4	1	8						36	23
Sold as pets-dogs	9	3	7	2	10	19	5						55	42
Sold as pets-cats	23	17	25	28	12	14	9						128	96
Sold as pets-other	0	0	0	0	0	0	0						0	0
Total destroyed	12	3	3	2	1	2	0						23	13
Road kills taken for incineration	0	2	2	0	0	0	0						4	6
Euthanized at owner's request	0	0	0	0	0	0	0						0	0
Euthanized as unplaceable	12	1	1	2	1	2	0						19	7
Total dispositions	52	31	39	36	27	36	22						243	174
Dogs on hand at end of month	4	4	4	9	5	4	2						32	53
Cats on hand at end of month	15	23	15	7	15	10	5						90	69
Total fees collected	1,890	850	1,526	1,435	916	1,510	536						\$ 8,663	\$ 6,732

P.20

ARTS ADVISORY COMMITTEE
 Meeting of Monday, 3 January 2005
 Mansfield Community Center Conference Room

MINUTES

1. The meeting was **called to order** by Acting Chair Scott Lehmann at 7:13p. Members present: Jay Ames, Scott Lehmann, Derri Owen. Members absent: Carol Pellegrine, Steve Pringle, Blanche Serban. Others present: Jay O'Keefe (staff).

2. **Minutes** of the 08 Nov 2004 meeting. In the installation table in 3(d), "15 Jun" should read "15 Jul", and "Richard Crossgrove" should read "Roger Crossgrove". Otherwise, the minutes were accepted as written.

3. **Community Center art.**

- a. The Committee has received exhibit applications from (i) Inga Pellitia of Woodturners (bowls, etc.) (ii) Pat Beckert (costumed dolls), and (iii) Richard Sallee (photographs).
 - i. The Woodturners propose to exhibit works by 4 artists, 3 from Mansfield and 1 from Columbia turner; the Committee agreed that this would be in line with our policy of giving Mansfield residents priority. The exhibit will occupy the entry cases from 15 Jan to 15 Apr.
 - ii. Pat Beckert's application indicates that her dolls "are constructed entirely by myself and the costumes are original designs sewn by myself." The Committee agreed that the dolls depicted in the accompanying photographs impressive, but some questions were raised about how much artistic creation was involved; we do not want to be in the business of displaying collections. Derri will call Ms. Beckert and ask what is involved in constructing the dolls. The earliest opening for display in the secure entry-way cases is 15 Jul to 15 Oct.
 - iii. Richard Sallee's photographs could be displayed in the hallway for 15 Apr to 15 Jul. Scott & Jay A. will check out his work at his website (dicksallee@yahoo.com).
- b. Linda Miller would like to exhibit in the lounge for 15 Jul to 15 Sep, so Dunja Peltó's works will stay up until 15 Apr unless Blanche Serban wants that space. Jay A. will ask Larry Wasjle about exhibiting in the lower lounge spaces for 15 Apr to 15 Jul. Jay A. will arrange for removal of works by Eda Easton, Roger Crossgrove, Mary Perry and Blanche Serban and for the Woodturners installation. Derri will arrange for removal of works by Carolanne Markowitz; Scott will assist her in installing works by Priscilla Bakke and herself.

Period	Entry cases		Lounge		Hallway	
	Double-sided	Shelves	Upper	Lower	Long (5)	Short (2)
15 Oct – 15 Jan	Eda Easton		Dunja Peltó	Carolanne Markowitz	Roger Crossgrove, Mary Perry, Blanche S.	Roger Crossgrove
15 Jan – 15 Apr	Woodturners (Jay A.)		Dunja Peltó or Blanche S.	Derri O. (Derri, Scott)	Priscilla Bakke (Derri, Scott)	
15 Apr – 15 Jul	Kathy Weigold	Rochelle Lawrence	Kathy Weigold	Larry Wasjle? (Jay A.)	Richard Sallee	
15 Jul – 15 Sep	Pat Beckert?	Pat Beckert?	Linda Miller			

- c. Scott prepared a draft text for a **flier advertising exhibit opportunities** at the Community Center. The text should be reworded to make clear that, while the Community Center will not handle sales, artists may be contacted for sales outside the Center. It would probably be a good idea to put the application form on the back of the flier. That form should probably be revised to clarify the sales policy (no displayed prices, sales by contacting the artist) and to invite exhibitors to put contact (and other) information on a standard letter size sheet for mounting at their exhibit. Scott will make these changes and send the text and revised form to Jay A., who may have time to design a flier. There is a small amount of money budgeted for the Committee that could be used to print an attractive flier.
- d. Scott also prepared a draft art **installation check-list**. An item asking for a list of exhibited works should be added.
- e. Jay O'K will include a small notice about display opportunities in the next issue of the Parks and Rec seasonal brochure.

4. **New Business.**

- a. Derri mentioned that some artists were unhappy about not being able to post or leave fliers advertising Open Studio at the Community Center. Jay O'K said that many similar complaints had been received from residents. At present, there is no space for material of this kind, and the Parks and Recreation Department is also concerned about how to manage it.
- b. Minutes of the Committee's meetings should be posted on the Town's website. Jay O'K will do this for us once he has them in electronic form.

5. Membership. Scott recalled that Nancy Silander had once expressed interest in the Committee; he will contact her to see if she is still interested and, if so, invite her to our next meeting.

6. Business display/performance space. In February, Derri intends to approach some businesses that previously indicated interest in displaying art to see how interested they still are.

7. Downtown development. At Derri's suggestion, Scott made a brief statement at the 7 Dec meeting of the Downtown Partnership Board Meeting. He urged planners to consider including space for very small retail shops at which artists could sell their works. Cynthia van Zelm will attend our February meeting to give us an update on plans for the development.

8. Next meeting. Monday, 7 February 05, 7:00p, chaired by Jay A.

9. Adjourned at 8:36p.

Scott Lehmann, Acting Secretary, 8 January 2005

Jay M. O'Keefe

From: Martin H. Berliner
Sent: Wednesday, January 26, 2005 2:45 PM
To: Jay M. O'Keefe
Cc: Curt A. Vincente
Subject: JOB DESCRIPTION.doc

POSITION OPENING

OFFICE MANAGER, ARTSPACE WINDHAM

20-25 hours per week, \$10-\$11 per hour, based on experience

ArtSpace Windham is a place for artists to live and develop their work in a community with other artists and supporters of the arts. When completed this spring, ArtSpace Windham will have forty-eight 1, 2, & 3 bedroom apartments and several art studio spaces for rent.

The Office Manager is the on-site representative of the property manager and owners.

Job Responsibilities:

- Conducting interviews by phone and in person
- Preparing and distributing application materials to prospective applicants
- Reviewing applicant information to determine qualifications
- Maintaining accurate tenant records
- Composing and distributing notices and correspondence
- Coordinating tenant move-ins and move-outs
- Collecting rent; following up on late payments
- Posting rent payments and appropriate charges/fees; making bank deposits
- Completing tenant recertifications and lease renewals
- Preparing collection and eviction documentation/ coordinating with legal counsel.
- Producing reports to owners and regulating agency
- Working with building superintendent and outside contractors to Coordinate repairs, cleaning, and other services necessary to keep the building in good working order.
- Ordering office supplies
- Working with resident artists to facilitate gallery use

Along with these responsibilities comes a certain amount of typing, copying, faxing and other clerical office work.

Required Skills: Candidates for this position must be able to work with limited supervision, be detail-oriented and proficient in Microsoft Word and Excel, with good interpersonal, written and verbal communication skills. Bilingual and/or knowledge of Low Income Housing Tax Credits (LIHTC) is a plus.

Interested parties may apply by sending a resume to:

Sally Shapiro
P.O. Box 370004
Hartford, CT 06137-0004

West

Ellen McGr.

**Mansfield Board of Education Meeting
January 27, 2005
Minutes**

Attendees: Mary Feathers, Vice Chair; April Holinko, Secretary; Chris Kueffner, Shamim Patwa; Mary Perry, Anneliese Reilly; John Thacher; Gordon Schimmel, Superintendent, Jeff Smith, Director of Finance

Absent: William Simpson, Chair; Dudley Hamlin

I. Call to Order

The meeting was called to order at 7:34 p.m. by Ms. Feathers, Vice Chair

II. Approval of Minutes from 1/20/05

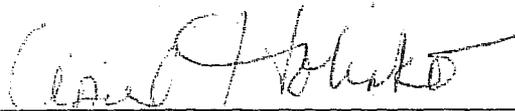
- MOTION: by Mr. Thacher, seconded by Dr. Patwa, to approve the minutes of 1/20/05

VOTE: unanimous in favor with one abstention - Ms. Reilly

III. Hearing for Visitors

- Irene Sheehan, 42 Bassetts Bridge Road, spoke in behalf of herself and Holly Hall, of 23 Mansfield Hollow Extension, supporting full-day kindergarten
- Kimberly Clark, 263 Browns Road, spoke in support of full-day kindergarten
- Suzanne Sharon, 385 Storrs Road, spoke in support of full-day kindergarten and parent choice for a full or half-day program.
- Linda Sydie, 12 Clark Street, spoke in support of full-day kindergarten and parent choice for a full or half-day program.
- Ted Drinkuth, 95 Hillcrest Drive, spoke in support of full-day kindergarten
- Margaret Morrison, 32 Kaya Lane, spoke on behalf of herself and Anne Soracchi, 29 Clearview Drive, in support of full-day kindergarten
- Kathryn Paulhus, 720 Middle Turnpike, spoke in support of full-day kindergarten.
- Lesley Sweeney - 317 Mt Hope Road, spoke in opposition to full-day kindergarten, as proposed.
- Carl Mohrbacher, 267 Warrenville Road, spoke in opposition of full-day kindergarten.
- Megan Meikle, 98 Depot Road, spoken in support of full-day kindergarten and parent choice for a full or half-day program
- Elaine Temel, 49 Adeline Place, spoke in support of full-day kindergarten
- Renee Miller, 24 Holly Drive, spoke in support of full-day kindergarten and parent choice for a full or half-day program

- V Communications
- Ms Holinko recorded a letter from Heather and Michael Spottiswoode in support of full-day kindergarten
- IV. Additions to present Agenda
- Dr. Schimmel noted the need for Executive Session concerning negotiations.
- V. Committee Reports
- None
- VI. Report of the Superintendent
- Dr. Schimmel shared details regarding full-day kindergarten; building principals Jim Palmer, Norma Fisher-Doiron and Deb Adamczyk reported on current class size numbers and results of the full-day kindergarten questionnaire given to parents of incoming kindergartners. Assistant Superintendent, Fred Baruzzi and the elementary principals answered questions from the board regarding the proposed new program.
 - Finance Director, Jeffrey Smith, Fred Baruzzi, Special Education Director, Rachel Leclerc and the Board reviewed the K-8 District Management Budget, Support Services and Special Education portions of the proposed 2005-2006 school year budget.
 - Dr. Schimmel presented the updated Board of Education Policy Manual MOTION: by Mr. Kueffner, seconded by Ms Perry to adopt the Policy Manual as presented. VOTE: unanimous in favor
- VII. Suggestions for Future Agenda
- None
- VIII. Executive Session-Negotiations
- MOTION: by Dr. Patwa, seconded by Mr. Thacher to move into executive session at 10:25 p.m. VOTE: unanimous in favor
- MOTION: by Dr. Patwa, seconded by Ms Holinko to move into open session at 11:00 p.m. VOTE: unanimous in favor.
- IX. Adjournment
- MOTION: by Mr. Thacher, seconded by Dr. Patwa to adjourn at 11:40 p.m. VOTE: unanimous in favor



April Holinko, Secretary, Board of Education

Minutes
Mansfield Community Campus Partnership
Meeting of January 3, 2005: 6:00 p.m.
Mansfield Community Center – 10 South Eagleville Road

1. Welcome partnership members (Betsy Paterson – Mayor, Dr. Julie Bell-Elkins)
 - Ofc. Booker – Uconn PD
 - Liza Boritz – Governors Prev. Partnership
 - Chantal Bouchereau – Uconn/Residential Life
 - Frank Christison-Lagay – E.O. Smith H.S.
 - Sgt. Sean Cox – Resident Trooper
 - Sharry Goldman – Town of Mansfield
 - Kevin Grunwald – Town of Mansfield
 - Steve Pacini – Uconn Student
 - Joe Salem – Uconn Student
 - Tom Szigethy – Uconn/ Dir. Office of AOD Ed. & Services

2. Review of Alcohol and Other Drug Laws- Sgt Cox and Sgt. Killarney
 - a. Three statutes (Ofc. Booker)
 - i. First: Section 30-89: Procuring liquor by person forbidden to purchase or by false statement, public possession of liquor by minors prohibited.
 - ii. Second: Section 30-86: Sales to minors, intoxicated persons, and drunkards.
 - iii. Third: Section 30-88a: Operator's license as proof of age. Misrepresentation of age to procure liquor. (fake id)
 - b. Fake Id's
 - i. New Jersey is the most popular seen currently
 - ii. Active investigation
 1. ~\$40-100 / an id
 - iii. In possession not use
 - iv. Forged legal id possession
 - v. Impersonate to an officer (use)
 - vi. SUGGESTION: During orientation talk about the possibilities penalties of using a fake id (prevention method)
 - c. Civic Pub
 - i. Two Thursdays in a row over 30% of the people in Civic Pub were underage
 - ii. At least 3 illegal id's were found
 - d. Liquor control administers fines
 - i. Upon entering bar can only approach people who are holding a alcoholic beverage
 - ii. If they are not holding a beverage they can be asked to leave and a written letter will be sent

- d. Vandalism
- e. Underage in Bars
- f. Serve to Underage
- g. Fake Id's
- h. Lack of Involvement of License holders addressing the issue
- i. Noise
- j. Recreation Space limited, program options
- k. Excessive numbers at spontaneous events
- l. Town options (not much to do)
- m. Rite of passage
- n. Lack of off-campus education
- o. Community Cultural
- p. Behavior and Consequences
- q. Students do not know consequences (do not think about them)
- r. Us vs. them law enforcement
- s. Progression of disease: addiction
- t. Industry promotion to under age
- u. Quality of life issues
- v. Department of Off-Campus Housing

4. Next Meeting: Review of the Task Force Report



Mansfield Downtown Partnership

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

February 1, 2005

Board of Directors
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

Dear Board members:

Attached please find the minutes for the Board meeting held on January 4, 2005.

The following motion would be in order:

Move, to approve the minutes of January 4, 2005.

Sincerely,

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

Cynthia van Zelm
Executive Director

Attach: (1)

MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
Tuesday, January 4, 2005

MINUTES

Present: Steve Bacon, Martin Berliner, Tom Callahan, Dianne Doyle, Dale Dreyfuss, Mike Gergler, Al Hawkins, Philip Lodewick, Fred Maryanski, Betsy Paterson, Dave Pepin, Steve Rogers, Frank Vasington, David Woods

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:04 pm.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes

Betsy Paterson made a motion to approve the December 7, 2004 minutes. David Woods seconded the motion. The motion was approved unanimously.

4. Review and Discussion of DRAFT Municipal Development Plan (MDP)

Mr. Callahan reiterated that the Partnership Board had reviewed the Draft Municipal Development Plan and approved submitting it to the CT Department of Economic and Development (DECD) based on certain revisions.

The Finance and Administration Committee met with members of the LeylandAlliance team before Christmas and asked them to make additions to the market analysis and relocation plan in particular. The Committee had hoped to recommend that the Draft MDP be submitted at that time but requested further revisions on the market analysis piece.

The Committee met directly before this Board meeting and reviewed the latest changes and was satisfied that the Draft MDP could now be submitted to DECD.

Mr. Callahan said that Ms. van Zelm will transmit the corrected market analysis piece to the Board members.

Mr. Callahan said the Draft MDP will have a 30-day state review and then return to the Partnership for the local reviews. There will be a lot of activity in the coming months and the hope is that the MDP will have its final reviews by June.

Ms. Paterson commended the Finance and Administration Committee, and LeylandAlliance, for completing the Draft MDP in a timely manner.

Steve Bacon asked for a summary of the most recent changes. Mr. Callahan said the major changes were to the market analysis. The Finance and Administration Committee asked the LeylandAlliance team to add in a summary of the economic analysis that Dean Woods and the School of Fine Arts had completed, and add in an analysis of the housing market. The Intrawest-Village People analysis was streamlined and harmonized with the rest of the market analyses pieces.

With respect to the relocation piece, it was noted that this was an important and priority issue. Mr. Callahan also said that the relocation section in the MDP would evolve as more research is conducted on what type of relocation assistance can be provided to tenants. Mr. Bacon referred to a discussion at the Finance and Administration Committee about state relocation assistance availability. Mr. Callahan said the Committee and LeylandAlliance were continuing to evaluate whether federal and state relocation assistance is available for the Storrs Center project. There will be quite a bit more work on this issue over the next 3 to 4 months.

5. Director's Report

Cynthia van Zelm said work was being completed on the information kiosk with the frame complete and the roof being constructed. The panels with UConn and town maps, Storrs Center site plan, and list of Storrs Center businesses was being finalized.

Ms. van Zelm said she had received approximately 30 resumes for the administrative assistant position and would begin interviews next week.

Memberships continue to come in and the Membership Development Committee will be following up with members who had not yet renewed their membership.

6. Other

Ms. Paterson recognized Fred Maryanski for his service on the Partnership Board. The Board wished him well in his new endeavor as President of Nevada State College.

Mr. Callahan asked Board members to be visible and involved in the public process when the MDP comes back from DECD for local approvals. This will be

as critical a review process as the Partnership has had on the project. The MDP will need to go to the Planning and Zoning Commission, the Windham Region Council of Governments, the UConn Board of Trustees, the Partnership Board which will hold a public hearing, and finally to the Town Council.

7. Adjourn

Frank Vasington made a motion to adjourn. Mike Gergler seconded the motion. The meeting adjourned at 4:20 pm.

**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 after substantial 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

M. Miller

EASTERN HIGHLANDS HEALTH DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING & BUDGET PUBLIC HEARING
THURSDAY – January 20, 2005
COVENTRY TOWN HALL – BOARD ROOM B

Meeting was called to order at 4:38pm.

Present were: B Paterson, W Kennedy, J Elsesser, P Curry, R Field, J Stille (alternate seated), P Schur
Absent were: M Berliner, J Devereaux, M Kurland, L Eldredge (alternate), C Johnson
Staff present: R Miller

PUBLIC HEARING

A MOTION was made by R Field, seconded by P Schur, to open the public hearing at 4:38 pm. R Miller read the public hearing warning into the record: The Eastern Highlands Health District Public Hearing Budget for FY 05/06 and fee schedule. The EHHD will hold a public hearing on Thursday, January 20, 2005, at 4:30 pm in Conference Room B of the Coventry Town Hall, 1712 Main Street, Coventry, CT to hear citizens comments on the proposed FY 05/06 district budget and associated proposed fee schedule. At this hearing, interested persons may appear and be heard and written communications received. Copies of the proposed district budget and proposed fee schedule are available in the Ashford, Bolton, Coventry, Mansfield, Tolland and Willington town clerk's offices. Written comments will be received up to the close of the hearing and can be directed to the Health District Board of Directors at 4 South Eagleville Road, Mansfield, CT 06268. Dated at Mansfield CT this 4th day of January, 2005. Signed by Robert L Miller, Director of Health. R Miller informed the Board that no written comments were received. No public were in attendance. A MOTION was made by R Field, seconded by J Elsesser, to close the public hearing. THE MOTION PASSED unanimously.

MINUTES (12/16/04)

A MOTION was made by J Stille, seconded by R Field, to approve the minutes of the December 16, 2004 meeting as presented. THE MOTION PASSED unanimously with J Stille abstaining.

PUBLIC COMMENTS

No public in attendance

OLD BUSINESS

None

NEW BUSINESS

Proposed 05/06 Budget and Fee Schedule

R Miller presented and detailed for the Board the FY05/06 budget scenarios, titled Option I and Option II. A discussion ensued. J Elsesser suggested salary and benefit expenditures could be saved by managing current staff leave of absence appropriately. Discussion on this issue ensued. W Kennedy asked about the possibility of reducing proposed salary/benefit costs by incorporating anticipated funding from the 05/06 Bioterrorism Grant. R Miller responded that there is a good chance of receiving the grant, but that there are no guarantees. R Field asked for clarification on what services would be impacted if the town contribution rate did not increase. R Miller responded by highlighting a section of his written presentation: the frequency of restaurant inspections would be reduced, the locations and frequency of bathing water sampling would be reduced and many of the programs under the Cardiovascular Health Grant would cease and/or suffer. J Elsesser expressed concern with the prospect of reducing those service areas. A MOTION was made by J Elsesser, seconded by J Stille, to adopt the proposed FY 05/06 budget and fee schedule, (Option I scenario), for total operating expenditures not to exceed \$584,540, member towns per capita contribution rate is not to exceed \$4.055 and the town contribution rate to be revisited at the June 16, 2005^{P.35}ting, pending receipt of the bioterrorism grant.

TOWN REPORTS

COVENTRY – Water study at 4 schools to build a 1.2 million dollar public water supply; Popeye's Deli is open; Coventry Center shopping plaza tied into sewers; sewer project Phase 3B ongoing, permitting for Phase 4 this month, final Phase funding discussions pending; individuals paired for walking buddies program.

BOLTON – Sewer project going to referendum in March; a lot of soil testing going on; facilities plan being evaluated.

J Stille leaves meeting at 5:20pm

TOLLAND – New temporary Town Manager hired, Peter Curry; Parker School and middle school tied to sewers; town facilities plan undergoing EIE process

WILLINGTON – School water systems discussed

MANSFIELD – Healthy Heart restaurant program discussed; UConn campus without water for a day and a half; municipal development plan reviewed; home building up; downtown project moving well; Juniper Hill fire discussed

ASHFORD – Nothing to report.

EXECUTIVE SESSION

A MOTION was made by P Curry, seconded by R Field, to enter executive session. The motion passed unanimously. Executive session was entered at 5:40pm and exited at 5:55pm.

DIRECTOR OF HEALTH EVALUATION

A MOTION was made by J Elsesser, seconded by W Kennedy, that the board accept the written evaluation of the Director of Health and that J Elsesser be authorized to meet with the Town of Mansfield to develop options for the board's consideration in providing compensation to implement performance increase and/or retirement health savings plan. THE MOTION PASSED unanimously.

DIRECTOR'S REPORT

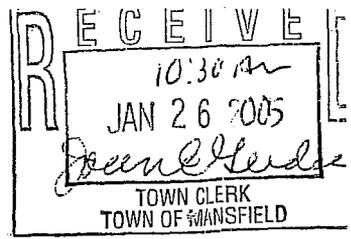
R Miller discussed the issue of flu vaccine supply and informed the Board of an EHHD-sponsored clinic held on January 13, 2005 in which 65 people attended

The meeting adjourned at 6:00pm.

Respectfully submitted,



Robert R Miller
Secretary



HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING
MINUTES
December 16, 2004
9:30am

The members of the Housing Authority of the Town of Mansfield met in the regular meeting at 9:30am Thursday December 16, 2004 at the office of the Housing Authority of the Town of Mansfield, 309 Maple Road, Storrs, Connecticut, the time, date and place duly established for holding such meetings.

ROLL CALL

On roll call the following Commissioners were present:

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

Also present was Cathy K. Forcier, Executive Director.

MINUTES

After review and due deliberation a motion was made by Anne Crouse, seconded by Gretchen Hall to approve of the minutes of the regular meeting of November 10, 2004 with the correction. Motion passed unanimously.

COMMUNICATION

From: Montstream and May LLP, attorneys for the Hartford Courant, Intervening Plaintiff in Joan Agnew vs. Housing Authority Town of Mansfield.

Letter from: Dexter Eddy, tenant at Wright's Village, regarding sewer line clean out.

COMMENTS FROM THE PUBLIC

None

REPORT OF THE DIRECTOR

Bills

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

Financial Reports

The commissioners reviewed the Financial Reports for Wright's Village, Holinko Estates and the Section 8 Program. After discussion and due deliberation, a motion was made by Anne Crouse, seconded by Gretchen Hall, and passed unanimously, and it was voted to approve the Wright's Village, Holinko Estates, and Section 8 Financial Reports for the month of October 2004.

Section 8 Statistical Reports

The Commissioners reviewed the Section 8 Statistical Reports for November 2004. After discussion and due deliberation, a motion was made by Anne Crouse seconded by Joan Christison-Lagay, and passed unanimously.

Report of the Tenant Representative

None

UNFINISHED BUSINESS

Wrights Village Annual Recertifications – Mrs. Forcier reported the process is complete and the results are \$262. decrease per month in rent owed to the Housing Authority starting in January.

Sewage Blockage at Wrights – Mrs. Forcier presented the bill from Roto-Rooter, explained the circumstances and presented the tenant, Mr. Eddy's objections. Fred Doten, Maintenance Mechanic, was available for questions. Anne Crouse made a motion, seconded by Joan Christison-Lagay to approve of billing the tenant \$696.00 of the \$1105.78, as there appears to be no doubt that the tenant was responsible. The motion passed unanimously.

Legal Issues – Mrs. Forcier reported on the court hearing regarding Dawn Bakke, a tenant at Holinko Estates, and the agreement for her to move out by January 31, 2005. The Mansfield Housing Authority will pursue collection of the current balance owed as well as for the considerable damage to the apartment.

NEW BUSINESS

Section 8 Management Assessment Program (SEMAP) Audit – Mrs. Forcier reported that she started the internal audit of the Section 8 program and hopes to complete it before the end of December.

December 16, 2004 Minutes continued page 3

Maintenance Equipment – Mrs. Forcier reported on the emergency need to replace the truck sander at the cost of \$3500.00 due to the deterioration (rusting) of the bottom.

Payment Standard – Mrs. Forcier reported on the Section 8 costs. Anne Crouse made a motion, seconded by Joan Christison-Lagay, to approve of reducing the payment standard to 90%. Motion passed unanimously.

ADJOURNMENT

After discussion and due deliberation a motion was made by Gretchen Hall, seconded by Anne Crouse, and passed unanimously, it was voted to adjourn the meeting at 10:10AM

Respectfully Submitted,

Cathy K. Forcier

APPROVED:

Richard Long

MINUTES
MANSFIELD INLAND WETLAND AGENCY
Regular Meeting, Monday, January 3, 2005
Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chair), 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. Meitzler (Wetlands Agent)

Chairman Favretti called the meeting to order at 7:04 p.m., designating all three Alternates to act as voting members and Mr. Plante to act as Secretary *pro tem*.

Election of officers –Because 3 members were absent, action was tabled.

Minutes: 12/6/04 – Zimmer MOVED, Gardner seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Mutch, Plante, Pociask and Ryan (all disqualified).

12/14/04 field trip – Favretti MOVED, Ryan seconded to approve the Minutes as presented: MOTION CARRIED, Favretti, Ryan and Goodwin in favor, all else disqualified.

12/20/04 special meeting – Zimmer MOVED, Pociask seconded to approve the Minutes as presented; MOTION PASSED unanimously.

Communications – Mr. Meitzler's 12/23/04 Monthly Business Memo was acknowledged.

Old Business

W1279, Frederick, 69 Circle Drive, temporary shed within 150 ft. of wetlands – Mr. Meitzler's 12/28/04 memo was noted. Gardner MOVED, Mutch seconded to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Steven Frederick (file W1279) for a temporary membrane structure for parked recreation vehicle on property owned by Mr. Frederick at 69 Circle Drive, as shown on a map dated 11/17/04 and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. The area between the temporary structure and the brook is not to be used for storage;
2. The exposed earth banks of the fill are to be seeded and stabilized by June 1, 2005.
3. This approval is valid for a period of five years (until 1/3/10), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment. MOTION PASSED unanimously.

W1281, Abramson, Wormwood Hill Rd., studio/office in buffer zone - Communications noted were Mr. Meitzler's 12/28/04 memo, Windham Water Works (12/14/04), and 12/21/04 letter from the Abramsons. At the meeting, Mr. and Mrs. Abramson reiterated the aesthetic reasons stated in their letter for their proposed siting of the building. They wish to preserve the wooded areas of their property; they wish to retain the open-area appearance around their house, and they wish to protect the view of one specific stone wall. In a spirit of compromise, they offered to reduce the size of the 25 x 25-ft. building to 22 x 22 feet. Members discussed with the Abramsons the suggestions contained in Mr. Meitzler's memo, but the discussion did not prove fruitful. Mr. Mutch reminded the applicants they would lose a considerable amount of floor space as a result of their proposed size reduction. It was noted that the Conservation Commission had serious concerns regarding the present plan, as do some IWA members. Finally, it was moved, seconded and unanimously agreed to table further discussion until the regular IWA meeting on 2/7/05, to allow the applicants and their designer, R. Sherman, to consider alternatives to this plan.

W1277, Public Hearing, McCarthy, 2 proposed office buildings at Bassetts Bridge Rd./Rt. 195 – The Public Hearing was called to order at 7:35 p.m. Members and Alternates in attendance were Favretti, Gardner, Goodwin, Mutch, Plante, Pociask, Ryan and Zimmer. The legal notice was read and communications were noted from Mr. Meitzler (12/2/04), Windham Water Works (11/16/04), and D. Rawlinson (1/2/05).

Steve Filip, project surveyor and engineer, displayed mapping of the 2.6-acre site in a Neighborhood Business zone (with one corner in a residential zone), which already contains one office building; two more are proposed. Driveway, parking, drainage work, and the construction of the first new building would comprise Phase 1 of the project; the construction of a second building and landscaping would be phase 2. Mr. Filip discussed drainage plans, noting that by the adjustment of the grading and the inclusion of curbing along the south edge of the parking area, drainage flow will be directed eastward and northward to drains, and no flow into the wetlands is anticipated. John Alexopoulos, project landscape architect, briefly described the proposed plantings on the site. Soils Scientist Roy Shook described the wetlands, which contain old wells. Mr. Filip further noted that much of the site has already been disturbed through previous uses. When salt/sand from winter storms was mentioned as a concern, Mr. Filip assured members that the 4 planned catch basins, regularly maintained, would provide adequate drainage and filtering of these substances. He said a minimum of sand would be used in driveway and walkway areas. Septic work would include removal and relocation of the existing system and construction of an additional one. Mr. Filip explained how two systems could adequately serve the 3 buildings, and that a reserve area would be constructed under the driveway. He stated that the proposal complies with the State Health Code.

David Rawlinson, 434 Storrs Rd., an abuttor to the south, asked how water from the parking lot and roofs would reach Bassetts Bridge Rd.; Mr. Filip further described drainage plans. Mr. Meitzler explained that the right-of-way in front of the property is State-owned but Town-maintained. Mr. Rawlinson was also told that each of the 2 buildings to be constructed would be 2 stories high, with a 1,500 sq. ft. footprint.

Mrs. Goodwin asked whether our regulations would permit commercial development when one corner of the property is in an RAR-90 zone. Mr. Padick verified that it might be allowed in this case, and that a special permit application is expected by the Planning and Zoning Commission. The Hearing was closed at 8:10 p.m.

W1282, Kohl's Dep't. Store, Eastbrook Mall, building alterations and work within 150 ft. of wetlands – Mr. Meitzler's 12/29/04 memo was noted. Dean Gustafson, Soils Scientist, introduced Patrick O'Leary, Director of Land Development for Kohl's, who displayed a map of a portion of the site, which is proximate to 2 wetlands: Sawmill Brook flowing in two directions. He noted that no work is proposed within the wetlands. The project would remove 30 feet of the building's present southern wall to provide a 25-ft.-wide 2-way drive and a 16-ft. landscaped border around the building. A small retaining wall would be constructed at the end of the drive to minimize impacts on wetlands. Drainage discharge plans were described. There would be minimal encroachment and clearing of vegetation along the stream system, including upland stream areas, and an extensive number of plantings would replace those removed. When asked the purpose of this project, he replied that Kohl's required it, since large trucks presently have to go through the actual parking lot to load and unload. Greater access for emergency vehicles would also result. Additionally, the area next to the building, which is now planned as a landscaped area, could in the future be converted to 20 to 25 additional employee parking spaces. When concern was expressed regarding sand removal in winter, Mr. O'Leary said that all Kohl's parking lots are cleaned meticulously and swept monthly, and one catch basin would be designed to catch sand, so very little if any would get into the wetlands. Upon the completion of construction, the project will be landscaped with indigenous, non-invasive materials.

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

New Business – Mr. Meitzler's 12/29/04 discusses the two items noted below.

W1283, Town Council referral on Wetlands fees – Because 3 members were absent, action was tabled to the February meeting.

W1284, Grover, Hickory Lane, house and driveway construction within 150 feet from wetlands – Goodwin MOVED, Gardner seconded to receive the application submitted by Kurt Grover (file W1284) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for the construction of a single-family home and driveway on property owned by the applicant on Hickory Lane, as shown on a map dated 7/5/91 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted, Peter Plante, Secretary *pro tem*.

MINUTES

MANSFIELD INLAND WETLAND AGENCY

Special Meeting, Tuesday, January 18, 2005
Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), B. Gardner, J. Goodwin, R. Hall, K. Holt (arr. 7:06), P. Kochenburger (arr. 7:21),
Members absent: P. Plante, G. Zimmer
Alternates present: B. Pociask, B. Ryan
Alternates absent: B. Mutch
Staff present: G. Meitzler (Wetlands Agent), G. Padick (Town Planner)

Chairman Favretti called the special meeting to order at 7:04 p.m. and appointed both Alternates to act as voting members.

W1280, Public Hearing, Highland Development Association, Ltd., 13-lot proposed subdivision at Browns/Crane Hill Rds. – The Public Hearing was called to order at 7:05 p.m. Members and Alternates present were Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger (see above), Pociask and Ryan. The legal notice was read and the following communications noted: Application submissions, including wetlands and drainage reports; 1/13/05 memo from the Wetlands Agent; 1/14/05 comments from Eastern Highlands Health District, and 12/16/04 Conservation Commission Minutes.

Project engineer E. Pelletier, representing the applicant, submitted neighborhood notification receipts from all abutters and revised plans addressing comments from the Wetlands Agent and Health District. Mr. Pelletier displayed plans of the entire 47-acre parcel, which the applicant plans to develop in two phases: Phase I would consist of the 3 lots with frontage on Browns Rd., which also contain a manmade pond with potential recreational value. An existing entrance on Browns Rd. would be widened and used as a common driveway. There would be some work within regulated areas, but none within actual wetlands. Only one of the 3 lots would require fill for the septic system.

Phase II would consist of the remaining 10 lots and a new road requiring 2 wetlands crossings. Mr. Pelletier identified the proposed crossings and discussed planned construction methods. He later explained that the reason a bridge driveway crossing over the wetland is not planned is that the proposed infiltration methods are somewhat similar to a bridge, and that only the common driveway for lots 9 and 10 would require an additional crossing through the wetlands. R. Zulick, soil scientist, delineated and explained in greater detail the locations and character of wetlands and watercourses on the property. In his opinion, the most significant wetland is a forested beltway through the center of the site which includes two streams and areas of deep muck soils. He stated that the greatest risk to the central wetlands is sedimentation, and he feel this area warrants protection through a conservation easement. The applicant proposes an open space dedication of 13.7 acres of land, with a portion of the conservation easement area extending to Browns Road. It was noted that the Nipmuck Trail is located about 3 houses east of the applicant's Browns Road frontage.

Mr. Pelletier described the character of the land, drainage, and sedimentation and erosion control plans in more detail. It was noted that an existing stone wall on the property would provide more buffering and erosion control protection. He said that the Health District's comments on fill amounts were based on inaccurate figures in the original plans which have been corrected on the revised plans, and that, wherever possible, Development Area Envelopes have been moved back at least 25 feet from wetlands. Audience participation was then invited.

Pat Prignano, Crane Hill Rd. property-owner whose property includes a 3-acre pond, expressed concern regarding downstream runoff and drainage impacts from siltation, saying this has already become a problem because of upstream development, and asked why no detention basins are planned. He added that the runoff would also encroach onto nearby Town property.

George Parker, 124 Crane Hill Rd., read and submitted a written statement expressing concern about siltation downhill from the proposed subdivision, impacts on his property, and over-dense development. Mr. Parker also read and submitted a letter from Linda Blum, 141 Crane Hill Rd., expressing opposition to the project based on concerns regarding potential impacts on wildlife, extremely wet conditions on proposed lots 4, 5, 6 and 7, and traffic, including her concern that runoff in winter could lead to dangerous icing which could necessitate large quantities of sand and chemicals.

Mr. Pelletier displayed aerial mapping showing drainage patterns, and confirmed that all the subdivision drainage would eventually drain toward the Prignano pond, but that additional drainage measures are planned to mitigate downhill impacts. He added that the Town would be responsible for maintaining the drainage system following Town acceptance of the new road.

Mr. Parker noted that lots 5 and 6 abut the back of his property, and that area is often very wet.

Mr. Hall voiced concern about the location of the proposed entry road, saying that drivers frequently exceed the speed limit on Crane Hill Road.

Mr. Padick requested more information from the applicant regarding cuts and fills, particularly in regulated areas. Mr. Pelletier said that there would be areas of 10 to 12 feet of fill that would be regraded to a 3-to-1 slope downhill of the proposed road.

Mr. Pelletier noted that the Conservation Commission's comments, which express concern regarding the amount of activity within regulated areas, need to be considered in conjunction with the fact that they had not been provided with application materials. He added that issues revised are addressed in application materials.

Cynthia Parker, 124 Crane Hill Rd., commented that percolation tests at the Blum property had yielded satisfactory results, but Mrs. Blum says she now has serious problems with running and standing water and water in her basement. Mr. Pelletier stated that testing on the site took place in November, 2003 and April-June, 2004. After discussion, members agreed that the newly-revised plans need to be reviewed. Holt MOVED and Gardner seconded to recess the Public Hearing until 2/7/05. MOTION PASSED unanimously and the Hearing was recessed at 8:15 p.m..

Old Business

W1283, Town Council referral on wetland fees – Members discussed the 12/28/04 draft fee revisions provided by the Town Planner. It was generally agreed that members feel that the draft fees for larger and more involved projects are still too low, and that developers should be paying a higher percentage of application costs, particularly in view of staff time involved and costs of advertising and legal notices. Staff agreed to provide more information after researching fees currently charged in various other towns.

New Business

Election of new Vice-Chairman – Holt nominated Joann Goodwin as Vice-Chairman, Gardner seconded. MOTION CARRIED, all in favor except Goodwin (abstained). Holt MOVED, Gardner seconding, that nominations be closed; MOTION CARRIED, all in favor except Goodwin (abstained). The original MOTION CARRIED, all in favor except Goodwin (abstained).

The meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Tuesday, January 18, 2005

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 8:30 p.m., appointing Alternates Pociask and Ryan to act as voting members.

Minutes

1/3/05 – Gardner MOVED, Holt seconded that the Minutes be approved as submitted; MOTION CARRIED, all in favor except Kochenburger (disqualified). Holt noted she had heard tapes of the meeting.

1/13/05 field trip – Holt MOVED, Favretti seconded to accept the Minutes as presented; MOTION CARRIED, Favretti, Goodwin, Holt and Ryan in favor, all others disqualified.

Zoning Agent's Report – The December, 2004 Monthly Zoning Enforcement Activity report was acknowledged.

Mulch/outside storage, 497 Middle Tpk. – The property-owner has removed the mulch bins and the tenant is leaving the site.

Other Old Business

Proposed revisions to approved building/development envelopes, Lot 26, Chatham Hill, Sec. 2 subdivision, file 1131-2 – Members discussed the request of subdivider M. Dilaj and property-owners L. and M. Scigliano to remove a 48" white oak tree labeled on PZC-approved plans, "Preserve oak – No grading within 35 ft. of tree." Several PZC members had viewed the site on the most recent field trip. Citing Section 7.8 of the Subdivision Regulations, M. Dilaj stated his opinion that the Regulations could allow for this modification request, and that he and the property-owners feel it would be impossible to build the planned house and other site improvements on this lot without cutting the white oak tree. The property-owners also expressed concern regarding safety from falling tree limbs if the tree is allowed to remain. Mr. Dilaj stated that cutting down the white oak would not be a significant loss, as there are other specimen trees that would not be cut. He stated that he has tried to re-site the 45 x 115 sq. ft. house and could not do so without cutting the tree, primarily because of ground slope and groundwater characteristics. Mr. Favretti took issue with Mr. Dilaj's contention that removal of the tree would be insignificant, saying that different species of trees vary widely in value and importance, and the American Shade Tree Conference and the Council of Tree and Landscape Appraisers have classified white oak trees in Group I, the highest class in terms of significance. Mr. Dilaj emphasized that, due to its size, the proposed house could not be relocated on this lot and would not be buildable on any other lot in the subdivision, and PZC members reiterated that the owners had purchased it after seeing the approved plans. Many members continued to recommend that the owners consider reconfiguring and/or relocating the house. Mr. Pociask expressed his opinion that the PZC would need to be assured that all efforts to build a satisfactory house on the lot had been exhausted. At the conclusion of discussion, it was agreed that no action should be taken at this meeting. Mrs. Goodwin and Mr. Hall agreed to work with staff on a motion for the Commission's consideration.

Proposed Town acceptance of MaxFelix Dr., Maplewoods subdivision, Sec.2, file 974-3 – Memos were noted from the Town Planner (1/14/05) and Ass't. Town Engineer (1/13/05). After discussion, Gardner MOVED, Holt seconded 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. MOTION PASSED unanimously.

Mansfield Downtown project, discussion of Municipal Development Plan – The Town Planner provided a brief update regarding the process. No action was taken.

Proposed PZC fee revisions – The matter was tabled at this time.

Consideration of election of PZC Vice-Chairman - Holt nominated Joann Goodwin as Vice-Chairman, Gardner seconded. MOTION CARRIED, all in favor except Goodwin (abstained). Holt MOVED, Kochenburger seconding, that nominations be closed; MOTION CARRIED, all in favor except Goodwin (abstained). The original MOTION CARRIED, all in favor except Goodwin (abstained).

PZC representative to the Correctional Facility Liaison Committee – There were no volunteers to fill the vacancy at this time.

Proposed modification request for new dance studio use within existing commercial building at 1768 Storrs Rd., file 864-3 – Tabled, awaiting staff reports.

Proposed site modification request, East Brook Mall/Kohl's property, 95 Storrs Rd., file 432-2 – Tabled, awaiting staff reports

Scheduled DEP Public Hearing on UConn landfill closure/remediation plan – Mr. Padick said that he planned to attend the Hearing, and that no Town comments were considered necessary.

New Business

Pine Grove Estates subdivision, file 1187-2 – Following discussion, Holt MOVED, Gardner seconded to approve \$55,000 as the cost of remaining subdivision improvements for the Pine Grove subdivision, authorize the PZC Chairman, with staff assistance, to sign a new bond agreement, and authorize the Town Planner to take appropriate action to release Town-held bond funds that exceed the new bond requirement. MOTION PASSED unanimously.

Site modification request to locate wireless communication facility at Storrs Congregational Church, 2 No. Eagleville Rd., file 1224 – Mr. Padick's 1/13/05 memo was noted. The application cites the need for an additional Verizon Wireless antenna in close proximity to one on UConn's telecommunications tower. Hall MOVED, Holt seconded to refer the site modification request of Cellco Partnership, d/b/a Verizon Wireless, for telecommunications facilities on the Storrs Congregational church property, 2 North Eagleville Road, to the staff for review and comment. MOTION PASSED unanimously.

Chairman's Report – Mr. Favretti reminded members of the 1/24/05 Town Council reception to honor Mrs. Barberet for her years of service to the Town. All members were encouraged to attend.

Communications and Bills – As listed on the Agenda. Mr. Padick noted that the Town Council Minutes included in members' packets contain information on a number of topics that are related to land use.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

TOWN OF MANSFIELD
OPEN SPACE PRESERVATION COMMITTEE
Minutes of the December 21, 2004 meeting

Members Present: Quentin Kessel, Steve Lowery, Jim Morrow (chair), and Vicky Wetherell.

1. **The meeting was called to order at 7:45 P.M.**
2. The minutes of the November 16, 2004 meeting were approved unanimously.
3. Wetherell brought the OSPC up-to-date on progress toward the acquisition of a portion of the Dorwart property. The trustee for this property plans to subdivide a portion of the property after which the remainder will be appraised for sale to the Town.
4. A copy of a December 1, 2004 letter to the Town's Municipal Leader from the Green Valley Institute requesting nominations for their "Neighborhood Award" was reviewed. Kessel moved, and Lowery seconded, that the Town consider nominating the Downtown Partnership for this award. One reason for this nomination is the developer's decision to reduce the development's footprint thus increasing the land to be preserved as open space.
5. The OSPC reviewed the PZC Plan of Conservation and December 9, 2004 Development Committee Meeting Minutes and took notice of Town Planner Greg Padick's incorporation of OSPC ideas on interior forest tracts into their considerations. Wetherell led a discussion on how best to identify interior forests on a town map. It was agreed that different species require different areas of undisturbed forestland in order to survive. For example for several species of birds it was noted 250 acres would be required. How to encourage the preservation of such areas was discussed. Wetherell moved, and Lowery seconded, that the PZC should consider developing special regulations with a review process similar to what is currently done for the preservation of wetlands and that designated farmlands should also be incorporated into these regulations. Activities proposed for the designated areas should be reviewed with regard to potential impact on the interior forests or farmland. Preservation techniques might include larger subdivision setbacks for open space and the elimination of shared driveways in the protected areas. The designated areas would be displayed on zoning maps as general areas containing farmland and interior forests (including those identified in Regina Chartier's 1996 thesis) in which the special regulations would apply. The motion passed unanimously.
6. Wetherell moved, and Lowery seconded, that the notes from the OSPC October 26, 2004 working session on the draft map of Conservation Areas for the Plan of Conservation of Conservation and Development be formally forwarded to Town Planner Padick for his consideration. The motion passed unanimously. Wetherell will see to this.

The meeting adjourned at 8:45 P.M.

Respectfully submitted

Quentin Kessel
Secretary

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

Thursday, January 13, 2005

PRESENT: K. Grunwald (staff), E. Passmore, J. Heald (Chair), M. Hauslaib, J. Krisch, J. Peters

I. MINUTES: The minutes of the December 9, 2004 meeting were accepted as written.

II. NEW BUSINESS:

A. Social Service Advisory Committee: Director's Vision Statement: comments on Statement provided by K. Grunwald; J. Heald commented that it was helpful to include Bill Kennedy's reflections. Some question raised as to whether or not getting involved in non-traditional issues would be seen as "meddling" in other departments K. Grunwald responded that much of what the department does involves "collaboration" with other departments. How much do we delineate areas that just involve Social Services? E. Passmore asked what it means to "promote tolerance and value diversity?" There was a discussion about a recent incident at the Middle School, and questions were raised as to what the Department's role is regarding an issue such as this. It was agreed that the overall focus of the Department should be on prevention. M. Hauslaib suggested that another topic to add to the list would be prevention activities focused on issues related to poverty. It was agreed that K. Grunwald will prioritize these proposed topics and come back to the next meeting having prioritized them and with some specific recommendations for action steps.

B. Agency Funding Requests: The committee briefly reviewed applications that have been submitted, and agreed to meet again on January 20 to continue the review. At the meeting on the 20th the following applications were reviewed:

- WAIM: J. Peters recommended funding in the amount requested of \$2000.
- Literacy Volunteers: J. Heald reviewed the application, and withheld her recommendation pending a meeting with the Executive Director.
- Veteran's Advisory Center: E. Passmore recommended funding in the amount requested of \$10,597.
- Safe Havens: J. Krisch recommended funding in the amount requested of \$2000.
- Sexual Assault Crisis Center: There was some question raised regarding whether or not some of the Mansfield residents who are reported as receiving services are eligible for services at

UConn or ECSU as students. J. Krisch recommended funding at \$4700; \$200 more than requested.

The final applications will be reviewed at the next meeting, with recommendations circulated to committee members via email.

C. Other: none

V. OLD BUSINESS:

A. Other: none

V. COMMUNICATIONS/REPORTS:

A. Review of Department activity and other items in packet and discussion with SSD Director:

- B. Program updates
- Early Care and Education
 - Adult Services
 - Senior Services
 - Youth Services

C. Other: K. Grunwald provided information on proposed legislation to fund transportation grants to municipalities. There will be a League of Women Voters legislative breakfast on January 29, and the theme is transportation.

V. PLANS FOR FUTURE MEETINGS

- Next meeting will be on January to review agency-funding applications.
- The next regularly scheduled meeting will be on Thursday, February 10.

VI. ADJOURNMENT

The meeting was adjourned at 5:00 PM

Respectfully submitted,

Kevin Grunwald

**TOWN/UNIVERSITY RELATIONS COMMITTEE
COMMITTEE MEETING
Tuesday, January 11, 2005
Audrey P. Beck Municipal Building
Council Chambers**

Minutes

Present: P. Barry, T. Callahan, J. Jevitts, R. Miller, AJ Pappanikou, E. Paterson, G. Zimmer

Staff: M. Berliner, M. Hart, G. Krauss (UConn), G. Padick, C. van Zelm (MDP)

Visitors: R. Adams (Chamber of Commerce)

1. Opportunity for Public to Address the Committee

Mayor Paterson introduced new committee member Gary Zimmer. Gary is the new representative from the Planning and Zoning Commission.

2. December 14, 2004 Meeting Minutes

Staff will distribute the minutes for review at the February 2005 meeting.

3. Update re: Mansfield Downtown Partnership

Cynthia van Zelm reported that the Partnership has sent the municipal development plan (MDP) for Storrs Center to the Department of Economic and Community Development, for a 30-day review by various state agencies. Once the state has completed its review, the MDP will return for local review by the Planning and Zoning Commission, the Town Council and other agencies.

In other news, representatives from the Partnership recently met with US Representative Simmons to discuss the Storrs Center project. Congressman Simmons appears very supportive. Related to this meeting, Rich Miller asked if federal funding had been restored for the parking garage. Cynthia responded that while the funding has not yet been officially approved, it is on the way.

4. Community-Campus Partnership on Substance Abuse

Mayor Paterson, one of the co-chairs of the community-campus partnership, reported that the partnership met most recently on January 3, 2005. There were a couple of students in attendance at that meeting, and their participation was extremely valuable and appreciated. The committee had a long discussion about police tactics, and a HEART participant reviewed the benefits of that program.

John Jevitts stated that he has heard that police are "patting down" all non-residents trying to enter Carriage House property. The Mayor said that she was not aware of this practice, but that it may have been part of Carriage House management's "no trespassing" policy.

AJ Pappanikou asked how the students in attendance at the partnership meeting were selected? Tom Callahan explained that the Dean of Students had asked the students to attend.

5. Community Quality of Life Issues/Spring Weekend

Matt Hart reported the Town Council's special committee last met in late November 2004. Staff is in the process of finalizing its draft report to the committee. The committee plans to review the report and to make any necessary changes, and then to send it on to the Town Council for review. The committee would also like to hold a few public presentations regarding the report, including one on campus. Tom Callahan suggested that we be cognizant of spring break when scheduling that presentation.

6. North Hillside Road Extension Wetlands Permit Application

Rich Miller and George Krause from UConn led a discussion on this item. The permit is administered by the US Corps of Engineers, and is needed for the UConn landfill closure project. The Corps and the other regulatory agencies plan to conduct an open house regarding the project at 5:00 p.m. on January 27, 2005, and a public hearing at 6:30 p.m. that evening. These meetings will be held in the Bishop Center on campus.

Under the plan, the university intends to remove the contaminated sediment and soil, and to replace it with clean fill from the Burton Family Football Complex. Also, since a minor wetland area will be lost, the university proposes to create a new larger 60-acre wetlands area that can be used for research.

Martin Berliner asked how the new wetlands area would constitute a mitigation effort. Rich explained that the Corps likes to see the construction of new wetland areas and other environmentally friendly practices as "enhancements" to an application.

Rich and George than reviewed in more detail as to how the new wetlands area and the existing vernal pool would help to support healthy populations of wildlife, including amphibians.

Gary Zimmer asked if any existing farmland would be lost. Rich said that the project would indeed take a small portion of existing farmland.

Phil Barry asked if the project would eliminate this location as a potential site for the hazardous materials storage facility? Rich explained that it would not, and that the advisory committee has proposed that the storage facility be located roughly 1000' away. This proposal is still under consideration.

George discussed further the planned construction of the North Hillside Road extension. Staff is presently 50-percent through the design development stage. The project should require one year to obtain the necessary permits and two years for construction.

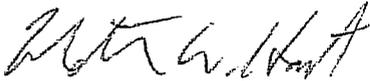
AJ Pappanikou asked if the road would have a sidewalk. George responded that it would.

7. Other

None.

The committee meeting adjourned at 5:45 p.m.

Respectfully submitted,



Matthew Hart
Assistant Town Manager

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/csbdc> - 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 WRTD 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.

draft

DRAFT

**WINDHAM REGION COUNCIL OF GOVERNMENTS
MINUTES
January 7, 2005**

A meeting of WINCOG was held on January 7, 2005 at the Ashford Fire House, 46 Westford Road, Ashford, CT. Chairman Daniel McGuire called the meeting to order at 8:30 a.m.

Voting COG Members Present: Ralph Fletcher, Ashford; Rusty Lanzit, Chaplin; Robert Skinner, Columbia (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; Bethany LoMonaco, Chamber of Commerce intern; Derek Phelps and Christine LePage, CT Siting Council; Ron Clark, Wireless Services, LLC; Joanne Lincoln and Mike Murphy, CT Humane Society; Christine Abikoff, Town of Ashford. Chair McGuire thanked Mr. Fletcher for hosting the meeting.

MINUTES

MOVED by Ms. Haraghey, **SECONDED** by Mr. Paulhus, to approve the minutes of the 12/3/04 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. Fletcher, to approve the STIP amendments as submitted. **MOTION CARRIED unanimously.**

TELECOMMUNICATIONS TOWERS - Windham Region service coverage and siting.

Mr. Phelps gave a PowerPoint presentation on the role of the CT Siting Council (hard copies were distributed). He brought a map showing the *potential* (not actual) service coverage in the region - a propagation map based on the Siting Council's database of towers that it has permitted and the additional antennas reported by the town. Ms. Wilson noted that this presumes that all of the permitted towers have antennas on them - she has one on private property in Scotland that was permitted and constructed five years ago, but is not yet being used. The Siting Council will provide more detailed maps - one for each town - to WINCOG for distribution to the towns.

Mr. Phelps suggested that towns wishing to have better coverage should let providers know. It would be to the town's advantage to have done some preliminary groundwork to document the lack of coverage and the need for the coverage, and to have some possible site in mind that would be agreeable to the town. He also suggested that a town should *always* become a party or an intervenor at the *beginning* of the CSC process. This gets you on the service list, so you get copies of everything. It also gives you legal standing to appeal after the decision.

WINCOG PLANNING LUNCH - scheduled for 12:00 noon on February 2.

EMERGENCY MANAGEMENT TRAINING

Ms. Buddington reported that the Regional Emergency Planning Workgroup (REPW) had recommended that we try to set up training for those involved with emergency management and response, including elected officials. At the last WINCOG meeting, the consensus was that it would be best to schedule such training on a Saturday. The REPW has requested that WINCOG recommend two Saturdays that would work for them, so that we can try to make arrangements with the Homeland Security Education Center. The intent of the training would be to familiarize participants with the National Incident Management System and Senior Officials training for WMD, and to do so in a setting where those who might need to work together in the future would have a chance to train together. After discussion, two Saturdays - March 12 and April 16 - were agreed on by consensus.

FY 2006 BUDGET

After discussion, **Mr. Lanzit, SECONDED** by Mr. Paulhus **MOVED** it, to keep dues at 60.5 cents per capita for FY 2006. There was a reluctance to commit to renewing tp. 5 spital Region Purchasing Council membership at this

time, as there has not been enough time to evaluate it. There will be an opportunity to look more carefully at the budget in June, to determine if the Council wants use some of the undesignated fund balance to fund an operating deficit and/or renew membership in the Purchasing Council.

CT HUMANE SOCIETY

Ms. Lincoln reviewed what the Humane Society has in mind for a joint facility - a 4,000 square foot building with three areas: a municipally operated portion, an adoption facility, and a Fox Memorial Clinic for veterinary care. Mr. Paulhus clarified that Windham is developing an RFP to privatize its transfer station. The selling of the land now used for that purpose would allow them to consolidate their public works facility and build on other side of the parcel. They might be able to incorporate a 4,000 square foot building for this purpose, but they are just at the beginning of the process. The response to the RFP is scheduled for March. Lebanon expressed an interest in a regional facility. Ms. Wilson reported that the Scotland Board of Selectmen voted no to participation in such a facility. Windham is potentially receptive. Ms. Lincoln will try to clarify who would be responsible for the initial cost of such a facility. Her initial thought was that the Humane Society would develop the site and lease space to the municipalities. Windham and Lebanon expressed special interest in the potential to deal with the cat populations of their towns.

CERT TRAINING

Ms. Buddington reminded members that the region's first Community Emergency Response Training course will begin next Tuesday, January 11.

OTHER OLD BUSINESS - there was no additional discussion on the legislative agenda, and the Town of Windham has not yet taken a position on DEP's greasetrap policy.

UPDATES - none

DIRECTOR'S REPORT

Ms. Buddington distributed a written director's report. She called attention to the fact that WINCOG's FY 2004 audit has been completed, and that the FY 2004 *Annual Report* was distributed at today's meeting. She also reported that staff met with FEMA representatives on Wednesday to discuss the Pre-Disaster Hazard Mitigation Plans that are being prepared for member towns. FEMA will be requiring that each town's plan identify at least one concrete mitigation project that is a priority (and that it would implement if funding became available).

MEMBERS FORUM

Mr. Lanzit asked if WINCOG could arrange FOI workshops for staff in his town. Other members suggested that this could be done directly through the State's FOI office. Ms. Buddington offered to provide him with the contact information.

Ms. Haraghey asked if WINCOG would be helping with the E911 database/map review. Ms. Buddington replied that she had sent a memo to Mr. Prohorilak with several questions about what is expected, but that she had not yet received a reply. She will keep WINCOG informed about any correspondence or conversations. It is expected that Mr. Prohorilak will attend the next statewide OPM / RPO meeting to discuss this topic.

AGENDA ITEMS for February 4, 2005

Paramedic Program Budget

Ms. Haraghey offered to host the meeting in Hampton.

PUBLIC INPUT

Mr. Adams asked Windham to keep him informed about the town's discussions about, and position on, DEP's grease trap policy.

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

Respectfully submitted by Barbara Buddington, staff.

**WINDHAM REGION COUNCIL OF GOVERNMENTS
MINUTES - SPECIAL MEETING
February 2, 2005**

A special meeting of WINCOG was held on February 2, 2005 at the Coventry Town Hall Annex, 1712 Main Street, Coventry, CT. Chairman Daniel McGuire called the meeting to order at 12:15 p.m.

Voting COG Members Present: Robert Skinner, Columbia (alt.); John Elsesser, Coventry (alt.); Rusty Lanzit, Chaplin; Margaret Haraghey, Hampton; Dan McGuire, Lebanon; Martin Berliner, Mansfield (alt.); Elizabeth Wilson, Scotland. Michael Paulhus, Windham.

Staff Present: Barbara Buddington

Others Present: Robert Peterson, Windham Community Memorial Hospital

PARAMEDIC PROGRAM BUDGET

Mr. Peterson explained the paramedic program budget for FY 2006 and how the assessment for each town was calculated. During the course of the discussion, WINCOG members asked that the assessments for UConn and "outside towns" be increased. UConn's flat fee was based on the university population four or five years ago, and the university population has grown significantly. The outside towns should be charged a higher transport fee because they are not paying any of the costs of maintaining the infrastructure. Mr. Peterson said that he would pursue this and let us know the results. **MOVED by Mr. Elsesser, SECONDED by Ms. Wilson, that any additional revenues that come in as a result of these measures should be used to offset the "cancellation" fees. MOTION CARRIED UNANIMOUSLY.**

The special meeting adjourned at 1:20 p.m. and was followed by an informal planning discussion.

- Issues brought up at the Chamber / Mansfield Business Association's meeting with legislators in Mansfield earlier in the day were discussed (real estate conveyance tax; fees on land use permits that towns are required to collect for the state)
- Mr. Elsesser recommended opposing a proposed bill with "Property Tax Fairness" as part of its subtitle. He noted that the bill does not make sense. Several of our legislators have signed on to support it.
- In response to a question from Mr. Berliner, no other town has an all-electric school. Mansfield is trying to add a fossil fuel system.
- Mr. Elsesser raised the issue of a backlog of streetlights that they are waiting for CL&P to install. The orders have been in place for a long time, but there is no activity. Columbia has the same problem.
- Also discussed - E911 mapping/database review, equestrian center, joint legislative efforts with Chamber of Commerce.
- Issues for congressional staff: decrease in small cities program.

ADMINISTRATION

- FHWA Quarterly Report: Staff completed and submitted the agency’s Unified Planning Work Program for the second quarter of FY 2005, as required by its contract with ConnDOT.
- 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

- February 7 5:00 p.m. Public Hearing on State Plan of Conservation and Development (Hartford, LOB, Room 2B)
- February 22 4:00 p.m. NE Alliance legislators reception at President’s Dining Room, Hurley Hall, ECSU
- March 1 8:00 a.m. I-395 TIA meeting
- March 4 Next scheduled WINCOG meeting

ECONOMIC DEVELOPMENT

- EDA Planning Grant: No word yet.
- CEDS Update: NECCOG Director John Filchak reported that last October EDA evidently approved our CEDS annual review submitted in 6/2004 with conditions, which were supposed to be addressed by January 31, 2005. The paperwork, however, seems to have gone astray, as NECCOG never received notice of the conditional approval and we were therefore unaware of the deadline. EDA has agreed to waive the deadline, and we will be addressing the needed changes as soon as possible.
- Northeastern Connecticut Economic Partnership: During January, WINCOG staffed a meeting of the staff-level coordinating committee and a meeting of the full Partnership, which was held at the Chaplin Senior Center on February 1. The focus of the meeting was a panel discussion with local entrepreneurs to learn from them the major hurdles to starting or growing a business in our eastern CT communities. Between now and the next Partnership meeting on May 3, we will begin the process of preparing our 2005 CEDS update for submission to EDA in June.

TRANSPORTATION

- Local Road Hazard Reduction: Staff coordinated with ConnDOT and member towns in the distribution of information soliciting projects for this funding program. To date, no projects in this region have been funded under this program.

TRANSIT

- RFP for transit services: The WRTD Board voted in January to put all of the WRTD transit services out to bid for the upcoming fiscal year. This includes the two fixed route services – City Bus and Storrs/Willimantic – (now operated by Peter Pan /Arrow), the paratransit services (now operated by WRCC/Dial-a-Ride), and the Route 32 Jobs Access service (operated by WRCC/Dial-a-Ride). Because of this RFP and because it would allow better coordination of services, the WRTD Board is recommending a change in how the local match for paratransit services is handled. There is an item on today’s agenda on this issue.

LAND USE PLANNING

- Regional Planning Commission: The January 5 meeting of the RPC was cancelled due to bad weather. At the February 2 meeting, the RPC elected the following officers: Kay Holt – Chair (Mansfield), Alex Acimovic – Vice Chair (Coventry), Claire Lary – Secretary (Windham), and Ted Melinosky – Member at Large (Columbia). The RPC continued work on the goals and objectives of the Regional Transportation Plan and the following referrals were reviewed and acted upon:
 - a. #04-12-22-CA: Columbia: A proposal to increase the maximum unit size in Neighborhood Retirement Housing Developments from 1800 s.f. per unit to 2200 s.f. per unit. **Action: Compliance with Regional Land Use Plan.**
 - b. #04-12-27-SM: Salem: A proposal to modify the regulations concerning common driveways. **Action: Compliance with Regional Land Use Plan.**
 - c. #05-01-27-TD: Tolland: A proposal to adopt a nine-month moratorium on residential subdivisions, resubdivision and multifamily developments within the RDD, WRDD and VCZ zones; to modify the definition of buildable area; and to increase the minimum buildable area in Traditional Family Developments from 19,000 s.f. to 43,560 s.f. **Action: Compliance with Regional Land Use Plan.**
- Submission of Draft Plans of Conservation and Development: Ashford and Columbia submitted drafts of their Plans of Conservation and Development for regional review in January. Congratulations to both towns as they conclude this vital and sizable planning effort!
- DEP’s Statewide Comprehensive Outdoor Recreation Plan (SCORP): If you haven’t already done so, please visit the SCORP web page to check the accuracy of the detailed information on recreational facilities that DEP has for your town <http://popcenter.uconn.edu/scorp>.
- 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

- Emergency Management and Homeland Security Coordinating Council: At the January meeting of this Council, a few subcommittees were set up to address specific issues. Two of them may be of particular interest. The charge of one of the subcommittees is to recommend regional boundaries for emergency management / response. The charge of the second is to plan how the FFY 2005 Homeland Security Grant funds allocated to Connecticut should be used. These two committees will be meeting intensively over the next few months.
- Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through Department of Environmental Protection (DEP): Staff have continued to work on the changes to the plan as recommended at their meeting with FEMA representatives in early January. The current draft of the plan will be made available on WINCOG’s web site to improve opportunities for public review and comment. Meetings with towns to discuss mitigation measures and projects will begin in February.
- Community Emergency Response Team (CERT): Our first CERT training course is well underway and is getting enthusiastic response. Because of an on-the job injury, one of our trainers (Pete Smat) has been unable to participate, but Marc Scrivener has been doing a very professional job. We have fourteen participants from five towns in the region (Chaplin, Coventry, Hampton, Mansfield, and Windham). We are now exploring the possibility of holding a second course this spring at the Department of Mental Retardation (DMR) offices in Willimantic, during daytime working hours. While many of the participants would be DMR employees, at least half of the 30 spaces available in

the training room would be held open for the public. Thanks to long-time WINCOG RPC member and DMR employee Claire Lary (Windham) for suggesting this partnership and doing some groundwork within DMR.

CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests for data from one student, one business, and one resident.

LOCAL ASSISTANCE

TOWN	ASSISTANCE	# HOURS
Ashford	• POCD Committee meeting	2
Chaplin	• Provided sample zoning regulations on age-restricted housing to First Selectman	1
Columbia	• Provided info on collection of state land use fees to Town Planner	1
Coventry	• Provided information on GPS to ZEO	5 min.
Mansfield	• Coordinated with ConnDOT to provide functional classification map of the town’s roads	.5
Scotland	• Provided info on collection of state land use fees to First Selectman	1
Windham	• Provided GIS information and map to Windham Economic Development Director	3
	• Provided info on collection of state land use fees to Town Planner	1
All Towns	• Northeastern CT Economic Partnership activities	12

OTHER ASSISTANCE

- Continued to participate in Willimantic Whitewater Partnership.
- Provided historic images to DEP staff.

MEETINGS

- Jan. 7 - WINCOG Board meeting / Ashford (BB)
 10 - Meeting with Coventry resident re: Regional Emergency Planning Workgroup (BB)
 11 - CERT training (R. Lanzit, BB, JL, DN as volunteers)*
 12 - Willimantic Whitewater Partnership (JB)
 13 - Chaplin Planning and Zoning Commission (JB)
 14 - Emergency Management and Homeland Security Coordinating Committee / Middletown (BB)
 18 - DPH Focus Area A (Public Health Planning) / Middletown (BB)
 - CERT Training (R Lanzit, BB, JL, DN as volunteers)*
 19 - COST Town Meeting/ Cromwell (BB)
 20 - CEDS Coordinating Committee Meeting (BB)
 24- 25 - Grant writing workshop / Cromwell (BB)
 25 - CERT Training (BB, JL, DN as volunteers)*
 - Willimantic Whitewater Partnership (JB)
 29 - CERT Training (R. Lanzit, BB, JL, DN as volunteers)*
 31 - Homeland Security Working Group (funding) / Hartford (BB)
 - Ashford POCD Committee (JB)
- Feb. 1 - Northeastern CT Economic Partnership meeting / Chaplin (M. Paulhus, R. Lanzit, BB)
 - CERT Training (R. Lanzit, BB, JL, DN as volunteers)*
 2 - Mansfield Business Association / Chamber of Commerce meeting with Sen. Williams and Rep. Merrill / Mansfield (BB, MP)
 - WINCOG planning lunch / Coventry (BB)
 - Meeting with WRTD chairman, WRCC board member and staff re local match process (BB, MP)
 - Regional Planning Commission (JB)
 3 - EWIB CEO Council meeting / Norwich (DM, BB)
 - Meeting with DMR staff re CERT training space (BB)

* Time not charged to WINCOG



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

Elizabeth C. Paterson, Mayor

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

January 24, 2005

Honorable Rob Simmons
Member of Congress
2 Courthouse Square
Norwich, CT 06360

Re: Downtown Mansfield Revitalization and Enhancement Project

Dear Congressman Simmons:

Thank you for meeting with me and members of the Storrs Center downtown project team. We appreciate the time that you took to discuss the Storrs Center project and would like to thank you for your on-going commitment to the critical parking needs for the project and improvements to Storrs Road. Following up on your recommendation, we met this week with State Senator Don Williams and State Representative Denise Merrill. They were both very receptive to supporting state investment in the Storrs Center project. Consequently, we are optimistic that through your continued leadership and support, and theirs, we will successfully identify the public investment necessary for the project.

As we discussed, the retail and housing market demand that has been estimated for the Storrs Center project needs to be supported by adequate and convenient parking. Parking will accommodate the customers of the commercial businesses, and the residents of the mixed-use retail/residential space. The proposed University of Connecticut School of Fine Arts complex, adjacent to the town center, will be an asset to the project, and we expect to see visitors at events held at the School of Fine Arts, and other University of Connecticut facilities, utilize the amenities in the new town center. Streetscape improvements on Storrs Road including street widening, medians, and crosswalks will allow the street to serve as a Main Street where vehicular traffic and pedestrian access will be properly managed and integrated safely into the downtown.

Thank you again for your assistance and support of the Mansfield downtown project. We look forward to continuing to work with you to make downtown Mansfield an even greater place to work, live, shop and recreate for residents, students and visitors. If you have any further questions, please do not hesitate to contact me or the Mansfield Downtown Partnership Inc.'s Executive Director Cynthia van Zelm at 860-429-2740.

Sincerely,

Elizabeth C. Paterson
Mayor

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Elizabeth C. Paterson, Mayor

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

January 24, 2005

Honorable Donald E. Williams, Jr.
State Senator
President Pro Tempore
Legislative Office Building, Rm. 3300
Hartford, Connecticut 06106

Re: Downtown Mansfield Revitalization and Enhancement Project

Dear Senator Williams:

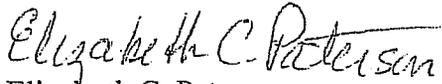
Thank you for meeting with me and members of the Storrs Center downtown project team this week, and for your willingness to support our request for a \$15 million State investment for the critical parking needs for the project and improvements to Storrs Road. As we discussed, the public investment in the project represents only 12 percent of the total project cost of an estimated \$165 million. If we are able to achieve the goal of bringing \$20 million of public funding to the project, we feel confident that we will have available to us the necessary financial structure to make this project a great success.

As we discussed, the retail and housing market demand that has been estimated for the Storrs Center project needs to be supported by adequate and convenient parking. Parking will accommodate the customers of the commercial businesses, and the residents of the mixed-use retail/residential space. The proposed University of Connecticut School of Fine Arts complex, adjacent to the town center, will be an asset to the project, and we expect to see visitors at events held at the School of Fine Arts, and other University of Connecticut facilities, utilize the amenities in the new town center. Streetscape improvements on Storrs Road including street widening, medians, and crosswalks will allow the street to serve as a Main Street where vehicular traffic and pedestrian access will be properly managed and integrated safely into the downtown.

We continue to make great progress on creating a vibrant and economically successful mixed-use downtown with the recent submission of a draft Municipal Development Plan to the Department of Economic and Community Development this month. After we receive comments from the appropriate state agencies, we hope to begin the local approval process of the Municipal Development Plan in February.

Thank you again for your assistance and support of the Mansfield downtown project. We look forward to continuing to work with you to make downtown Mansfield an even greater place to work, live, shop and recreate for residents, students and visitors. If you have any further questions, please do not hesitate to contact me or the Mansfield Downtown Partnership Inc.'s Executive Director Cynthia van Zelm at 860-429-2740.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth C. Paterson".

Elizabeth C. Paterson

Mayor

cc: Representative Denise Merrill

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Elizabeth C. Paterson, Mayor

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

January 24, 2005

Honorable Denise Merrill
State Representative
Legislative Office Building, Rm. 2702
Hartford, Connecticut 06106-1591

Re: Downtown Mansfield Revitalization and Enhancement Project

Dear Representative Merrill:

Thank you for meeting with me and members of the Storrs Center downtown project team this week. Your leadership on the Storrs Center project and early active involvement in the project is a major reason why we are continuing to make progress in bringing this exciting project to fruition. Thank you for your willingness to support our request for a \$15 million State investment for the critical parking needs for the project and improvements to Storrs Road. As we discussed, the public investment in the project represents only 12 percent of the total project cost of an estimated \$165 million. If we are able to achieve the goal of bringing \$20 million of public funding to the project, we feel confident that we will have available to us the necessary financial structure to make this project a great success.

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Thank you again for your assistance and support of the Mansfield downtown project. We look forward to continuing to work with you to make downtown Mansfield an even greater place to work, live, shop and recreate for residents, students and visitors. If you have any further questions, please do not hesitate to contact me or the Mansfield Downtown Partnership Inc.'s Executive Director Cynthia van Zelm at 860-429-2740.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth C. Paterson". The signature is written in black ink and is positioned above the printed name.

Elizabeth C. Paterson

Mayor

cc: State Senator Don Williams

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Mansfield Downtown Partnership

Helping to Build Mansfield's Future

January 25, 2005

Ms. Teresa Hanlon
Engineer
State of Connecticut
Department of Economic and Community
Development (DECD)
Infrastructure and Real Estate Division
505 Hudson Street
Hartford, CT 06106-7106

Re: December 31, 2004 Progress Report for Mansfield Revitalization and Enhancement Project

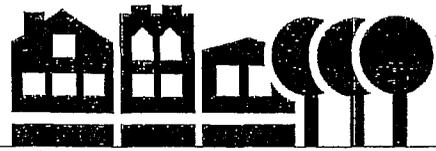
Dear Ms. Hanlon:

I am pleased to provide you with a December 31, 2004 Progress Report for the Mansfield Revitalization and Enhancement Project.

Over the last quarter, the Mansfield Downtown Partnership, Inc. ("Partnership"), worked with the master developer LeylandAlliance and the Partnership's consultant Looney Ricks Kiss to finalize the Draft Municipal Development Plan ("MDP"). The draft physical site plan including the proposed neighborhoods in the downtown development were presented to the public on November 10. Over 150 people attended this meeting. During the months of November and December, the preliminary design and Draft MDP were reviewed by the Mansfield Downtown Partnership's Finance and Administration Committee as well as the full Partnership Board. The University of Connecticut senior administration team also reviewed the documents. Finally, on December 13, 2004, a work session with the Town of Mansfield's Planning and Zoning Commission and Town Council was held to receive an update on the project and review sections of the Draft MDP.

As you know, on January 10, 2005, the Draft Municipal Development Plan was submitted to the Department of Economic and Community Development for 30-day State agency review.

The Partnership, LeylandAlliance, and Looney Ricks Kiss will continue to incorporate changes to the Draft Municipal Development Plan based on input from the community, the Town Council, the University of Connecticut, and State agencies. The expectation is



Mansfield Downtown Partnership

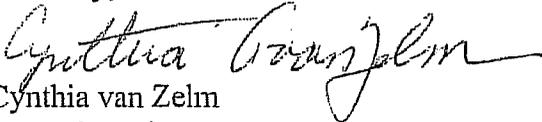
Helping to Build Mansfield's Future

that we will be prepared to present the Draft Municipal Development Plan for its local approvals in February.

During the last few months, the Partnership has also worked with the Town of Mansfield's Planning and Zoning Commission and Town Planner on a Special Design District for the downtown project. We will continue to work with them over the next few months on finalizing design guidelines for the project and incorporating changes to the zoning regulations to reflect the Special Design District.

Please do not hesitate to contact me at 860-429-2740 if you have any questions. We look forward to continuing to work with you on this critical project for the Town of Mansfield.

Sincerely,


Cynthia van Zelm
Executive Director

cc: Sheila Hummel, DECD
✓ Martin Berliner, Mansfield Town Manager
Cherie Trahan, Mansfield Comptroller
Mansfield Downtown Partnership, Inc., Board of Directors
Lee Cole-Chu, Cole-Chu & Company, LLC, Partnership Attorney



Item #8

January 21, 2005

Mr. Martin Berliner
Town Manager
Audrey P. Beck Building
4 South Eagleville Rd
Mansfield, CT 06250

Dear Mr. Berliner:

Enclosed please find the Annual Report for services provided by VNA East for the fiscal year ending June 30, 2004. Also included is 1st quarter statistics for FY 2005.

If there are any questions, please contact me at 456-7288, extension 212.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan Bergeron".

Susan Bergeron
Executive Assistant

Encl.

VNA EAST
34 LEDGEBROOK DR
MANSFIELD CTR, CT 06250
PH: 456-7288 FAX: 423-5702

VISIT STATISTICS
7/30/04 - 12/31/04

<u>SERVICE</u>	<u>MANSFIELD</u>	<u>AGENCY</u>
Skilled Nursing	1997	12,432
Physical Therapy	525	2,967
Speech Therapy	20	38
Occupational Therapy	87	353
Medical Social Work	81	326
Home Health Aide	1344	8,544
Home Health Aide Sprvsn.	12	47
Homemaker	0	0
Companion	0	0
TOTAL	4,066	24,707

COMMUNITY ACTIVITIES

Adult Health Screening	633	1,216
Flu & Pneumonia	0	2,873
TOTAL	633	4,089

MEALS TO HOME	1686	13,325
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VNA East

Annual Report *2003-2004*

**34 Ledgebrook Drive
Mansfield Center, CT 06250
PH: (860) 456-7288 Fax (860) 423-5702**



MESSAGE FROM THE CHAIRMAN OF THE BOARD AND PRESIDENT

2003-2004 was another triumphant year filled with clinical program enhancements and continued financial success.

We could call this year 'the year of surveys' as VNA East weathered numerous financial audits and regulatory surveys by various government agencies. We also had our triennial JCAHO accreditation survey and experienced first-hand the totally revised 2004 JCAHO survey process. We came out of every government audit and survey with flying colors and negligible fiscal impact. And we were fully re-accredited by JCAHO for another three years.

Being under intense scrutiny has been the norm for the agency, as we continually conduct organizational self-analysis to ensure that we are staying ahead of the game – both clinically and fiscally. Reengineering has been an ongoing process as we re-tool our operations to optimize efficiencies and enhance the quality of care provided to our patients.

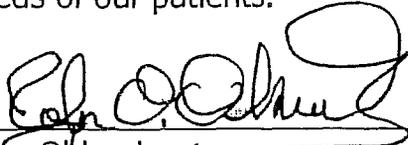
This was also the year for performance improvement as the agency examined patient outcomes and embarked on quality initiatives pertaining to fall prevention in the elderly and enhanced pain management for all patients.

Our year-end audit once again demonstrates continued financial success, however we realize that we are probably due for yet another major change in home care reimbursement. It is now more imperative than ever that we accumulate reserves so that we can successfully deal with such changes. Agency expenses, investments and staffing patterns are always closely monitored.

Our goals have always been to improve our performance, ensure efficient operations, satisfy our patients, enhance patient care and remain fiscally strong: a tall order whose challenge we continue to embrace.

We would like to thank every staff member and manager who has made it his/her priority to meet the needs of our patients with eagerness and compassion.

We would also like to thank our towns for their continued support in helping us meet the needs of our patients.


John Ohlund
Chairman, Board of Directors


Claudia M. Marcinczyk, RN, MS, MBA
President/CEO

VNA East
TIME PERIOD 07/01/03-06/30/04
VISIT STATISTICS

HOME CARE			
Service	7/1/03 - 6/30/04	7/1/02 - 6/30/03	Variance
Skilled Nursing	26,903	27,359	-2%
Physical Therapy	5,937	5,591	6%
Speech Therapy	90	57	58%
Occupational Therapy	613	844	-27%
Medical Social Worker	697	742	-6%
Home Health Aide (Visits)	18,877	23,898	-21%
Home Health Aide (Supervision)	84	154	-45%
Homemaker	157	319	-51%
TOTAL	53,358	58,964	-10%

COMMUNITY ACTIVITY			
Service	7/1/03 - 6/30/04	7/1/02 - 6/30/03	Variance
Adult Health Screening	2,689	2,392	12%
Flu Clinic	4,621	4,215	10%
TOTAL	7,310	6,607	11%
Meals to Home Program	26,724	29,455	-9%

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HOSPICE PROGRAM		
Service	07/01/2003 - 06/30/2004	07/01/2002 - 06/30/2003
Skilled Nursing	1583	1627
Physical Therapy	10	94
Speech Therapy	0	2
Occupational Therapy	0	1
Medical Social Worker	378	313
Home Health Aide (Visits)	894	1093
Home Health Aide (Hours)	1366.8	1276.9
Homemaker (Hours)	0	0
Patient volunteer (visits)	557	399
Patient volunteer (hours)	957.6	932.8
Clerical volunteer (hours)	395.2	208.3
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Acute Care Days	99	51
Routine Home Days	5902	5476
<hr/>		
# of Patients	92	95
<hr/>		
Length of Stay	Hospice Benefit	75.24
	All Hospice	58.49
		75.78
		63.58

PALLIATIVE CARE PROGRAM		
Service	07/01/2003 - 06/30/2004	07/01/2002 - 06/30/2003
Skilled Nursing	1185	1607
Physical Therapy	82	146
Occupational Therapy	6	32
Speech Therapy	3	3
Medical Social Worker	32	45
Home Health Aide (Visits)	589	1244
Home Health Aide (Hours)	706	1383.8
Homemakers (Hours)	0	0
Volunteers (Hours)	0	0
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Acute Care Days	115	213
Routine Home Days	6621	8153
<hr/>		
# of Patients	77	88
<hr/>		
Length of Stay	143.46	124.88

ONCOLOGY PROGRAM	
Service	03/01/2004 - 06/30/2004
Skilled Nursing	203
Physical Therapy	32
Occupational Therapy	14
Speech Therapy	0
Medical Social Worker	8
Home Health Aide (Visits)	5
Home Health Aide (Hours)	5
Homemakers (Hours)	0
Volunteers (Hours)	0
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Acute Care Days	23
Routine Home Days	794
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# of Patients	17
<hr/>	
Length of Stay	29.63

VNA EAST, INC.
STATEMENTS OF OPERATIONS

DRAFT

For Discussion Purposes Only

	Years ended June 30,	
	2004	2003
REVENUE AND OTHER SUPPORT		
Net patient service revenue	\$ 5,841,731	\$ 6,188,291
Town appropriations	21,333	31,303
United Way allocation	9,412	15,971
Net assets released from restrictions	2,922	1,276
	<u>5,875,398</u>	<u>6,236,841</u>
EXPENSES		
Salaries and related expenses	3,802,675	3,821,916
Professional fees and contract services	611,154	642,536
Medical and office supplies and expenses	192,157	197,892
Other general and administrative	119,845	107,721
Depreciation	115,709	98,068
Transportation	111,517	113,313
Occupancy	44,024	39,133
Interest	24,313	32,117
Provision for bad debts	3,964	657
	<u>5,025,358</u>	<u>5,053,353</u>
INCOME FROM OPERATIONS	<u>850,040</u>	<u>1,183,488</u>
NONOPERATING GAINS (LOSSES)		
Investment return	65,882	(124,404)
Interest on cash and cash equivalents	9,555	11,456
Contributions	2,231	1,821
	<u>77,668</u>	<u>(111,127)</u>
EXCESS OF REVENUE AND GAINS OVER EXPENSES	<u>\$ 927,708</u>	<u>\$ 1,072,361</u>

See notes to financial statements.

VNA East

Performance Improvement Priorities for 2003-2004

- Optimum Patient Outcomes
- Minimal Adverse Events
- Optimum Customer Satisfaction
- Staff Recruitment and Retention
- Accurate and timely clinical documentation
- Successful 43-survey by Joint Commission
- Ongoing Internal Operational Enhancements for Greater Efficiency
- Compliance with all government regulations and accreditation standards

2003-2004 Performance Improvement Initiatives

Summary of Findings: In 2003-2004 the 13 adverse events spanned 4 quarters with 52 possible instances of adverse events. There were only five instances of adverse events that were deemed statistically significant. At VNA East, we choose to review the adverse events on a quarterly basis. However, it is recommended that home health agencies use annual data to more accurately determine the incidence of adverse events. The quarterly data is considered too small a sample size. Analysis of VNA East's annual adverse event data reveals that the incidence of VNA East adverse events is lower than the national reference value in all of the 13 adverse events.

Fall Prevention Program: Although the number of adverse events resulting from patient falls has declined, there is still a high enough incidence of falls. VNA East developed and implemented a Fall Risk Assessment Program in February 2004. The program includes a Fall Risk Prevention Educational Hand-out and a Fall Risk Assessment tool that is performed on all patients who are over 65 years old or who have a recent history of falls.

Pain Management Program: For the past several months there have been significant fluctuations in the patient outcome "Improvement in Pain Interfering with Activity". In addition, the JCAHO surveyor noted incomplete pain assessments were performed on a few clients. VNA East has been studying this issue and developed a comprehensive Pain Management Program that was implemented in the spring of 2004. The program is ongoing and includes in-service education and revised documentation tools to ensure comprehensive assessment and management of pain by the VNA East staff. Data is being collected to ensure the staff is conducting effective pain assessment and pain management routinely.

Patient Satisfaction: Patient satisfaction is carefully monitored on a quarterly basis through patient satisfaction questionnaires. The agency currently distributes patient satisfaction questionnaires for its specific home care services. For active clients: Upon admission, all clients who are new to the agency receive a patient satisfaction survey. For discharged clients: Upon discharge from the agency, all discharged clients receive a patient satisfaction survey. Satisfaction survey results are tallied and summarized quarterly with results reported to the Professional Advisory Committee and the Board of Directors.

Risk Management Achievement Awards 2003-2004

Fulfilling the promise... together



CIRMA



CIRMA applauds these members

At CIRMA, it's about a consultative risk-management partnership with members... empowering municipalities to manage their risk.

These members exemplify the special achievements in risk management that create the foundation for attainment of CIRMA's mission.

Table of Contents

New and Innovative Risk Management Initiatives 2

Town of East Lyme	City of New Haven
East Windsor School District	City of New London
City of Groton	Town of Tolland
Town of Mansfield and Mansfield School District	

Establishing Risk Management as an Organizational Priority 4

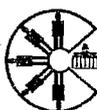
Bridgeport Housing Authority	Glastonbury School District
Town of Canaan	Town of Guilford
Town of Cromwell	Old Saybrook School District
EASTCONN Regional Educational Service Center	Town of Ridgefield
Town of Glastonbury	Torrington Area Health District

Outstanding Commitment and Results from Safety & Health Committees 6

Town of Clinton and Clinton School District	Borough of Naugatuck
Borough of Fenwick	Thompson School District
Guilford School District	

Substantial Impact on Loss-Cost Factors 7

Connecticut Resources Recovery Authority	Town of Scotland
Hartford Housing Authority	Southington Water Commission
Putnam Housing Authority	City of Torrington
Regional School District No. 8	



New and Innovative Risk Management Initiatives

■ Town of East Lyme

Conducted a comprehensive Employee Health and Safety Awareness Fair.

East Lyme conducted an outstanding Employee Health and Safety Awareness Fair in June 2004. The Fair was initiated and successful due to the dedication and cooperation of the employee Safety and Health Committee. The main objective was awareness; however, there was great opportunity to learn how to reduce accidents. The theme, "WE CARE, WE SHARE, WE GET INVOLVED"; was included with the annual Employee Appreciation Day. Several outside service providers shared safety information or provided a valuable lesson on safety in the workplace.

The following is a partial list of activities offered during the Safety Fair:

- "The Convincer" seat-belt safety device was on site in the parking lot for employees to recognize the importance of wearing seat-belts at all times. Employees were able to actually experience what it might feel like in a 6 mile-an-hour impact.
- Blood Pressure Screening provided employees with onsite screening, as well as information on target blood pressure goals and tools for achieving these goals.



- Fire Extinguisher Practice Booth permitted employees to practice putting out fires with portable fire extinguishers.
- Ergonomic Workstation Assessments were provided by CIRMA to almost every Town Hall employee to identify simple solutions to typical concerns with computer workstations.

- HAZMAT Personal Protective Equipment Booth demonstrated the importance of wearing the appropriate equipment.
- Several safety films were shown on an on-going basis during the activities.
- Occupational Safety and Health Booth provided employees with valuable workplace-safety information and safety-lifting techniques.
- Connecticut OSHA booth provided compliance information and other workplace-safety educational materials to employees.

■ East Windsor School District

Initiated several risk management activities that significantly reduced the exposures to injury and illness in the workplace.

East Windsor School District organized a Safety Committee consisting of representatives from each school. An accident investigation procedure has been developed and investigation reports are reviewed at the Safety Committee meetings. An employee handbook is being developed which will contain safety policies and procedures. The School District has enrolled in the Preferred Provider Network Program. The School District also volunteered as a test site for a CIRMA/Concentra joint project involving evaluation of the physical requirements of custodian and maintenance jobs, which will lead to pre-employment and return-to-work medical protocols and physical assessment testing.

■ City of Groton

Implemented an aggressive training and education program for all fire department personnel.

The Groton Fire Department implemented an aggressive training and education program for all fire department personnel. This program provides fire personnel with critical lessons in the field to reduce and control accidental losses. In a review of reported incidents throughout the country of high-risk incidents or fire fighter close calls, several types of training programs and educational opportunities are identified. The program, called "10 at 10," is a ten-minute training session at 10 o'clock. Documentation includes a career-training matrix that outlines the employee name and the subject matter covered. Each month the fire department reviews several critical topics related to the fire service exposure.

Following is a summary list of some of the topics covered:

- New Triage Tags
- MAYDAY
- Terrorism Job Aid
- Pronounce Death
- RADCON Meters
- Pump Pressures
- Confined Space Cover
- Air Strut Basics
- Life Star Trooper 1
- SOP HAZMAT

■ **Town of Mansfield and Mansfield School District**

Created health and wellness promotion program to encourage proper diet, weight control, and physical exercise as a way of preventing disease and illness.

The combined town-and-schools Safety and Health Committee created a health and wellness subcommittee that develops and monitors an employee-wellness training and awareness program. The program includes bi-monthly "lunch and learn" sessions. These events provide fruits and vegetables, juices, and other healthy foods along with nutritional information. Guest speakers discuss topics related to employee health including Lyme disease, skin cancer prevention, sun safety, and osteoporosis. The Town recently finished construction on a new community center that includes a workout gym, swimming pool, exercise programs and physical trainers. Employees are afforded a discount on membership fees to the workout program. Programs specifically designed for police and fire department employee health maintenance are also under development.

■ **City of New Haven**

New Haven's Fire Department, in partnership with New Haven Fire Fighters Local 825 and Temple Physical Therapy, developed an innovative program to provide a highly specialized injury rehabilitation process for injured fire fighters.

The New Haven Fire Department, New Haven Fire Fighters Local Union, and Temple Physical Therapy, developed the New Haven Fire Fighters Injury Rehabilitation Initiative to provide a highly specialized-injury rehabilitation process for injured fire fighters. It prepares an injured fire fighter to return to work similar to the way an injured professional athlete prepares to go back to competition. The program focuses on three specific phases: physical therapist job-shadowing fire fighters, tailored therapy to meet essential job functions, and the development of a customized state-of-the-art fire fighter job simulation center.



■ **City of New London**

Implemented state-of-the-art computer simulated defensive-driver training for police.

New London purchased two Driver-Training Simulators for the police department. The City is the first Connecticut municipality to purchase this system. The police department's goal in purchasing the simulator is to decrease the frequency and severity of police accidents. The simulators provide standard police vehicle maneuvers, as well as the ability to recreate the elements of accident scenes to prevent recurrence of contributing factors. The police training officer works closely with all department personnel to ensure standards of driver-safety and defensive-driver techniques are transferred into their daily operations.

■ **Town of Tolland**

Demonstrated a commitment to risk management as an organizational priority by developing and implementing a model snow-removal and emergency-vehicle operation safety program.

Tolland has demonstrated an organizational-wide commitment to safety and risk management. They have developed a model risk management action plan that supports risk identification and safety training and education. Tolland identified snowplow accidents as a primary source of liability losses. Through the actions of the Safety Committee, a comprehensive snow removal and emergency vehicle operator safety program was developed and implemented. This program included written driver- safety reviews and testing, inspection procedures, driving-skill competitions (ROADEOS), and the promotion of open discussion between management and staff on vehicle safety issues.

Establishing Risk Management as an Organizational Priority

■ Bridgeport Housing Authority

Created a proactive approach to reducing and controlling employee-accidents by implementing a comprehensive management accident-investigation program.

Bridgeport Housing Authority changed the culture of its risk management operations from a responsive mode to a proactive one, to reduce and control employee-accidents and injuries. This comprehensive program includes the development and implementation of accident-investigation training techniques for all management and supervisory staff. The Housing Authority is an active participant in CIRMA's risk management training program, and has become a hosting site for CIRMA's regional training workshops.

■ Town of Canaan

Demonstrated a commitment to and support of safety initiatives through direct involvement of the first selectman.

The first selectman chairs and actively participates in Safety Committee meetings. The first selectman has been actively engaged in replacing highway department mobile equipment with new equipment provided with upgraded safety features. As a result of this support, workers' compensation incurred claim-cost has been held to under \$300 for the past two-year period.

■ Town of Cromwell

Conducted proactive risk management activities to control workers' compensation costs.

CIRMA risk management services assisted the Town with several risk management activities. A subcommittee of the Safety Committee, including CIRMA risk management, performs building safety inspections and reports findings to the Committee for follow-up. Forty employees, whose job tasks involve driving, were trained by CIRMA staff on the National Safety Council Defensive-Driving Course. CIRMA Staff conducted ergonomic workstation evaluations of the entire finance department. Recommendations for improvements have been implemented. The Town also continues to participate in a Preferred Provider Network (PPN) program to help control workers' compensation costs.

■ EASTCONN Regional Educational Service Center (EASTCONN R.E.S.C.)

Conducted an ergonomic study of office workstations to prevent cumulative trauma exposures.

EASTCONN asked CIRMA risk management to conduct an extensive review of high-impact computer workstations in their main office. Department supervisors and the Safety Committee reviewed report recommendations. An action plan was instituted to adjust workstation components and to purchase some new equipment to improve worker comfort and reduce ergonomic stress exposures. The changes included redesigning a workstation to accommodate a left-handed employee, which involved new desk-components, and relocating computer and other equipment to their "mirror image". These actions should significantly reduce exposure to expensive losses from repetitive trauma in the future.

■ Town of Glastonbury

Implemented supervisory training initiatives to improve management of workplace accidents and to prevent recurrences.

Glastonbury is being recognized for its achievements in staff training. The human resources department identified the need to provide supervisors with accident-investigation techniques for work-related injuries. As a result, CIRMA provided a three-hour workshop to all Town supervisors. Its objective is to improve on determining the root causes of accidents, thereby preventing recurrence and identifying plans of action.

Also, the Town conducted a Safety and Health Fair for all Town employees. Employees were given the opportunity to learn new techniques and enhance their safe-work practices. Several health and safety vendors provided employees with information on personal health issues and workplace safety.

■ Glastonbury School District

Mandated the National Safety Council's Defensive Driving Course for all public-school bus and van drivers.

Glastonbury School District is recognized for its achievement in improving the driving skills of all school and van drivers. Over 80 drivers completed and passed the National Safety Council's Defensive Driving Course. This course provides safety and risk management techniques in hazard identification as well as accident prevention and control.

■ **Town of Guilford**

Responded aggressively to CIRMA's recommendations with proactive measures to reduce tree liability exposures.

Guilford is being recognized for its proactive efforts to reduce losses and manage risk. A town-wide risk assessment was completed by CIRMA to identify exposures and recommend improvements. As part of the assessment, the Guilford Library received notice for the Tree Warden to evaluate the safety and health of two large Copper Beach trees on the library property. Both trees were well over 100 years old and were valuable aesthetically and historically by the public. The tree in the parking lot area had been in steep decline for a number of years and was of immediate concern. The tree on the front side of the library had been under stress and was showing signs of dieback for some time as well.

As a result of these safety issues, Guilford's Tree Warden contacted two outside tree experts for an evaluation. Immediate response included removal of all dead wood from the rear and front trees in an attempt to increase immediate safety of the area. Since both trees are in a very high public pedestrian traffic area, the difficult decision to remove both trees has been initiated.

■ **Old Saybrook School District**

Developed and implemented several positive risk management strategies to reduce and control potential losses in all coverage areas.

Old Saybrook School District is recognized for many risk management achievements in the past year. A new school business manager created the opportunity to make positive changes in an effort to improve safety and save money long term. CIRMA provided a physical risk assessment for all schools and identified several areas needing improvement. The School District responded quickly



with corrective actions and responses to the recommendations. A formal Safety Committee was established with representation from all schools, community police officers, and medical personnel. The Committee is effective in addressing employee workplace-safety issues as well as liability, property and automobile exposures. The concept of Enterprise Risk Management has been embraced by the School District.

To address cost control, a formal return-to-work program has been implemented and the School District has enrolled in the Preferred Physicians Network.

■ **Town of Ridgefield**

Strengthened existing risk management program by re-emphasizing the Town's commitment to a safe and healthy working environment.

The first selectman issued a "Statement of Management Commitment" re-emphasizing the Town's commitment to a safe and healthy working environment. The document is posted in Town buildings. A program of installing Automated External Defibrillators (AED's) in Town buildings is in process. CIRMA risk management presented a training workshop on accident investigation for some of the Town employees. Members of the Town Safety Committee now conduct a building safety inspection program. Results are reported at committee meetings for follow-up.

■ **Torrington Area Health District**

Implemented proactive efforts to control frequency and severity of incidents.

Torrington Health District, through management support and Safety Committee involvement, has maintained workers' compensation frequency to an average of one incident per year since the policy year 1994-95. Workers' compensation claim cost reached the \$1,000 range only once in the five years that the Health District has been with CIRMA.

Outstanding Commitment and Results from Safety & Health Committees

■ **Town of Clinton and Clinton School District Implemented a Safety Committee with a strong commitment to workplace safety for all employees.**

The Town and School District are being recognized for their effective Safety Committee. A combined committee meets quarterly to review and discuss all safety issues for town and school employees. Each department or facility representative presents current safety issues and the committee then discusses necessary corrective action to reduce the loss potential.

CIRMA provided a physical risk assessment for all schools and identified several areas needing improvement. The town and school district responded quickly with corrective actions and responses to the recommendations.

■ **Borough of Fenwick Initiated proactive liability-control measures to reduce potential exposures and losses.**

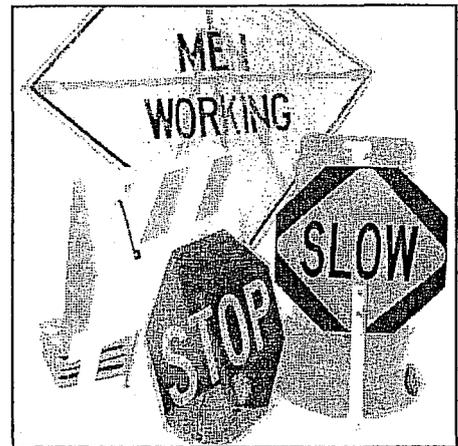
Fenwick is recognized for its proactive measures to reduce and control potential liability exposures. A cooperative liability risk assessment was completed with the assistance of CIRMA risk management and underwriting staff. This process uncovered some critical exposures related to traditional social events on Borough property. Borough officials are working closely with CIRMA to reduce this exposure by implementing positive risk management techniques.

■ **Guilford School District Implemented a proactive Safety Committee with ongoing inspections of all school properties.**

Guilford School District is recognized for their effective Safety Committee. The School District Safety Committee meets monthly during the school year at a different school. These meetings include a physical assessment of the facility by Committee members before each meeting begins. The assessment includes all exposures including employee safety, student safety, and the general public. Members are able to identify hazardous conditions and implement corrective actions to prevent injuries before they happen. The Committee also reviews any specific safety issues brought forward by staff members in the school district.

■ **Borough of Naugatuck Refocused the direction and established new goals and action plans of the Safety and Health Committee.**

Naugatuck, working closely with CIRMA's risk management team, redirected the Safety Committee's objectives for maintaining both workplace and public safety. The Committee established goals to review incident investigation reports for root cause and analyze near misses to develop action plans to prevent accidents from occurring or recurring. The Committee also is reviewing facility self-assessments to help develop action plans that will help prevent workers' compensation, public liability, automobile, and property losses.



■ **Thompson School District Reorganized the Safety Committee to provide a proactive focus on employee safety and health.**

The Safety Committee developed new by-laws outlining the scope and purpose of the Committee members and officers. They also developed an internal injury-reporting system designed to provide rapid reporting of injuries and efficient referral to proper medical care when needed. In addition, the administrators and department managers were trained in accident-investigation techniques designed to uncover the root causes of accidents and institute preventative action immediately. Supervisor incident-investigation reports are reviewed by the Safety Committee to ensure that lessons learned from accidents are communicated to all schools. The Committee is developing other activities to further promote safety throughout the school system with the goal of reducing workers' compensation loss impact upon a limited budget.

Substantial Impact on Loss-Cost Factors

■ Connecticut Resources Recovery Authority (CRRRA)

Reduced and controlled the frequency and severity of work-related accidents through active management involvement.

CRRRA, through active management involvement, has reduced injury-reporting time by 33% in the past four years, while achieving 24-hour reporting in 2003-2004. Workers' compensation claim costs have been reduced by 81% over the past 3 years. The Safety Committee has recently undertaken the task of revising and updating safety procedures at all operating facilities. The Committee also is establishing a web site link for employees to voice safety concerns and for the Committee to communicate employee and general public safety information throughout the organization.

■ Hartford Housing Authority Implemented ergonomic and material handling controls to reduce workers' compensation frequency and severity of accidents.

Hartford Housing Authority reduced the cost of its workers' compensation claims by 60% and reduced the frequency of claims by 66% in the past year. They have identified injuries related to material handling and improper workstation design as the leading causes of injury. The Housing Authority has implemented a multi-phased process of upgrading all computer workstations, and engineering controls to reduce the frequency and severity of accidents related to improper material-handling.



■ Putnam Housing Authority Maintained a workers' compensation loss-ratio under 5% for the past three years and received a High Performing Housing Authority classification by the federal HUD program.

Putnam Housing Authority has maintained a workers' compensation loss ratio under 5% for the past three years. The Housing Authority has participated in collaborative safety training and education, developed a comprehensive OSHA-compliance program, including lead, asbestos, and mold abatement. Putnam Housing Authority received a High Performing Housing Authority classification by the federal HUD program.

■ Regional School District No. 8 Implemented proactive efforts in reducing the potential for work-related accidents.

Regional School District (RSD) No. 8 is recognized for reducing the potential for custodial injuries by purchasing a computer-programmed floor maintenance robot. The robot is programmed to automatically wash and dry over 30,000 square feet of floor space during an evening, thereby reducing the potential for over exertion and repetitive-motion injuries to the custodial staff. The robot has a one-year payback and is expected to save RSD No. 8 more than \$100,000 over a 5-year period.



2003-2004

Achievement Awards

■ Town of Scotland

Maintained average workers' compensation incurred costs below \$800 per year for the last five years.

The Town's employees, including volunteer fire fighters, public works, and parks department have received solid training in risk management. As a result, the Town has remained nearly accident-free for five years with a total of three claims, and incurred costs below \$800 per year.

■ Southington Water Commission

Reduced the frequency and severity of injuries during the past year by replacing manual work tasks with material handling equipment.

Southington Water Commission is recognized for reducing the frequency and severity of injuries. From 2002-03 to 2003-04 frequency of claims was reduced by 46%, and severity was reduced by 41%. The Commission has an active safety committee, a return-to-work program, and participates in the Preferred Provider Network. A significant element in reducing losses has been to replace manual work tasks with material handling equipment wherever feasible to reduce the potential for strain/sprain injuries.

■ City of Torrington

Implemented several proactive risk management initiatives that resulted in reducing and controlling claim costs.

Torrington implemented several key risk-management initiatives that have led to a reduction in workers' compensation claim costs. These initiatives include a comprehensive preferred-provider network, return-to-work program, and a proactive Safety Committee, with a focus on early claim-reporting and workers' compensation claim cost reduction. This has resulted in a 68% reduction in workers' compensation claim cost since 2001, and a 33% reduction in claim reporting lag days.



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CONNECTICUT CHARTS-A-COURSE

Supporting Careers in Early Education and School-Age Care

Marty

Item #10

November 18, 2004

Mary Jane Newman
Director
Mansfield Discovery Depot
50 Depot Road
Storrs, Connecticut

RE: Request for Proposal

Dear Mary Jane

Thank you for your proposal for the 15 child care providers from the Mansfield Discovery Depot who wish to pursue the 12 credits accelerated CDA in collaboration with Quinnebaug Valley Community College.

Connecticut Charts A Course is pleased to offer Quinnebaug Valley Community College a grant award in the amount of \$24,015.00* for 15 child care providers from the Mansfield Discovery Depot who wish to pursue the 12 credits accelerated CDA in collaboration with Quinnebaug Valley Community College.

This grant award is contingent upon the following terms:

1. All participants MUST be a Connecticut resident who is earning an income working directly with young children in a DSS Funded Center AND whose total family income meets the State Median Income Guidelines. Current forms and income guidelines are available at www.ctcharts-a-course.org.
2. Mansfield Discover Depot will provide Connecticut Charts A Course with the following information for each participant:
 - a. A completed Application Information
 - b. A completed Program Information
 - c. 2003 FEDERAL 1040 Tax Information
3. **ALL OF THE ABOVE INFORMATION MUST BE APPROVED BY CONNECTICUT CHARTSA COURSE PRIOR to enrolling participants for these slots. This is to insure that all application information meets the eligibility requirements and priorities for funding as set forth by the scholarship funder.**
Prospective applicants may be asked to provide further documentation.

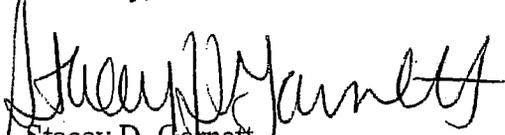
4. *This grant award amount is projected to cover 15 slots for the 12-credits Accelerated CDA program to begin this fiscal year and end prior to June 30, 2005 as this is the end of the fiscal year with the scholarship funder. The new rate per person is \$1,601.00. This amount represents the per person cost of:
- \$608.50 per person per semester per 3 credits as each student must complete 6 credits per semester using a tuition voucher issued by Connecticut Charts A Course
 - Covers the cost of the CDA Advising piece at \$175.00 per person
 - 10% Administrative Cost to Quinnebaug Valley Community College

Disbursement will be made as follows:

- Quinnebaug Valley Community College will submit a State Transfer Invoice attached with Connecticut Charts A Course Tuition Vouchers
- Connecticut Charts A Course will work directly with Mansfield Discovery Depot on the CDA Advising piece
- Quinnebaug Valley Community College will submit a State Transfer Invoice for the 10% Admin
- Any funds left over or realized from this initiative are to be redistributed to the Early Childhood Education Department to continue or defray the cost of the Associate/CDA program at Quinnebaug Valley Community College

Thank you again for your continued collaboration and Connecticut Charts A Course looks forward to working with you and Quinnebaug Valley Community College on this initiative. If you need to contact me, I can be reached directly at 203-397-4013.

Sincerely,



Stacey D. Garnett

Grants Management and Technology Specialist

CC: D. Ragozzine
P. Palermino
A. Lundberg
File

Sgarnett@ctcharts-a-course.org

LAND GRANT PRESERVATION COMMITTEE
(Friends of the Yellow Barn)
99 Birchwood Hts
Storrs Ct 06268

REC'D JAN 28 2005

January 27, 2005

Mayor Elizabeth Paterson
4 So. Eagleville Rd
Storrs/Mansfield CT 06268

Dear Mayor Paterson,

One of the best known vistas in the State of Connecticut and right in our own backyard, the Horsebarn Hill glacial sweep and the historic Yellow Dairy Barn nestling in its meadow setting on the College of Agriculture and Natural Resources campus, is in danger of becoming just another parking lot.

At the present University of Connecticut (UConn) authorities plan to stabilize the Yellow Barn, fix the slate roof and paint the building. In the stabilizing process, two wings which were part of the normal evolution of the barn were demolished changing the character of the building considerably. UConn now is proposing to create 40 parking spaces where the wings were. They are also allowing parking on the road at the foot of Horsebarn Hill - another blight on the vista.

The Land Grant Preservation Committee (LGPC) (Friends of the Yellow Barn) is asking the Town Council to notify UConn officials that this activity is inappropriate use of the farmland. UConn is not interested in restoring the interior of the barn. They will leave it as an oversized shed.

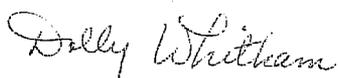
The Yellow Barn is an important piece of UConn's early history. It rests on some of the original land granted by the Storrs Brothers when founding the school. The whole state is aware of the importance of preserving farmland and protecting barns, a vital part of New England history. Officials at the Land Grant University don't seem to understand this.

Our committee's long range goal is to raise funds through individual donations and grants to help UConn renovate the interior of the barn as an educational lab. The barn was a teaching tool from 1913 to 1991 and we believe it could be so again. Its location lends itself to availability to public access as there are numerous parking lots already in existence along Rte 195. With a reshuffling of student cars off the main campus there would be ample room for visitors.

School children come by the busload every spring to visit the agricultural farm. There is already a walking tour of the campus geared especially for them. The Yellow Barn is the natural gateway for this walking tour. An amenities building could be built at the south end of the barn so the children would have a place to wash their hands after visiting the animals and before they check out the Dairy Bar for dessert. There is an existing small parking lot at the rear of the barn suitable for parking school buses.

Our cherished farmland vista is the perfect compliment to the proposed Downtown Storrs development which will be the newest piece of our neighborhood.

Thank you for listening.



Dolly Whitham
Chairman, LGPC

**NATIONAL LEAGUE OF CITIES
EARLY CARE AND EDUCATION CITY NETWORK
JANUARY/FEBRUARY 2005***

Thank you for your ongoing interest in strengthening early child care and education. If you have any questions about the network or this Update, contact Kirsta Millar, Senior Program Associate, Institute for Youth, Education, and Families, National League of Cities at: millar@nlc.org, phone – 202/626-3004, or fax – 202/626-3043. **Please Note: NLC Early Care and Education Network Updates will now be issued bi-monthly.*

NLC NETWORK NEWS

- **NLC Leadership Academy: Cities Supporting Parents of Young Children**—The Institute for Youth, Education, and Families (YEF Institute) will host a leadership academy March 31-April 1, 2005 in Washington, DC. The two-day academy will provide training and networking opportunities to build municipal capacity in supporting parents of young children. Local elected officials, city staff, or state municipal league staff will be competitively selected to attend based on applications to the YEF Institute. **Applications for the leadership academy are due by February 15, 2005.** Please go to: to download the announcement and application form. Contact Kirsta Millar, at 202-626-3004 or millar@nlc.org if you have any questions.

In addition, Leadership Academy participants will have the opportunity to apply for an NLC technical assistance project set to begin later in 2005 that will help cities develop initiatives to support parents of young children. This project will be open *only* to cities and towns represented by Leadership Academy attendees.

- **Request for Assistance from a Network Member:** A fellow network member is working with the City of Irvine to determine the projected child care or preschool need for land that is being developed within the city limits. Has your city or county conducted similar research on estimating child care need related to land-development projects? Do you know of an analysis tool for projecting child care need? Please send responses directly to Shelby Clatterbuck at Shelroz@aol.com or to me at millar@nlc.org. Thank you in advance.

CITY SPOTLIGHT:

Mansfield, CT (Pop: 20,720)

NOTE: This spotlight provides an opportunity to gather ideas from other network members. You are encouraged to share information about your local efforts, so that we can spotlight your activities and best practices in a future update.

The Town of Mansfield, CT has been actively addressing the needs of young children for the past six years. The town's early childhood programs and initiatives are overseen by the Mansfield School Readiness Council, which focuses on identifying best practices that support the health, safety, and early learning opportunities for children from birth through age eight. One of the keys to Mansfield's success has been the high-level support from the mayor, the town

council, the Board of Education and the School Superintendent that has enabled the community to work together towards progress.

Mansfield School Readiness Council

The Mansfield School Readiness Council (SRC) was established in 1998 as a requirement of receiving a Connecticut state school readiness grant. The Council is a voluntary group of citizens appointed by the mayor and the Mansfield Town Council to maintain high quality early care and education for young children. The members of the SRC represent advocacy groups, early childhood professionals and other individuals including the head librarian, the children's librarian, a first grade teacher, a senior citizen, child care center directors, representatives from the University of Connecticut, a preschool teacher, parents, and volunteers. The council meets in the evening every other month.

The Mansfield SRC supports family literacy activities, develops early childhood programs, and provides opportunities for teachers of early childcare and education centers and public school teachers to come together to make smoother the transition for children from centers to school. The council also publishes an updated directory of all of the licensed early childcare and education centers, home care providers, and before and after school programs in the town, as well as a calendar of fun events for families in the Mansfield area.

As the SRC evolved, the requirements of the CT state grant and the acquisition of a William Casper Graustein Memorial Foundation Grant (see below) warranted the creation of a paid (part-time) school readiness coordinator position. This is the only paid position in the town specifically dedicated to early childhood; however, the position is overseen by the Town's Director of Social Services. Mansfield provides in-kind resources to support the school readiness coordinator's work. The town provides an office; a computer; covers for duplication costs; provides meeting space; and supports the time the Director of Social Services puts towards the council's activities.

The town of Mansfield also received an early education grant for 2004-2007 from the Graustein Memorial Fund, a local philanthropic organization that works with 49 communities throughout CT. Among other items, this grant now funds the school readiness coordinator position (which was originally funded by the CT state grant) and has provided a structure for a community strategic planning process.

In addition, the Graustein grant has helped the Town of Mansfield support key early childhood activities including:

- The publication and distribution of *family information packets* for use by new families and families with new children—The packet contains child care provider information, resources about children's programs and services in the community, public library materials, maps and other newsletters that parents and families may find useful.
- Regular screening of a *parenting education video series*—Mansfield airs five parenting videos from the "I Am Your Child Foundation" on the town cable channel.
- Hosting two *community conversations* (see below).

Community Conversations on Early Care and Education

In recent years, one of Mansfield's more unique early childhood projects was its hosting of two well-attended "Community Conversations." The aim of these town-wide meetings was to heighten community awareness and involvement around the issue of early childhood development, while working towards identifying challenges, questions, concerns, and recommendations for follow-up actions to improve the local system of child care and early education.

The Community Conversations were a joint effort with the Connecticut League of Woman Voters who trained facilitators and recorders and were supported by with funding from the Graustein Foundation. The Community Conversations were organized by a 15 member planning group, led by the Mansfield director of social services and the school readiness coordinator and including town council members, the mayor, the town manager, professional educators, parent and community leaders. In total, over 140 people attended the Community Conversations and represented diverse members of Mansfield. Participants included the mayor, town council members, educators, parents, university students, high school students, local businesses, representatives of the faith community and other citizens.

The agenda for both meetings was similar. Each Conversation began with a communal meal to help provide opportunity for informal networking. A local high-school, E.O.Smith High School Culinary Arts Class, prepared and served a dinner at the first conversation, while refreshments for the second event were provided with support from a local grocery store. After introductory remarks summarizing the purpose and objectives of each conversation, the participants met in small group discussions for the bulk of the time, and then re-grouped at the end for a review and dialogue about next steps. (For more details about the agenda and specific structure for each conversation, please see the Mansfield website:

http://www.mansfieldct.org/town/Departments_and_Services/social_services/mece/community_conversation/index.html)

First Conversation - November 2003

The first Conversation was characterized by lively discussion and an appreciation for the opportunity to have a forum to examine this important topic. Several critical issues were discussed, including Mansfield's proposed plan to institute a full-day kindergarten program. Participants also agreed that Mansfield has under-utilized some of the resources for families of young children, and that information about those resources should be disseminated more effectively. Also raised was the importance of finding ways to assess the needs of families with young children. Lastly, participants felt that parents of young children, whether they are working parents or stay-at-home parents, need support. These issues among others became the basis for a work plan for the follow-up Community Conversation in January 2004.

Second Conversation - January 2004

The follow-up Conversation was designed to develop strategies and an action plan for addressing the key issues identified in the initial discussion. For example, participants discussing the full-day kindergarten issues felt that an important first step was to involve other residents in the debate, and that one way to accomplish this was to undertake a survey. Plans were already underway to survey approximately 1,000 Mansfield households about their opinions on full-day

kindergarten. The survey director formed a series of three focus groups with parents, teachers and early child care directors. These focus groups and the Community Conversation small group discussions helped develop issues and questions for the survey. The survey was prepared and analyzed by the Center for Survey Research and Analysis at the University of Connecticut and conducted in between April and June 2004.

Another suggestion was to create sub-committees to operate as additional work groups of the Mansfield School Readiness Council including: 1) full-day kindergarten; 2) assessing needs and disseminating information; 3) financing early care and education; and 4) parent representation – a group to allow parents to have more of a voice in policymaking decisions. These sub-committees have been formed and work has begun in many of the areas. For example, parent members of the full-day kindergarten group have accompanied school district personnel on visits to communities with full-day kindergarten to observe how those programs work and how they were instituted. This group also worked to pull together and disseminate the research on the benefits of full-day K. In addition, the assessing needs and disseminating information sub-committee assembled a packet of materials/family resource guide for new parents or newcomers to Mansfield (mentioned above).

Comments by participants in both events were overwhelmingly positive. The energy that began to build at the first Community Conversation helped provide the momentum for action at the second Conversation. Political, financial, educational, and volunteer resources are all coming together right now to take concrete steps toward improving and enhancing early childcare and education in Mansfield.

Final Note

The Mansfield School Readiness Council recently went through a restructuring process and now has a new name - Mansfield Advocates for Children (MAC)- enabling it to encompass a broader agenda beyond school readiness and move into addressing all early care and education issues. MAC plans to make a presentation to the Town Council and Board of Education introducing the new name and broadened agenda soon.

For more information contact: Sandy Baxter, Mansfield School Readiness Coordinator, 860-429-3338; baxtersp@mansfieldct.org or see Mansfield's Early Care & Education webpage: www.mansfieldct.org/town/Departments_and_Services/social_services/mece/

STRATEGY SPOTLIGHT:

Engaging the Business Community in Local Early Childhood Initiatives

NOTE: Strategy spotlights can help spark ideas that might be appropriate for your community. If you have additional approaches to contribute on this month's topic, please pass them along so we can add them to this list for future use.

The support of the business community can be a strong asset in developing and implementing municipal early childhood initiatives. However, successfully approaching local business leaders and securing their active engagement can be a difficult task. This Strategy Spotlight discusses what can influence business leaders to get engaged in early care and education issues and

presents examples of unique ways in which employers have been involved in city-level early childhood initiatives.

Educating Business Leaders about the Importance of Early Care and Education

Business leaders are more likely to become involved in promoting early childhood programs when they know more about the benefits quality early care and education can bring to their community and their business. Some messages that can be particularly useful are:

- *Return on investment for a community:* A number of research studies have shown that high-quality early education programs can have a significant impact on academic and social outcomes for at-risk children in particular – leading to higher scores on reading and math tests; increased likelihood of attending college and to delay parenthood and decreases delinquency and crime. Every one dollar invested in early education yields as much as a seven dollar return in benefits by boosting the child’s success in school and beyond and reducing the likelihood that they will engage in costly and harmful behaviors such as juvenile or adult crime. (Sources: *Age 21 Cost-Benefit Analysis of the Title I Chicago Child-Parent Center Program*: www.waisman.wisc.edu/cfs/cbaexecsum4.html; *Early Learning, Later Success: The Abecedarian Study* (Frank Porter Graham Child Development Center, University of North Carolina at Chapel Hill, October 1999); *Significant Benefits: The High/Scope Perry Preschool Study Through Age 27* (High/Scope, 1993).
- *The economic impact of the child care industry:* According to “Framing Child Care as an Economic Development Issue: Lessons from Early Studies” by Louise Stoney, the economic development frame “encourages investment in child care as an industry that generates jobs, contributes to the economy through the purchase of goods and services, and supports working families at all income levels.” The **City of San Antonio**, for example, has conducted an economic impact analysis of early childhood services in the community and found that the child care industry – through direct and indirect employment – creates 8,369 jobs with total earnings of \$115.92 million and resulting tax revenues of approximately \$2.5 million. The city therefore recoups its investment costs and gets an 11% return and the community at large gets \$8.28 in benefits for every \$1 of public money invested in child care before taking into account the social benefits (described above) of these investments.
- *The impact on the business’s bottom line:* In their document “10 Tips for Getting and Keeping Business Involved: An Illustrated Guide for Early Childhood Leaders,” The Families and Work Institute suggests emphasizing the business case for supporting early childhood initiatives. These include: attracting better workers (if providing family-supportive benefits), reducing turnover and absenteeism, and helping families get public benefits to handle health and child care needs if a small business can’t offer benefits directly. Arguments can also focus on the future, noting that “future prosperity and economic development require students who have been successful in their K-12 education. This success requires positive early childhood development that comes from good quality child care, health care, and parenting supports.”

City Strategies for Engaging the Business Community

City leaders can consider asking the business community to contribute to a local early care and education agenda in the following ways:

- **Ask business leaders to serve as champions or spokespeople**—Often having the involvement of a CEO or well-respected business leader can lend clout and influence to an early childhood initiative, without asking for a large donation and/or time. A business leader could be an honorary chair of an early childhood task force; raise awareness of the importance of early care and education through speeches and appearances; participate in advocacy efforts at the local and state level; or help recruit additional community/business leaders.
 - In the **Kansas City** Metro area, municipal officials, local business leaders, and major fundraisers for Congressional and gubernatorial candidates serve together on a regional advisory board that helps market early childhood efforts and secures both seed capital and sustaining funding for area programs. A limited number of highly engaged businesses serve as ambassadors in promoting early childhood issues to their peers. The MARC Metropolitan Council on Child Care is very intentional about what they ask local business leaders to do, ensuring that the task is both substantial and something on which they have expertise.

- **Keep requests discrete**—Carefully consider what to ask for from business leaders and think beyond money. Businesses can provide both in-kind or pro-bono services as well as specific monetary donations to help support early childhood programs. Examples of in-kind resources include offering use of meeting space or conference rooms, donating used computers, conducting business training seminars or providing business planning advice for child care providers, or providing marketing or printing services.
 - The Business/Child Care Partnership, a project of the **City of Seattle** and Child Care Resources (the local resource and referral agency), helps improve the quality of child care in Seattle through informal partnerships between business and child care providers. The aim of the project is to help local providers get NAEYC accredited. Businesses and individuals offer cash, donate surplus goods, volunteer hours, books, and equipment. In many cases, the contributions of goods and services allow providers to make more funds available for staff wages. For more information: <http://www.childcare.org/business/business-partnership.htm>.

- **Conduct targeted business outreach:** As a way to both educate and encourage business involvement, city leaders can organize discussion sessions and events targeted towards the needs and interest of the business community. For example, cities can partner with local Chamber of Commerce to host informational events or the Mayor can host a “Business Roundtable” session on key topics around early childhood.
 - In **Irvine, CA**, the city hosts an annual forum to help businesses address family-friendly practices and focus on the economic impacts of quality child care in sustaining and stimulating business.
 - **The Yonkers, NY Early Childhood Initiative** recently held a Human Resource Forum on Child Care for local employers. Attendees included large and small business owners and human resource professionals from local companies. The Forum featured a business consultant who discussed different flexible/work life options that

help retain good employees and the costs for such benefits. In addition, a representative from the Avon Corporation spoke about their on-site child care center and a representative from the US Internal Revenue Service spoke about how employers can help their employees connect to tax benefits such as the Earned Income Tax Credit (EITC).

- ***Suggest that employers pool resources with other local businesses***—Multiple businesses can join together to maximize the impact of their contributions. This may make it easier for local companies to begin getting involved without a major investment up front.
 - In 1993, Kay Granger, then-Mayor of the **City of Fort Worth**, teamed with business leaders to begin “Corporate Champions for Children,” a collaboration of local employers who focus on current workforce productivity and a more qualified future workforce by investing in quality child care. The coalition has grown to 16 large and small corporate members. Each Corporate Champions for Children member, including the City of Fort Worth, invests an average of \$10,000 annually which is used to support child care resource and referral services (CCR&R) and to improve child care quality. Corporate Champion member’s employees are entitled to an enhanced level of service at the local CCR&R. Child care providers benefit through training and technical assistance, as well as equipment and material grants to improve their program. This funding is primarily focused on encouraging center and family child programs to gain accreditation. With this assistance, more than 80 programs have been accredited in the last 10 years, improving the quality of care for approximately 51,000 children in the city. For more information:
<http://www.corporatechampions.org/>
- ***Publicly reward business involvement***—Positive recognition and reinforcement for business contributions can help secure long-term involvement and encourage other companies to consider similar involvement.
 - **Irvine, CA** has presented “Family Friendly Business Awards” to Irvine-based companies that have implemented family friendly policies and procedures. Awards are given based on business size. For more information see:
http://www.ci.irvine.ca.us/depts/cs/childcare/family_friendly.asp
 - The **City of Louisville, KY** established a Business/Family Partnership, which recognized nearly 200 companies each year in gold, silver, and bronze categories for their family friendly practices and policies. The scoring included a number of questions about companies’ assistance with child care, flex-time policies, and emphasis on parent involvement in their children’s education. Since its creation, this program has been very popular with the business community and is now operated by the Chamber of Commerce.

Resources:

- *Framing Child Care as an Economic Development Issue: Lessons from Early Studies*, Louis Stoney. <http://government.cce.cornell.edu/doc/pdf/FramingChildCare.pdf>

- *10 Tips for Getting and Keeping Business Involved: An Illustrated Guide for Early Childhood Leaders*, Families and Work Institute, available for purchase at: <http://www.familiesandwork.org/index.asp?PageAction=VIEWPROD&ProdID=46>
- *Early Childhood Education: A Call to Action from the Business Community*, The Business Roundtable and Corporate Voices for Working Families. http://www.upkcouncil.org/docs/topicsOC_roundtable.pdf
- *Business and Early Care and Education: A Review of Engagement Strategies and A Connecticut Case Example* - <http://128.174.128.220/cgi-bin/nccic/viewitem.cgi?id=26858&index=19&results=29145,28263,28249,28384,28742,29244,28995,28976,28810,28653,29581,29477,28867,28750,28848,29130,29154,26960,28515,26858,24262,26944,27381,27952,27892,27705,24253,28567,27118,27163,27171,23747,26941,27728,26881,26932,27824,27060,28092,24903,28499,28517,27180,27068,23536,24167,27491,28513,4175,23285>

Research and Reports

Governors' Panel Calls for More Focused Early Childhood Efforts

The 16 recommendations from the National Governors Association include a call for states to expand access to pre-kindergarten programs. The panel also suggests the creation of agencies to oversee early childhood education efforts.

http://www.news14charlotte.com/content/top_stories/default.asp?ArID=84983

To read the National Governor's Association report "Building the Foundation for Bright Futures" see: http://www.nga.org/center/divisions/1.1188.C_ISSUE_BRIEF%5eD_7819.00.html

U.S. Mayors Report on Hunger and Homelessness

The number of hungry and homeless families with children requesting food assistance and emergency shelter increased substantially last year in the nation's major cities, according to the latest U.S. Conference of Mayors-Sodexo USA Hunger and Homelessness Survey. Most mayors expect such requests to continue rising in 2005. High housing costs are among the leading causes for homelessness. Unemployment and other employment-related problems drove requests for food assistance, along with medical or health costs, substance abuse, high utility bills, mental health problems, homelessness, reduced public benefits and high childcare costs.

<http://www.usmayors.org/uscm/home.asp>. (Source: *Connect for Kids Weekly*, 1/3/05)

The Economic Argument for Child Care

State advocates have been successful in using economic impact studies to make the case that child care is a smart investment for states and communities. A conference call sponsored by Smart Start's National Technical Assistance Center and the Build Initiative provided concrete resources and strategies on how advocates can use economic impact studies to generate additional funding and support for an early childhood agenda.

<http://www.earlychildhoodfinance.org/What%27sNew/ConferenceCallEconomicImpactStudiesNotes.doc> (Source: *Connect for Kids Weekly*, 1/3/05)

One in Nine Households at Risk of Hunger and Multiple Hardships

The Center on Budget and Policy Priorities reports that hunger, overcrowding and other hardships are widespread among impoverished families. Even for those with modest incomes (\$19,000 to \$38,000), hunger, severe overcrowding, or phone or utility shutoffs affected one in five families, or nearly four million children. The circumstances for these families would have been far worse without federal assistance. Programs like Social Security, unemployment insurance, nutrition and housing assistance, and tax credits for working families cut the number people living in poverty in half, lifting 28 million Americans above the poverty line in 2002.

<http://www.cbpp.org/12-20-04pov-pr.htm> (Source: *Connect for Kids Weekly*, 1/3/05)

Children, Families and the 21st Century Workplace

Seventy percent of American families are headed by either two working parents or a single working parent. Work brings enormous benefits; but most working parents also face difficult trade-offs. The New America Foundation examined the effects of current working conditions on families and found that the lack of flexibility—in paid leave, telecommuting or nontraditional hours—has been linked to depression in women. Negative maternal attitudes tend to result in more negative behaviors among kids. Children with parents who works nights or evenings or who lack paid time off typically have lower reading and math test scores.

http://www.newamerica.net/Download_Docs/pdfs/Doc_File_2146_1.pdf

(Source: *Connect for Kids Weekly*, 1/18/05)

Early Childhood Education Can Close the Achievement Gap

A new report by the National Association of State Boards of Education, *Windows of Opportunity: State Strategies to Close Educational Gaps and Raise Achievement Levels for All Students*, provides policy recommendations to close achievement gaps among racial groups and socioeconomic classes. Providing high-quality, universal, voluntary preschool for all three- and four-year olds, and full-day kindergarten for all five-year-olds, was listed as a strategy for state leaders to consider as they navigate the difficult path to comprehensive, system-wide improvement. For more information, visit www.nasbe.org. (Source: *Center for the Child Care Workforce Newsletter*, January 2005)

In Other News:

New Early Childhood Organization Launched: Pre-K Now

Pre-K Now is a new organization working with state advocates to advance high-quality pre-kindergarten for all three- and four-year-olds in this country. Created by The Pew Charitable Trusts and formerly a part of The Trust for Early Education, this new entity will continue with the same mission and the same energetic staff. Pre-K Now will remain dedicated to: supporting state-based children's advocates; positively impacting state and federal legislation; and raising public awareness about the need for pre-kindergarten for all children. <http://www.preknow.org/>

Massachusetts Study Shows Return on Investment for Early Childhood Programs

A study released Tuesday shows that making high-quality early childhood education programs available to all children in Massachusetts would not only pay for itself, but provide an 18 percent return on the investment to the state.

<http://www.pepperellfreepress.com/Stories/0.1413.109~5521~2653185.00.html>

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REC'D JAN 31 2005

Old Town Hall
Routes 25 & 133
Brookfield, CT 06804



www.hvceo.org
Fax 203-740-9167
Phone 203-775-6256

January 21, 2005

Dear Chief Elected Official:

As you know the 2003 increase in the real estate conveyance tax from 0.11% to 0.25% is scheduled to revert back to 0.11% on 6/30/05. We urge you to join us in preventing this loss of local revenue. Below are our arguments, and we would also be interested in receiving copies of yours.

"Comments To Our Area Legislators"

We acknowledge that there are arguments for non-renewal. However, these are not as compelling as the need for this revenue source by cities and towns, and there are significant counter arguments. Before you vote on this issue, please consider the points below.

1. It has been said that the conveyance tax is unfair because it imposes costs on a small segment of the population, sellers and buyers of real estate and homes, while the revenues are used for government services for all citizens. Yes, the revenues received provide municipal services for all. But from the local perspective, many of these municipal services are in direct support of the real estate values to be taxed.

Please consider that the costs of fire and police protection, sewer service and septic inspections, maintaining local schools, zoning enforcement, etc. directly support the values in the local real estate market. So persons taxed *do* receive significant benefit.

We maintain that the Real Estate industry has not been harmed by the 0.25% level. Specifically, that business is *not* being picked upon. Rather, its sales commodity happens to be the primary wealth of the state, the mainstay of local taxation, and as such a conveyance tax *is* broad based.

2. The cost of the increased tax related to a \$200,000 property over a 30 year mortgage would be only approximately 6 cents per day. With regards to this same transaction, a 5% Real Estate commission would be \$10,000 while the increase in the conveyance tax amounts to only an additional \$280.

These costs are hardly deal breakers. And as far as first time buyers are concerned, the tax is paid for by the seller, not the buyer.

What's more, the State conveyance tax on this same transaction is \$1,000. Legislators seem to claim that the conveyance tax is unfair only with respect to the municipal share. If the tax is unfair, why levy it at all, and why use the tax to fill state coffers?

A logical solution to maintaining the word of the legislature on reducing this tax would be to reduce the state conveyance tax by 0.14%, as the state could more easily absorb this impact than the municipalities.

3. Since being set at the .25% level, this tax has had no negative impact upon the Greater Danbury - New Milford Area's hot housing market. As mayors and first selectmen we hear the concerns of our citizens, yet complaints have been non-existent to minimal over the real estate conveyance tax being applied at the current .25% of sales price. We contest the statement that the conveyance tax has thrown a "wet blanket" on the real estate market.

4. An argument against renewal is that the word of the General Assembly is at stake. Yet maintaining funding from the State to municipalities is also a promise from the General Assembly. Reductions from the 0.25% level back to 0.11% would impact our municipalities hard.

Some examples of the potential loss in local revenue are as follows: Bethel \$210,000, Brookfield \$282,000, Danbury \$1,000,050, New Fairfield \$250,000, Newtown \$432,000, Redding \$150,000, Ridgefield \$650,000, and Sherman \$78,000.

This year will be very difficult for budgeting in our municipalities. Due to rising costs for fuel, a dramatic increase in the cost of healthcare and contractual raises for employees, some communities expect a 10% tax increase without any expansion of services whatsoever. This crisis is at a time when local roads and other infrastructure are in dire need of additional funding.

The General Assembly increased the local real estate conveyance tax from 0.11% to 0.25% in the wake of deep cuts in state grants to municipalities. On balance, the locally collected real estate conveyance tax at the level of .25% of sales price should remain as an appropriate component of state support for municipalities."

Thank you for your attention to this matter. We in western Connecticut hope that you share these views and will lobby accordingly.

Sincerely yours,

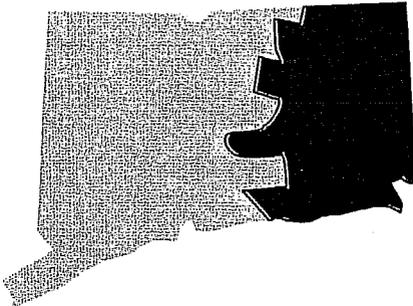


Natalie Ketcham, HVCEO Chairman
and First Selectman of Redding, CT

EASTERN CT WORKFORCE INVESTMENT COUNCIL OF CHIEF ELECTED OFFICIALS

Item #14

HTTP://WWW.EWIB.ORG



Chairman
Wayne Fraser
(East Lyme)

Vice-Chairman
Dale Clark
(Sterling)

Secretary/Treasurer
Keith Robbins
(Bozrah)

Members
Paul Eccard
(Waterford)
Daniel McGuire
(Lebanon)

TO: Windham Council of Governments Members
FROM: Daniel McGuire
SUBJECT: Eastern CT Workforce Investment Council of Chief Elected Officials
Bi-Monthly Report to the **Windham COG ~ FEBRUARY 2005**

As the Windham COG appointee to the Eastern CT Workforce Investment Council of Chief Elected Officials (*the Council*), I am presenting a status report on our most recent activities.

There are dozens of organizations – both state and local, public and private – involved in the education and training of our workforce. Our mission on the Council is to facilitate the collaborative development of a comprehensive workforce development system among these providers. Given current budget constraints, the importance of eliminating duplication, increasing efficiencies, and functioning effectively as a system for the benefit of workers and employers alike has never been more important. Specifically, our system must provide properly skilled and productive workers to ensure sustained economic growth for our region. Equally important is our application of state-of-the-art training approaches as a means to reaching more workers who seek to improve the standard of living for themselves and their families.

Workforce investment has many components and spans such areas as employer hiring activity, employer layoffs, worker training, and worker transportation to name a few. Each of these significantly influences our towns and the people we serve. Accordingly, this report is the first in a series of workforce development updates that will come to you bi-monthly, through each of the region's three (3) Council's of Governments. The reports will highlight the areas that the Council, the EWIB Board of Directors, and the 60+ partner organizations have been focusing on & delivering over the previous two (2) months. From time to time I will ask to provide comment during the COG meeting to direct your attention to key issues or concerns that were described in the report.

I hope you find the enclosed information, and our subsequent bi-monthly reports, to be informative, as well as useful.

RECENT COMPANY SPECIFIC ACTIVITIES

- Early Intervention Session for the 25 workers laid-off from SEMCO in Willimantic.
- Early Intervention Session for the 100 workers laid-off from Hamilton Rehabilitation & Healthcare Center in Norwich.
- Hosted a Lowe's specific Recruitment session at Norwich **CTWorks** on December 11. Assisted additional evening session scheduled January 12th at QVCC. Additional sessions: Jan 22nd at New London **CTWorks**; January 27th at Willimantic **CTWorks**; & in February at Norwich **CTWorks**.
- Agreements are now final for the following companies participation in the 04-05 Incumbent Worker Training initiative, (*Training being delivered by Quinebaug Valley Community College & Three Rivers Community College*)
 - **Manufacturing:** Atlantic Packaging, Crabtree & Evelyn, Putnam Precision Molding, Film X Technologies, National Chromium, Whitcraft, Foster Corp, US Button, Wizard Candles.
 - **Healthcare:** Backus Hospital, Day Kimball Hospital, & Windham Hospital.

PROGRAM DEVELOPMENTS

- In cooperation with both Community College Presidents, signed congratulatory letters were sent to the 500+ recent participants in our On-Line courses with encouragement to continue their lifelong learning efforts by accessing available courses through the Community College system.
- Negotiated contract for On-Line Academy Program w/ CT Office for Workforce Competitiveness.
- Held second meeting w/Windham-based healthcare group and unveiled On-Line Academy.
- Participated in Putnam Mayor's Task Force – Manufacturing Skills Initiative.
- Convened eight (8) of the region's ESL providers to begin a dialogue on how best to coordinate the region's ESL delivery system so that we can serve more residents, eliminate overlap, and thus obtain a larger financial investment from outside resources.
- Convened the leaders of the six (6) Chambers on February 3rd to request their cooperation in reaching out to their employer membership. The project's purpose is to increase awareness within the business community of the EWIB/Chamber Employer Services partnership and the value-added services that this synergy can bring to individual businesses.
- Employer Services staff training is upcoming. Greg Newton Assoc. will conduct the training.
- Transportation activity continues to climb.
 - Regional training and orientation on Eastern CT's Transportation-to-Work initiative which EWIB staff provided to 60+ regional providers earlier this summer is providing results. Through the first 2 Quarters (*July – Dec*), of this program year 98,000 trips have been provided to 1,774 people. These numbers represent an increase of 42% in trips and 39% in riders over the same time period last year. Additionally, the Car-Based Solutions portion is up 126% resulting in an exhaustion of this line item.
 - The Eastern CT Transportation Collaborative has granted approval for a new shuttle service in the Jewett City area to serve employers with documented entry-level job openings. The new service begins February 2 – June 30, 2005, and will connect with Run #9 from Norwich. The shuttle will operate 8-hours per day, 6-days per week.

- MOU Coordination:
 - Fully Executed (14)
 - Out for Signature (7)
 - At CT Attorney General's Office (1)
 - Currently Under Negotiations (2) (*Title V & CT Housing Finance Authority*).
 - Not Yet Begun (4) (*4 Vo-Tech Schools & United Community Services*).

ONE-STOP INFRASTRUCTURE

- ◆ Worked with the CT Employment & Training Commission to finalize the State's draft Workforce Plan for 2005.
- ◆ Completed consolidation of New London **CTWorks** center and vacated the 5,870 sq. ft. of our prior premises.
- ◆ Continued meeting with partner agencies to further refine the "*workforce system*" approach.
- ◆ Through the first six (6) months of the year, the various Workshop offerings provided at each of our four (4) **CTWorks** Centers continue to be among the most sought after services among the residents visiting the Centers – 36% of the 5,000+ residents who came through our doors during the first six (6) months, attended at least one of the 40+ topics taught at the Centers.
- ◆ Computer Lab activity continues to bustle.
 - Wireless conversions in Danielson & Willimantic are complete.
 - Technical conversion work for New London & Norwich has been initiated.
- ◆ Program monitoring is on going. To-date, all WIA Youth, Adult, & Dislocated Worker vendors have been monitored. JFES vendor training to be completed by the end of February 2005.
- ◆ Completed contract negotiation meetings with EASTCONN & ACCESS Agency for the TANF Work Experience Program, which officially has started (*January*).

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The Daily Campus - News

Issue: 1/21/05

Grant programs change, campus projects continue

By Diego Cupolo

A new year has arrived and with it comes the end of the UCONN2000 grant program that began funding construction for a campus facelift almost 10 years ago. Now begins the transition to 21st Century UConn, an additional program providing grants totaling \$1.3 billion, to help finish the campus master plan. Buildings are completed and others break ground every year; here is a breakdown of ongoing projects and plans for the future.

The Burton Family Football Complex and the Mark R. Shenkman Training Center
Crews have begun working toward the expected completion date of June 2006. The earth moving phase is well underway as a slope behind Y parking lot must be removed in order for construction to begin on these facilities. The tennis courts behind the Co-op were removed to make way for the 85,000 square-foot Shenkman Training Center which will provide facilities for the football program and other recreational sports, according to George T. Kraus, director of design, planning and construction management for Architectural and Engineering Services.

Miscellaneous Athletic Facilities

A climbing wall and squash courts were built over winter break in the Guyer gym for student use. According to Kraus, the Division of Athletics is developing a plan for future facilities and though it is not definite, the stands around Memorial Stadium may be torn down.

The Pharmacy Building and Co-Generation Power Plant

The \$87 million Pharmacy Building project is about 75 percent complete and is on- schedule to open in late August or early September, Kraus said. Next to the Pharmacy Building on Glenbrook Road, the Co-Generation power plant is also taking form. The gas turbines, which will soon produce power for the university, were delivered from San Diego over Thanksgiving break. The power plant is expected to make more electricity than the university can use so excess power may be sold to Connecticut Light & Power in the future, Kraus said.

The Student Union

Work continued on a new addition to the Student Union's north side, the future home of Chuck and Augie's, a university operated restaurant. Named after the founders of Storrs, Charles and Agnes Storrs, the restaurant will serve lunch and dinner for students, families and faculty members. The restaurant's doors are expected to open early this semester, Kraus said. As for the rest of the building, Phase II of the renovations will include a food court and is expected to be done by January 2006.

Parking Situation

In the next 18 months, a new 700-space parking lot will be placed behind Celeron Square Apartments on a landfill. A third parking garage will eventually replace the S parking lot behind South Campus residence halls. Construction is planned to begin in 2010, but the date is subject to change, Kraus said.

New Residence Halls

According to Logan Trimble, associate director of the Department of Residential Life (ResLife), there are no official plans for the demolition of West Campus residence halls because new dorms

must first be completed to serve housing demands. Possible sites for new dorms include the South Campus green and areas near McMahon and Hilltop halls. Trimble said he is looking to offer a new style of housing with the new dorms, such as single suites, due to popular demand. He also said he is considering suites with individual bathrooms, but one public kitchen per floor.

Arjona and Monteith Replacements

Both buildings are planned for demolition as a new academic building will be built on the green next to the library where the old Co-op previously stood. An architect has been hired to analyze the needs of different departments and supply them with the correct facilities, Kraus said.

"The architects have heard loud and clear what people do not like about Arjona and Monteith," Kraus said. "There are no places to relax or sit down. The new buildings will have more space and a more friendly environment. Everything will be replaced in a much more tasteful and user-friendly building."

Another building will be built where Monteith stands but the plans are still in the works. Construction is expected to begin in December 2007.

The Hillside Road and Stadium Road Intersection

A combination of high pedestrian crossing and high traffic have caused headaches at the intersection in front of the Co-op. The university has hired a traffic engineer to analyze and fix the problem. The installation of a traffic light is being considered, according to Kraus.

"It's going to be an interesting problem to solve," Kraus said. "The plan is to do something there over the summer."

North Hillside Road Extension

The road running by Charter Oak Apartments will be extended to Route 44 near the Grand Union Supermarket plaza. The university is in the process of getting an environmental permit in the next year so construction can begin.

Replacement of Water Pumps in Dorms

New water circulation pumps were installed in North, Northwest and some Alumni buildings over winter break. The pumps keep water pressure consistent on every floor and have been working very well in McMahon since they were installed earlier in the year, Trimble said.

"When students return we will still be doing the work, but the interruptions in water flow will be very short," Trimble said.

The installation of the pumps and other equipment should fix the water pressure problems some dorms experienced last semester, Trimble said.

On-Campus Apartment Maintenance Problems

University crews have had a tough time getting into apartments and re-painting them between semesters since students stay over breaks, according to Trimble.

"The problem is that one student will move out and the rest of [his or her] roommates will stay so when the new one moves in we don't get a chance to go in there and fix up the place," Trimble said. "This semester we are having students sign up in the complex office for a re-painting of their apartment whenever it is convenient for them."

The university is also searching for an on-campus apartment manager to better serve the needs of students in apartments.

New North Complex Office

The old complex office in McConaughy in North was moved to Hartford hall over break and the old office was refurnished into a lounge with a big screen television. Trimble said the new location of

the office is more convenient for students living in Northwest and Charter Oak Apartments, who also use the office.

These are the main projects occurring, but there are also smaller projects occurring throughout the Storrs campus.

Though surrounded by various construction projects, Beth Cheney, a 4th-semester chemical engineering and German studies major, said she is not bothered by them.

"I don't mind the construction unless it blocks my route to classes," Cheney said. "But my final statement to the university is: Bring back Jonathan's."

Kraus said there have been major changes since UCONN2000 began in 1995 and there are few buildings that have not been affected by the program.

"I think it's been a wise use of money and the university directed the funds to where they were needed," Kraus said.

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BITTERSWEET DISPATCH

MANSFIELD NATURAL AREAS VOLUNTEERS VOLUME II, WINTER, 2005

Welcome Mansfield Natural Areas Volunteers to the second issue of our seasonal newsletter, *Bittersweet Dispatch*. The Town of Mansfield Parks Office Staff, Jennifer and Jean, have lots of good news about what is happening in our Town's parks/preserves and hope you will read on, feel proud, and join us in another great year volunteering in our stewardship network, while enjoying taking care of our Town's natural areas.

But first, a moment of business, because records and communication are very important in supervising a successful volunteer group.

1. Complete and return the enclosed *Volunteer Information Sheet*. We need you to help us update our records, even if you have been volunteering for years.
2. Stewards, please call and schedule a site visit with us this year, so we can share information about what has been done/ what you suggest needs to be done on your site. You can also complete and return a *Site Management Report*, documenting your 2004 activities.
3. Wildlife Monitors or those doing special projects, please report your activities on the *Research Permit* or schedule a site visit with us to discuss your project.
4. Trail Monitors, please record your activities on the *Site Management Report*.

Jennifer and Jean work part-time. You can call us at the Parks Office number or phone Jean at home, 423-0027. Together with volunteers and the

Department of Public Works, we are getting more work done than ever before. Our records for 2004 workdays alone show 131 volunteers contributing 319 volunteer hours, saving the Town \$5,484 (according to a rate of \$17.19/volunteer hour, as published in *The Tallgrass Telegraph*, an Illinois Volunteer Stewardship Network newsletter.) Your time is valuable, and we want to recognize you for it! Now on to the news.

It's About Control of Asiatic Bittersweet Yielding a Healthier Diversity of Connecticut Natives

Our newsletter is named for this amazing non-native invasive plant that overwhelms many natives in our natural areas. In a warm spell this month we spied a huge gran'motha' vine next to the stonewall at Old Spring Hill Field, with branches reaching high into the treetops. We cut the three-inch diameter vine near ground level and applied BrushBGon herbicide. The rings were easy to count and it looked like this vine was 20 years old! Do you have a "Giant Vine Story" with a larger specimen? Tell us.

Spring workdays are scheduled at our shrubland restoration project in Old Spring Hill Field, Saturdays 10-12 pm, March 19, April 2, April 9, April 16, and April 30. Previous brush clearings are already providing places for native species to grow, like a Green Fringed Orchid spotted last summer. The increased

variety of new old-field herbaceous plants are also providing an important seed source and shelter for wintering birds. As we take out more invasives each year, the restoration plan includes introducing native shrubs grown in our own nursery on the property.

But It's Not Just About Invasives

The hot topic in Connecticut natural areas land management is the alarm about invasives, with state law now banning the sale and propagation of several species. In Mansfield, invasives control has been a part of our natural areas management plans for years, being selectively applied on sites. In 2004, the Town Council officially adopted an (already in operation) invasives control policy, as described on our website. Our invasives control strategy continues into 2005, with a specific plan for Schoolhouse Brook Park, training of Department of Public Works crews, and coordinating cooperative efforts with other groups just learning about invasives control field work. Complete eradication is not a feasible goal, but picking our battlegrounds and tackling more each year will lead to better examples of natural areas.

And It's Not Just About Saving Land from Development

Buying up land and putting it in a safe deposit box called a park does nothing to preserve it in a natural state. In fact it is known that the quality of that small piece of land set aside will only degrade over time, if not managed properly to artificially tip the balance in favor of ecological integrity instead of quickly succumbing to surrounding

encroachments. With a new piece of property, our short term land management goals often include marking boundaries and creating safe public access for parking and trails. But our long term goals are based on an assessment of the property's natural resources, deciding on what natural habitats we should be nurturing, how this piece of land connects with other green corridors, what opportunities there are for encouraging examples of local plant and animal communities, places where our citizens can learn about and appreciate local Mansfield natural history.

It's About Natural Areas Land Management and You

Our Town land management team is a cooperative effort with engineers, Public Works crews, and Parks Staff. Your volunteer work enhances our efforts, making our properties better understood and more accessible. Volunteer Wildlife Monitors continue projects including bluebird houses, kestrel houses, wood duck houses, butterfly counts, and plant surveys. Volunteers also help us on workdays or with special projects such as making benches, mapping stonewalls, developing online trail guides, leading hikes, or becoming members of the Parks Advisory Committee. Our Friends of Mansfield Parks programs provide opportunities for everyone to learn more about our natural areas. Visit our Parks Office in the Community Center and tell us your "Giant Vine Story"!

<p>Wednesday, April 6, 7:00 pm (RSVP) Natural Areas Volunteers Reception Mansfield Community Center Room</p>
--

Press Release
November 1, 2004

WINDHAM HOSPITALITY CENTER FOR THE HOMELESS TO REOPEN

The Windham Region No Freeze Project will re-open the Hospitality Center to assist the homeless on November 15th. The Hospitality Center provides overnight shelter during the winter months for single people 18 and over who are homeless in the Windham area. The Center will be located again for its second season at Calvary Chapel on Main Street in Willimantic. Guests may arrive at 9:00 p.m. and leave by 6:30 a.m.

The Hospitality Center is a volunteer effort organized and operated by the Windham Region No Freeze Project. Members of the project came together last fall concerned about the crisis of a shortage of homeless shelter beds in the state and the lack of a shelter for single adults in the Windham area. Members of the No Freeze Project are composed of social service providers, clergy, university staff, students and community residents.

Last season emergency shelter was provided to 60 individual guests for a total of 730 occupant nights. The people in need were often living outside in tents, cars, under bridges and other places not protected from the elements.

“We are operating the Hospitality Center again because unfortunately, the need is still there in our communities,” says Tom McNally, Chair of the Windham Region No Freeze Project. “We cannot look the other way while people are wet and cold sleeping out in the elements. As community members we have come together again to provide assistance so as to save lives and prevent needless injuries.”

Other concerned community members are welcomed to join in the efforts to help the region's homeless. Volunteers can offer their time or services for the Center by e-mailing: windhamvolunteers@yahoo.com

“Our guests were so grateful for the shelter assistance they received and the compassion and respect they were given,” says McNally. “Oftentimes guests would help assist the volunteers in their tasks to show their appreciation for a safe, warm place to stay overnight.”

Donation funds are also greatly needed to operate the volunteer hospitality center. Donation checks can be made payable to: Hospitality Center c/o The Covenant Soup Kitchen, 220 Valley St., Willimantic, CT 06226.

For more information call Tom McNally at Covenant Soup Kitchen, 423-1643.

WINDHAM REGION NO FREEZE HOSPITALITY CENTER

Guest Statistics from November 15, 2004 – December 31, 2004

Total number of unduplicated guests – 39

Total number of occupant stays - 269

<u>Gender</u>	<u>#</u>	<u>%</u>	<u>Race</u>	<u>#</u>	<u>%</u>	<u>Veterans</u>	<u>#</u>	<u>%</u>
Male	31	79.4%	Caucasian	20	51.2%	Yes	4	10.2%
Female	8	20.5%	African-American	5	12.8%	No	34	87.1%
			Hispanic	12	30.7%	NA	1	2.7%
			Asian	0	0			
			Other	0	0			
			NA	2	5.1%			

<u>Age</u>	<u>#</u>	<u>%</u>	<u>Marital Status</u>	<u>#</u>	<u>%</u>	<u>U.S. Citizen</u>	<u>#</u>	<u>%</u>
18-19	0	0	Single	27	69.2%	Yes	35	89.7%
20-29	6	15.3%	Married	5	12.8%	No	2	5.1%
30-39	10	25.6%	Separated	1	2.5%	NA	2	5.1%
40-49	16	41.0%	Divorced	2	5.1%			
50-59	4	10.2%	Widowed	2	5.1%			
60-69	0	0	NA	2	5.1%			
70-79	0	0						
80-89	1	2.5%						
NA	2	5.1%						

<u>Last Grade Completed</u>	<u>#</u>	<u>%</u>	<u>How Long Homeless</u>	<u>#</u>	<u>%</u>	<u>Homeless Before</u>	<u>#</u>	<u>%</u>
No Education	0	0	1 day	8	20.5%	Yes	16	41.0%
Grade 1-6	0	0	2-3 days	4	10.2%	No	18	46.1%
Grade 7-8	2	5.1%	1 week	1	2.5%	NA	5	12.8%
Grade 9-11	8	20.5%	2 weeks	1	2.5%			
Graduate High School/GED	17	43.5%	1 month	2	5.1%			
Grade 13-14	5	12.8%	1 1/2-2 months	4	10.2%			
Grade 15-16	3	7.6%	4-8 months	4	10.2%			
NA	4	10.2%	1 year	3	7.6%			
			1 1/2-3 years	3	7.6%			
			6-7 years	2	5.1%			
			NA	7	17.9%			

**Town of Residence
For Past Two Years**

	#	%
Windham/Willimantic	20	51.2%
Windham plus other town/state	3	7.6%
Mansfield	1	2.5%
Mansfield plus other town/state	1	2.5%
Danielson	1	2.5%
Norwich	1	2.5%
New London	1	2.5%
Colchester	1	2.5%
New Britain	1	2.5%
New Haven	1	2.5%
Out of State	4	10.2%
Mexico	1	2.5%
NA	3	7.6%

Have Income

	#	%
Yes	13	33.3%
No	23	58.9%
NA	3	7.6%

Kind of Income

	#	%
Some form SS	6	15.3%
Job	2	5.1%
Canning	1	2.5%
Street	1	2.5%
NA	3	7.6%

Recently Released Hospital

	#	%
Yes	7	17.9%
No	29	74.3%
NA	3	7.6%

Recently Released Corrections

	#	%
Yes	4	10.2%
No	31	79.4%
NA	4	10.2%

Need to See a Health Provider

	#	%
Yes	4	10.2%
No	33	84.6%
NA	2	5.1%

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United States Senate

WASHINGTON, DC 20510-0702

STATE OFFICE:
100 GREAT MEADOW ROAD
WETHERSFIELD, CT 06109
(860) 258-6940
FAX: (860) 258-6958
TOLL FREE: (800) 334-5341
TDD: (860) 529-7498

COMMITTEES:
BANKING, HOUSING, AND
URBAN AFFAIRS
FOREIGN RELATIONS
HEALTH, EDUCATION, LABOR,
AND PENSIONS
RULES AND ADMINISTRATION

HOME PAGE: <http://dodd.senate.gov>

The No Child Left Behind Reform Act (NCLBRA) Senator Christopher J. Dodd

NCLBRA provides states with the flexibility to use multiple measures to calculate student achievement. Under current law, schools are held accountable for student achievement based on how their students perform on annual tests. Unfortunately, test scores alone may not be an adequate or accurate measure of student achievement. Additional measures such as an individual student's rate of improvement or graduation rates may be better yardsticks to gauge whether students are making adequate yearly progress towards proficiency. While technically the law already allows for measures other than test scores to be considered, it does not allow additional measures to result in taking schools off a "needs improvement" list. Secondary measures can only be used to penalize schools, not help them, in the accountability process. NCLBRA will allow schools to use added academic measures in a way that gives them credit for performing well on them. NCLBRA also provides monies for states and school districts to increase their capacity to track student improvement from year to year by putting into place necessary computer programs and providing training for staff to use such systems.

NCLBRA allows schools to target school choice and supplemental services to the students that actually demonstrate the need for them. Under current law, school choice must be offered to all students in a school, and supplemental services must be provided to all low-income students in a school, regardless of whether these children are the students that have actually failed to meet testing goals. Targeting resources to the students that actually demonstrate the need for them is a more efficient way to maximize limited resources.

NCLBRA ensures that NCLB's highly qualified teacher provisions are both rigorous and reasonable. As interpreted, provisions in the law requiring teachers to be "highly qualified" to teach, are particularly burdensome for some teachers. For example, a 7th grade teacher in a K-8 school could be required to hold degrees, or take exams in, all of the subjects that they teach: English, math, science and social studies. Recognizing the burden such provisions could put on some teachers, NCLBRA:

- Allows middle school teachers to pass a comprehensive State middle school exam to fulfill NCLB teacher requirements rather than take separate exams in each of the subjects that they may teach (i.e. English, Social Studies, Science, Math, etc.).
- Allows for the creation of a comprehensive State social studies certificate at the middle or high school level that will allow teachers to teach history, geography, economics and civics without having to separately major in each of these subjects.
- Allows for the creation of a comprehensive State science certificate at the middle or high school level that will allow teachers to teach earth science, biology, chemistry and physics without having to separately major in each of these subjects.

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ZC file # 1225

APPLICATION REFERRAL

Mansfield Planning & Zoning Commission

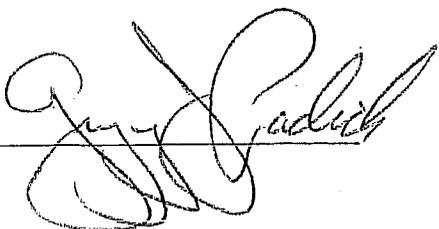
- | | | |
|-----|---|---|
| TO: | <input checked="" type="checkbox"/> Public Works Dep't., c/o Ass't. Town Eng'r. | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| | <input checked="" type="checkbox"/> Health Officer | <input checked="" type="checkbox"/> Open Space Preservation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

The Planning and Zoning Commission has received a 5 lot subdivision application and will consider the application at a ~~Public Hearing~~ regular meeting on March 7, 2005. Please review the application and reply with your comments to the Planning Office before March 3, 2005. For more information, please contact the Planning Office, 429-3330.

APPLICATION INFORMATION

Applicant: Dorwart Family Trust
Owner: same
Agent(s): Miniviti Group, Hellston Engineering & Surveying
Proposed use: 5 lot subdivision
Location: Wormwood Hill Rd south of Mulberry Rd.
Zone classification: R1A-R-90
Other pertinent information:

- Full sized plans available in the Planning Office
- Initial wetland license Application also pending
- Proposal includes conservation easements to address open space dedication requirements

signed 

date 2/9/05

file # 1228
filing date 1/31/05

MANSFIELD PLANNING & ZONING COMMISSION
APPLICATION FOR SUBDIVISION OR RESUBDIVISION APPROVAL

Name of subdivision MULWOOD EAST

Name of subdivider (applicant)

WENHOLD A. & JUANITA M. DORWART FAMILY TRUST Phone # 860-429-4114

(please PRINT)

Address 187 WORMWOOD HILL RD., MANSFIELD CT 06250
(street) (town) (state) (zip)

Signature A.C. Dorwart Trustee (owner _____)
(optionee _____) Date 31 JAN 05

OWNER (IF OTHER THAN SUBDIVIDER)

Name SAME AS APPLICANT Phone # _____
(please PRINT)

Address _____
(street) (town) (state) (zip)

Signature _____ Date _____

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

SUBDIVISION DATA

Location: WORMWOOD HILL RD., MANSFIELD, CT 06250

Zoning district RAR90

Total # of acres 19.01
Total # of lots 5 (FIVE)

EXTENSION OF TIME

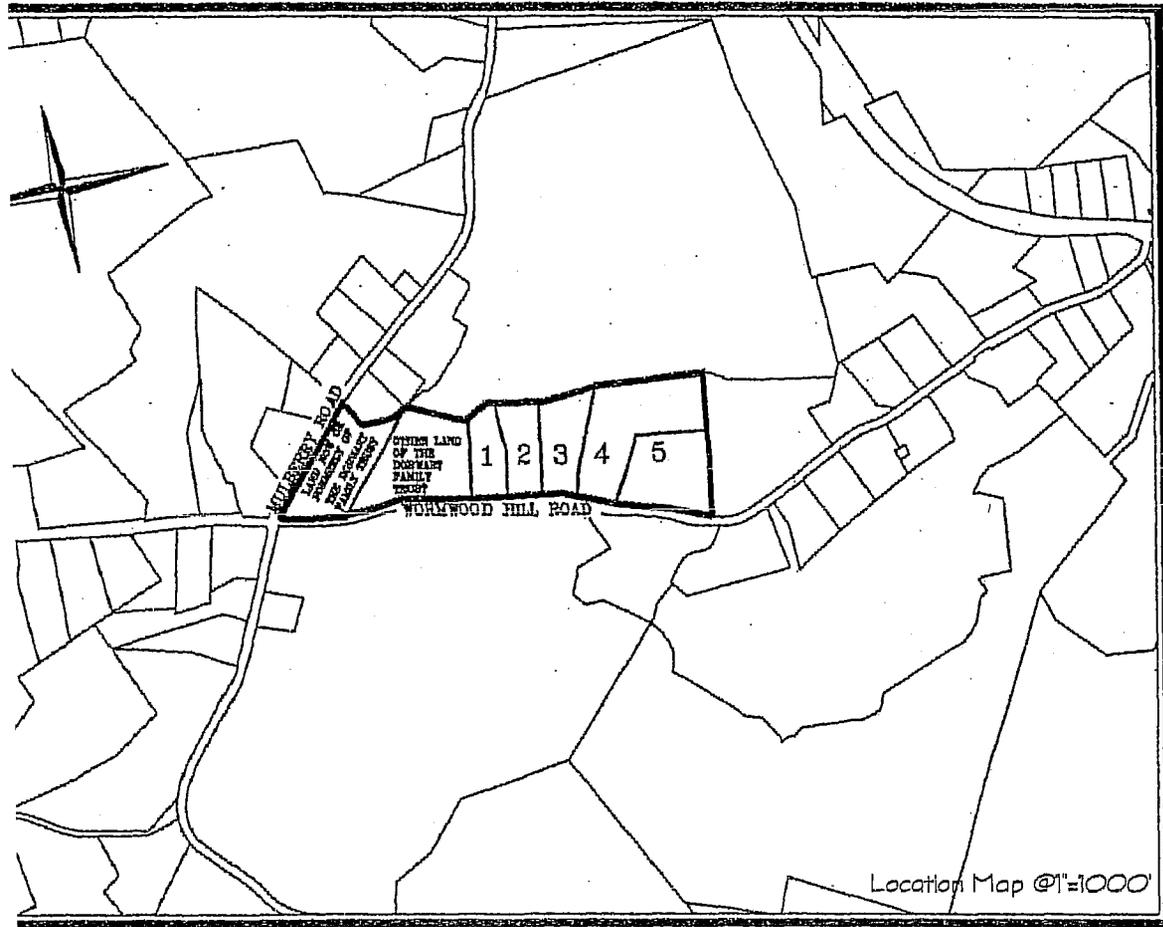
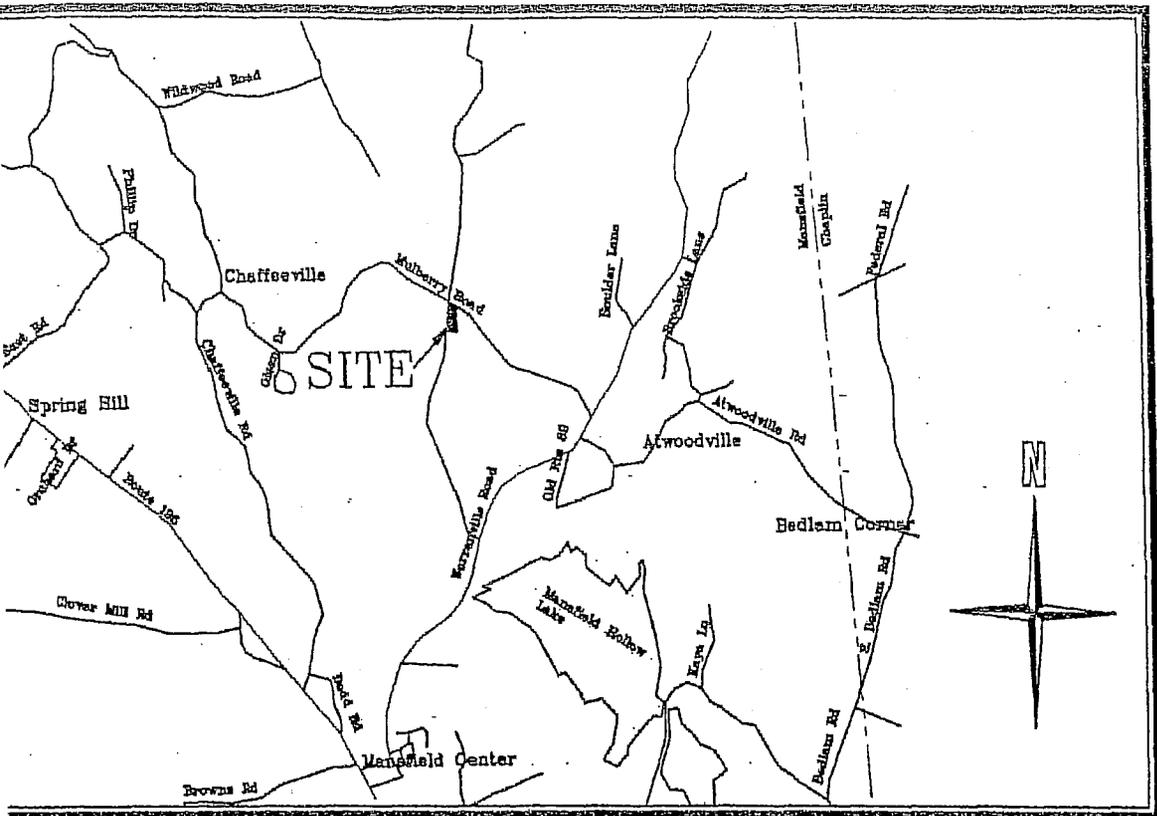
Pursuant to Section 8-26d, subsection (b) of the Connecticut General Statutes, the undersigned applicant hereby consents to an extension of time within which the Planning and Zoning Commission is required by law to approve, modify and approve or disapprove a subdivision plan known as

_____ and located at/on _____

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

Signature _____

Date _____



Location Map @1"=1000'

Reinhold A. Dorwart and Juanita M. Dorwart Family Trust

*David A. Dorwart, Trustee
Mulberry House
187 Wormwood Hill Road
Mansfield Center, Connecticut 06250*

*Home: 860.429.4114 / Cell: 212.807.9845
DADorwart@aol.com*

January 25, 2005

Michael Moran
71 Browns Rd.
Mansfield, CT 06268

Dear Michael:

I am writing you as neighbor and as Trustee of the Reinhold A. Dorwart and Juanita M. Dorwart Family Trust to let you know that the Trust is developing a portion of its property holdings into a residential subdivision. Presently, an application for a five-lot subdivision on Wormwood Hill Road entitled Mulwood East (see attached schematic) is being submitted to the Town Planning and Zoning Commission and to the Inland Wetlands Agency.

In developing this subdivision, the Trust has collaborated with the Miniutti Group's landscape architect and the Town Planners. We have paid scrupulous attention to preserving the road frontage and tree canopy. Furthermore, all building will adhere to strict guidelines established by the Trust in a comprehensive Declaration of Covenants and Restrictions. Our approach should ensure bountiful open space and the maintenance of the overall integrity and character of the neighborhood.

You may wish to contact the Mansfield Inland Wetlands Agent for addition information. If you have any questions or comments, please feel free to call me or stop by.

Sincerely,

David

Project:

Mulwood East

Subdivision of Land
@ Wormwood Hill Road

Owner:

Dorwart Family Trust

187 Wormwood Hill road
Mansfield Ct. 06250

Applicant:

David Dorwart Trustee

187 Wormwood Hill road
Mansfield Ct. 06250

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Site Planning,
Landscape Architecture &
Landscape Assessment:



The Miniutti Group, LLC

11 Starrs Heights Road
Starrs, Connecticut 06268
(860) 429-0696
www.miniuttigroup.com

Survey and Engineering:

Rob Hellstrom Land Surveying

32 Main Street
Hebron, Ct.
P.O. Box 497
Columbia, Ct. 06237-0497
(860) 228-9853

Soil Scientist:

Highland Soils

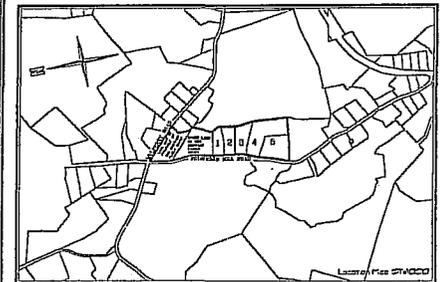
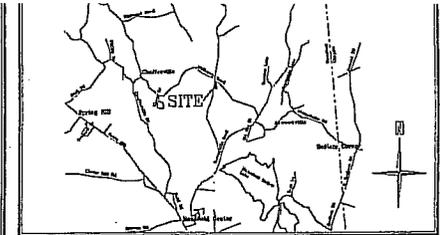
John Ianni
P.O. Box 337
Starrs, Ct. 06268
(860) 742-5868

Approved By The Town Of Mansfield Inland Wetland Agency

Approved By The Mansfield Planning And Zoning Commission

Approved By The Director Of Health

Approved By The Director Of Public Works



Zoning Table	Zoning Table
Zone:	RARE0
Min. Lot Area:	50,000 SQ.FT.
Min. Lot Frontage:	200 FT.
Min. Front Yard Setback:	60 FT.
Min. Side Yard Setback:	35 FT.
Min. Rear Yard Setback:	50 FT.
Max. Height:	35 FT.

Character of Open Space Dedication

Item	Quantity	ISR Required	Provided
Area of Subdivision = 10.02 acres			
Dry land less than 30% slope	10.78 acres	0.01 acres	0.14 acres
Slope greater than 30%	0.00 acres	0.00 acres	0.00 acres
Wetlands	0.00 acres	0.00 acres	0.00 acres
Total Open Space	0.00 acres	0.01 acres	0.14 acres

*Open Space calculations are based on land covered by lots numbered 1-6 only.

Sheet Index

Landscape Sheets

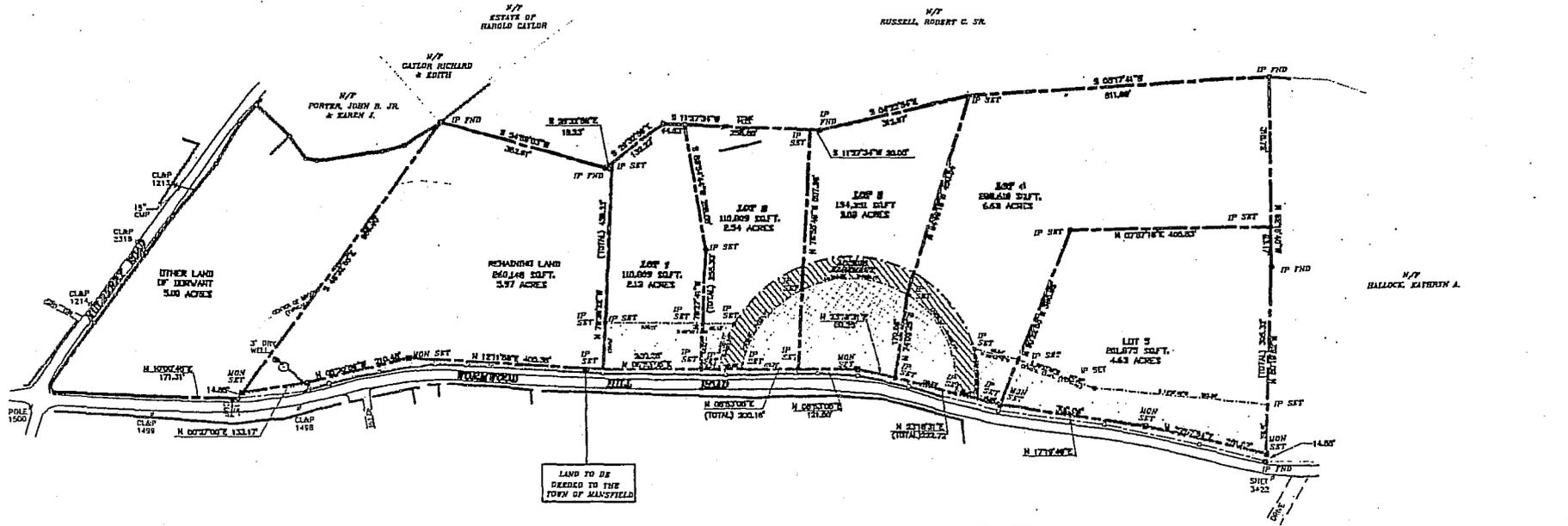
Sheet	L1	Cover Sheet
Sheet	L2	Landscape Assessment

Engineering Sheets

Sheet	1 of 4	Boundary
Sheet	2 of 4	Site Plans
Sheet	3 of 4	Site Plans
Sheet	4 of 4	Detail Sheet

LEGEND

- PROPERTY LINE
- ANGLE POINT
- IRON PIN OR PIPE FOUND
- OF SET
- OF SET
- MON SET
- MON SET
- STONE WALL
- VICE FENCE
- EXISTING CONTOUR
- WETLAND LIMIT
- WETLAND LIMIT
- LINEY OF CONSERVATION EASEMENT
- OLD STREET LINE



LAND TO BE
DEDICATED TO THE
TOWN OF MANSFIELD

TOTAL ACRES
1,088,674 SQ. FT.
24,99 ACRES

CONSERVATION EASEMENTS
316 ACRES

APPROVED BY THE DIRECTOR OF HEALTH	APPROVED BY THE MANSFIELD BOARD OF HEALTH
SIGNATURE OF DIRECTOR	SIGNATURE OF DIRECTOR
DATE	DATE
APPROVED BY THE DIRECTOR OF PUBLIC WORKS	APPROVED BY THE MANSFIELD PLANNING & ZONING COMMISSION
SIGNATURE OF DIRECTOR	SIGNATURE OF DIRECTOR
DATE	DATE

MAP STANDARD NOTES

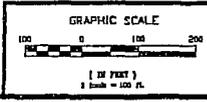
1. THIS SURVEY HAS BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-200a-1 THRU 20-200a-20 OF THE REGULATION OF CONNECTICUT STATE AGENCIES' MINIMUM STANDARD FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT AS ENFORCED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. THE TYPE OF SURVEY PERFORMED IS A SUBDIVISION. BOUNDARY DETERMINATION IS BASED ON PRECISION OF PROPERTY AND CORRESPONDS TO A-B CLASS OF ACCURACY.

MAP REFERENCE:

1. PLAN OF LAND R. A. AND S. M. DORWART CONVEYED TO D. A. AND M.M. SQUIRES MANSFIELD, CONN. SEPT. 1954 SCALE 1" = 40'.

2. PLAN PREPARED FOR ROBERT C. RUSSELL, JR. 342 MULBERRY ROAD MANSFIELD, CT. BOUNDARY SURVEY, SCALE 1" = 100, DATE 3/18/86, FILE NO. 850125, SHEET 1 OF 1, BY FOLWIS & FERRY ASSOCIATES, CONSULTING ENGINEERS, LAND SURVEYORS, LAND PLANNERS, P.O. BOX 236, COVENTRY, CT. DEED (85) 748-03 NO REVISIONS, 100% SIDE MONUMENTATION, 1/2" = 100' COPIES 4 SHEETS.

3. BOUNDARY SURVEY, PREPARED FOR DAVID A. DORWART, FIRST CLERK, WORMWOOD HILL ROAD & MANSFIELD ROAD, MANSFIELD, CONNECTICUT, PREPARED BY ROB HELLSTROM L.S., JULY 12, 2004



TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

ROB HELLSTROM L.S.

NO.	DATE	DESCRIPTION

**ROB HELLSTROM
LAND SURVEYING**

32 MAIN STREET
HEBRON, CT.
P.O. BOX 497
COLUMBIA, CT. 06237-0497
(860) 228-9833

MULWOOD EAST SUBDIVISION
- PREPARED FOR -
THE DORWART FAMILY TRUST
BOUNDARY
WORMWOOD HILL ROAD

MANSFIELD CONNECTICUT

SHEET	1 OF 4	JOB #	2004-049
SCALE	1" = 100'	FILE #	DD04049

DATE: DECEMBER 14, 2004 BY: R.S.L./R.H.K.

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APPLICATION REFERRAL

Mansfield Planning & Zoning Commission

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

The Planning and Zoning Commission has received a 25 lot subdivision application and will consider the application at a Public Hearing/~~regular~~ meeting on April 4, 2005. Please review the application and reply with your comments to the Planning Office before March 31, 2005. For more information, please contact the Planning Office, 429-3330.

APPLICATION INFORMATION

Applicant: Smith Farms Development Group LLC
Owner: SAME
Agent(s): MESSIER ASSOCIATES
Proposed use: 25 lot subdivision / proposed town road
Location: Mansfield City Rd
Zone classification: RAR-40
Other pertinent information:

- Full sized plans available in Planning Office
- Inland Wetland License Application also pending
- Proposal includes open space areas to be dedicated to the Town + trail improvements
- Proposal includes new roadways to be dedicated to the Town

signed 

date 2/9/05

file # 1214-2
filing date 2/3/05

MANSFIELD PLANNING & ZONING COMMISSION
APPLICATION FOR SUBDIVISION OR RESUBDIVISION APPROVAL

Name of subdivision "Sunrise Estates"

Name of subdivider (applicant) Smith Farm Development Group, LLC. Phone # 860-649-4800
(please PRINT)

Address C/O Thomas Boyle P.O. Box 855 Manchester, CT 06040
(street) (town) (state) (zip)

Signature [Handwritten Signature] (owner)
(optionee) Date 2/02/05

OWNER (IF OTHER THAN SUBDIVIDER)

Name Same As Above Phone # _____
(please PRINT)

Address _____
(street) (town) (state) (zip)

Signature _____ Date _____

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

SUBDIVISION DATA

Location: Manchester City Road

Zoning district R 40 Total # of acres 86⁺ AC
Total # of lots 25

EXTENSION OF TIME

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

_____ and located at/on _____

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

Signature _____ Date _____

"SUNRISE ESTATES"

TO BE DEVELOPED BY

"SMITH FARMS DEVELOPMENT GROUP, LLC"

MANSFIELD CITY ROAD
MANSFIELD, CONNECTICUT

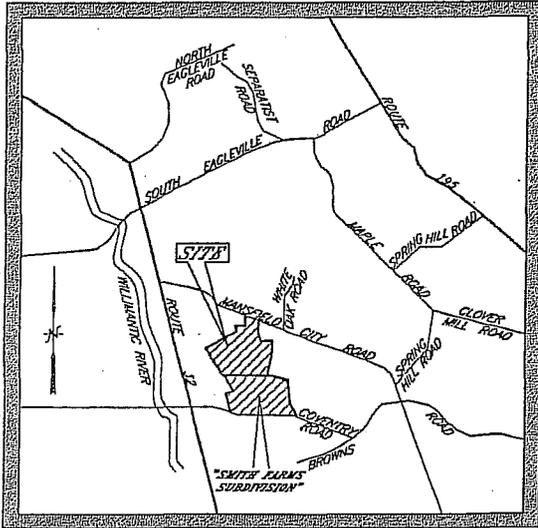
JANUARY, 2005

SHEET INDEX

1	TITLE PAGE
2	SUBDIVISION PLAN
3	GENERAL LOCATION PLAN
4	TOPOGRAPHIC SITE DEVELOPMENT PLAN
5	TOPOGRAPHIC SITE DEVELOPMENT PLAN
6	TOPOGRAPHIC SITE DEVELOPMENT PLAN
7	TOPOGRAPHIC SITE DEVELOPMENT PLAN
8	PLAN & PROFILE [SUNRISE DRIVE ENTRANCE & SUNRISE LANDING]
9	PLAN & PROFILE [SUNRISE LANDING]
10	PLAN & PROFILE [SUNRISE LANDING]
11	PLAN & PROFILE [SUNRISE DRIVE EXIT]
12	SOIL TEST DATA
13	SEPTIC SYSTEM DESIGN CRITERIA & DETAILS
14	CONSTRUCTION NOTES & DETAILS
15	EROSION AND SEDIMENT CONTROL PROCEDURES & DETAILS
16	EASEMENT PLAN

PROJECT DESIGN TEAM

LAND SURVEYOR & SITE CIVIL ENGINEER	MESSIER & ASSOCIATES, INC. 209 MAIN STREET MANCHESTER, CT 06040
WETLAND & ENVIRONMENTAL CONSULTANT	CONNECTICUT ECOSYSTEMS, LLC 38 WESTLAND AVENUE WEST HARTFORD, CT 06107
LANDSCAPE ARCHITECT	JULIUS GYULA FABOS, PHD 45 CANTON AVENUE AMHERST, MA 01002



LOCATION MAP
(NOT TO SCALE)

P.131

MANSFIELD LAND RECORDS	
RECEIVED FOR RECORDING	
TOWN CLERK	DATE
APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION:	
CHAIRPERSON'S SIGNATURE	DATE
APPROVED BY THE DIRECTOR OF HEALTH:	
DIRECTOR'S SIGNATURE	DATE
APPROVED BY THE DIRECTOR OF PUBLIC WORKS:	
DIRECTOR'S SIGNATURE	DATE
APPROVED BY THE MANSFIELD INLAND WETLAND AGENCY:	
CHAIRPERSON'S SIGNATURE	DATE

SPECIAL NOTES PER CONDITIONS OF APPROVAL:

PURSUANT TO SECTIONS 8-103 AND 8-104 OF THE MANSFIELD ZONING REGULATIONS, THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE MANSFIELD PLANNING AND ZONING COMMISSION, THE MANSFIELD HEALTH DEPARTMENT, THE MANSFIELD PUBLIC WORKS DEPARTMENT, AND THE MANSFIELD INLAND WETLAND AGENCY. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE MANSFIELD PLANNING AND ZONING COMMISSION, THE MANSFIELD HEALTH DEPARTMENT, THE MANSFIELD PUBLIC WORKS DEPARTMENT, AND THE MANSFIELD INLAND WETLAND AGENCY.

This subdivision is approved by the Planning and Zoning Commission of the Town of Mansfield, Connecticut.

Expiry: _____

Date of Approval: _____

Pursuant to Title 8 of the Connecticut General Statutes, if all work in connection with this subdivision shall be completed within three (3) years from the date of this approval.

Pursuant to Section 8-103 of the Connecticut General Statutes, this plan was delivered to the applicant on _____ and shall be filed in the office of the Town Clerk of the Town of Mansfield, Connecticut within thirty (30) days of such date.

OWNER:
SMITH FARM DEVELOPMENT GROUP, LLC
C/O THOMAS BOYLE
P.O. BOX 855
MANCHESTER, CT. 06040

APPLICANT/SUBDIVIDER:
SMITH FARMS DEVELOPMENT GROUP, LLC
P.O. BOX 855
MANCHESTER, CT. 06040

		MESSIER & ASSOCIATES, INC. SURVEYORS - ENGINEERS MANCHESTER, CT. (860) 644-8013 PUTNAM, CT. (860) 626-1171
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